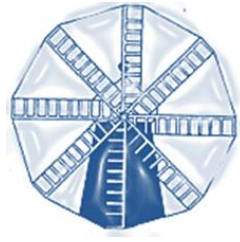


HECKINGTON PARISH COUNCIL



Minutes of the Heckington Parish Council Cemetery Committee meeting held on Monday 2 June 2025 at 6.00pm in the Parish Council Chambers, St Andrews Street, Heckington

1. Election of Chair (CC/25/001)

Councillor Tucker proposed herself as a candidate for the position of Chair. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee. Councillor Tucker will hereafter be referred to as the Chair.

2. Chair's Welcome (CC/25/002)

The Chair delivered the usual health and safety announcements and asked members of the public to silence their mobile devices.

She explained that the Parish Council has a legal responsibility to provide a burial ground; she said that there is a lot to be done at the cemetery in terms of maintenance and work has already begun. She explained that this has become one of her passions.

The Chair thanked Wright's Garden Services, the Bees Knees and Mr Tucker for their assistance in mowing the cemetery last week. Councillor O'Connor asked for the thanks to be recorded.

The Chair proposed that Councillor Davison join the Cemetery Committee as he has a strong financial background and this will be required in the weeks and months to come. The proposal was seconded by Councillor Garlick and the motion to put this proposal to the Parish Council at the June meeting was passed unanimously by resolution of the Committee.

The Chair went on to say that the Committee will need to be hard-working and inventive due to the lack of funding.

3. Public Forum (CC/25/003)

There were four members of the public present.

A member of the public asked whether the Committee will be forming a working group to meet on a regular basis, 'Friend of Heckington Cemetery'.

A member of the public said that 'Humdinger' were looking for voluntary roles within the Parish.

4. Councillors present (CC/25/004)

Councillor Garlick
Councillor Gower
Councillor O'Connor
Councillor Tucker

5. Apologies (CC/25/005)

None.

6. To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011 (CC/25/006)

None

7. General Matters (CC/25/007)

a) Terms of Reference

The Chair proposed that the Terms of Reference are accepted. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to add to the next agenda for the Cemetery Committee to outline the statutory duties of the Parish Council in relation to the provision of burial grounds.

Cemetery Committee Term of Reference

1. Purpose & Responsibilities

1.1 To be responsible for oversight of, and safe and efficient management of Heckington Cemetery.

1.1.1 To identify policies and actions to ensure safe working practices within the cemetery and to continually review health and safety and risk management both for employees and members of the public.

1.2 To work with the Clerk to ensure compliance with relevant legislation.

1.2.1 The Clerk has overall responsibility for management of records and documentation.

1.3