



**Minutes of the Cemetery Committee meeting held on
Thursday February 25th 2021 via Zoom at 6.30pm**

Present: Cllrs J Humphries (Chair), S Allcroft, G Castle, M Swinbank, A Symmonds, G Watson and L Wearn.

In attendance: P Hatley, Town Clerk; J Pibworth, Assistant to the Town Clerk.

CEM20/23 Apologies

None.

CEM20/24 Declarations of Interest

None.

CEM20/25 Minutes of Last Meeting

The minutes of the Cemetery Committee meeting held on 5th November 2020 were tabled for approval.

RESOLVED: The minutes of the meeting held on 5th November 2020 were agreed as a true record.

CEM20/26 Matters arising from minutes not covered by the agenda

CEM 20/19 Councillor Swinbank asked if the buildings were listed. The Assistant to the Town Clerk confirmed that both the buildings were listed as was the front wall.

CEM20/27 Cemetery Activity

The Assistant to the Town Clerk took councillors through the Cemetery activity data as at February 25th 2021.

2020/21

So far in 2020/21 there had been 32 burials (30 burials and 2 ashes burials). There have been 17 plots purchased with a burial (15 in area 37A, 1 in 38A and 1 in 19A) and 15 burials in pre purchased plots. There have also been 6 plots bought without a burial (3 in 37A, 1 in the ashes area and 2 plots in area 42A). The chapel has been used on 12 occasions and an additional surcharge of £3,945 has been made.

Remaining plots – Old part area 19A has 6 plots available, the Natural Burial Area has 32 plots available (7 have been sold but not used); area 37A (consecrated) has 13 plots available, area 37A (un-consecrated) has 16 plots available plus ashes plots.

She added that there are another 2 further burials that week and more booked for February.

RESOLVED: To note the activity update.

CEM20/28 Budget update 2020/21

The Assistant to the Town Clerk took councillors through the budget sheet as at 31st January 2021 and highlighted the following budget lines with expenditure activity:

Expenditure for 2020/21 is currently £19,997.02.

Wages, PAYE – £24,044.12 for 9 months wages.

Phones - £250.00 (10 months fixed charge of £25 per month).

Fuel - £555.46 (final expenditure).

Building repairs - £716.48 (10 months gas contract, Chubb fire equipment service).

Machines and repairs - £904.37 (tractor service and repairs).

Clothing / safety clothing £94.16 (work trousers, chainsaw gloves and mask).

Grounds maintenance and tree works – £4,766.55 (tree pollarding £2,700, specialist tree survey £575, trade waste £922.78, supplies £179.80, plants £144.01).

Electricity - £762.91 (10 months electricity charges).

Water - £529.54 – 3 quarter water bills for Lodge and ground taps.

Councillor Allcroft asked if there was a reason for the water bill such as a leak. The Assistant to the Town Clerk advised that she had checked each bill and felt they were reasonable. She advised that the budget figure was perhaps a bit low.

Councillor Watson asked about the Chubb expenditure. The Assistant to the Town Clerk advised that visits are not booked through officers and the first they know of it is when an invoice arrives. Councillor Watson asked if the fire safety equipment could be reviewed with a view to getting it cheaper.

Income for 2020/21 is currently £39,707.07 with an additional £8,530 ready to bank. She confirmed that some of the improved income was that people were buying a plot along with a burial and were using the chapel and paying for headstones.

She asked councillors about the amount charged to Denwick Parish Council as their contribution towards the cost of Alnwick Cemetery.

Councillor Symmonds recommended a slight increase.

Councillor Watson agreed that the Denwick Parish contribution be increased.

Councillor Wearn also agreed that there should be an increase.

Councillor Swinbank asked if the way the contribution was worked out needed to be looked at in more detail.

The Town Clerk advised that some calculations could be based on resident numbers.

Councillor Watson did not feel that officer time should be spent and that the Denwick Parish contribution be increased by inflation each year.

Councillor Castle felt the figure should be rounded up to the nearest £10.

**RESOLVED: i) To receive the 2020/21 budget figures,
ii) To increase the Denwick Parish contribution to £410.**

Councillor Wearn asked for an update about the apprentice. The Town Clerk advised that a suitable qualification have been identified just before lockdown and that he anticipated that

CEM20/29 Updates

a) Works

The Assistant to the Town Clerk reported that she had tried to get a 2nd quote for the proposed infrared heating system. She explained that she was keen to get this done and that as the quote as under £1,000 would like approval to get the works done by Pickards. She confirmed that she would use a different supplier for the new lighting.

She advised that she would get some more of the driveway done this year and that this might be the roundabout area.

Councillors felt that the heating should be upgraded to infrared heaters as soon as possible but that an additional quote be obtained to ensure value for money.

RESOLVED: To accept the quote from Pickards for the replacement infrared heating work in the Chapel.

b) Tree Works

The Assistant to the Town Clerk reported that the next tree survey would be done on April 12th and that he will discuss further tree surveys in the town. She reported that the next phase of the lime tree strategy (up to 12 trees) will be done by the end of March 2021. She explained to Councillor Castle that there are 78 lime trees in the cemetery and that they are all on a 7-year rolling schedule to be pollarded.

Councillor Swinbank asked if further tree planting was planned this year. The Assistant to the Town Clerk advised that new tree planting usually took place after the tree survey so none was planned at the moment. She added that three new trees were planned for the new ashes are to replace the old conifer.

Councillor Humphries wondered if any of the cherry trees could be requested for the cemetery. The Assistant to the Town Clerk advised that none had been requested and the only suitable area with enough space for any trees.

RESOLVED: To accept the update.

c) New Ashes Burial Area (Remembrance Garden)

Councillor Humphries reported that he and the Assistant to the Town Clerk had discussed done some work on plans for this area. The area was for people who did not have plots in the cemetery or ashes were scattered elsewhere.

The Assistant to the Town Clerk explained that she had put together a plan which was shared with councillors. She explained that a temporary path has been laid and that this will be replaced with a more permanent surface for the path.

She explained that some of the plants used in the roundabout planting would be used in this area. These would include evergreens, along with old fashioned roses, cotoneaster (which are the best shrubs for absorbing CO2), heucheras and lavenders.

She explained that Councillor Humphries had requested wooden benches so she had sourced some commercial radius wooden benches which could be joined together and can be engraved. She felt that if the benches proved popular more can be bought to replace some of the old wooden benches. The engravings could be done to commemorate events such as WWI.

She advised that she and Councillor Humphries thought that a central feature would be appropriate to give a focus for the area. Councillor Humphries had suggested an arch for the are which would be reviewed again when the rest of the area had been completed. They felt that councillors might want to have a piece done by Stephen Lunn who had done the arch for the new area.

Councillor Watson felt that something similar to the arches in the town centre.

Councillor Swinbank felt it was important that the surface of the path makes it accessible and whether it could be a paved path. The Assistant to the Town Clerk advised that she would get quotes for tarmac and other alternatives.

Councillor Symmonds asked if is was for scattering ashes Councillor Humphries advised that the area can be used as a remembrance area for people who have scattered ashes elsewhere.

Councillor Symmonds also felt that something relevant to the metal arch could be installed as this fits the area very well.

RESOLVED: To accept the plan and go ahead with the proposed works in the Ashes Burial Area.

CEM20/30 New Cemetery

The Town Clerk explained to councillors that the committee needed to start thinking about a site for a new cemetery as there is about 8 years left in the current area.

He felt that, with the amount of work needed to create and prepare any site ready for burials, it should be start to be considered.

Councillor Humphries explained this would be outside the current cemetery boundaries.

Councillor Castle suggested talking to Julie Parkinson to advise of ownership of land.

Councillor Wearn agreed that a new location needed to be discussed.

Councillor Swinbank explained that it should be incorporated into the revision of the Neighbourhood Plan.

The Town Clerk advised that some money needed to be put aside to be ready for works to start.

Councillor Watson explained that the field to the south of the Arcinova factory remained unused and could be explored.

Councillor Symmonds asked if the Town Council had the right to compulsory purchase land for new cemeteries. Councillor Castle advised caution for this route.

CEM20/31 Any Other Business

Councillor Wearn advised that the Cemetery Superintendent had reported that he had received some complaints about tractor damage. He requested if some new webbing could be purchased.

Councillor Symmonds advised that he had seen some matting on a building site.

Councillor Castle asked if he was free to have a walk around the cemetery.

Councillor Wearn advised that the cemetery was a lovely place.

Councillor Symmonds explained that the work of the two Ians should be acknowledged.

The Town Clerk explained that as part of the Annual Town Clerk Conference he had been on a couple of virtual sessions regarding cemeteries.

The Town Clerk reported that one of the gateposts had been knocked and damaged so that some work may be needed to repair it.

The meeting closed at 7.33pm

Minute CEM 20/28**COST FOR RESIDENTS****BURIALS**

Burial Rights for up to 100 years incl. right to erect headstone	£675
Burial Rights for child's plot (up to 12 yrs old)	Nil
Burial of person over 12 years old	
- Depth 4ft	£410
- Depth 5ft	£665
Burial of child (1 month old up to 12 years old)	
- Depth 4ft	Nil
- Depth 5ft	Nil
Burial of child (stillborn or child up to 1 month old)	Nil
Burial of Child (up to 12 years old, only charge is for out of parish)	£250 burial right + £175 burial fee
Natural/Woodland Burial	£1,165 (includes memorial stone)

CREMATED REMAINS

Burial Rights for up to 100 years incl right to erect headstone	£350
Burial Charge	£235
Scattering of Ashes	£130

MEMORIALS ETC

Right to erect headstone for graves prior to 1/4/12	£150
Right to place vase/shield/cross etc.	£70
Extra Inscriptions	£35
Headstone foundation	£135
Engraved plaque for fence (natural burial area)	£75
Inscription of slate mem. stone (natural burial area)	£75
Search of Cemetery records (by post)	From £30
Search of records with superintendent	From £30
Transfer of a Deed	£55
Use of Chapel	£185
Non residents	+100%
Saturday increase	+100%
Public Holiday increase	+100%

Proposed 2021/22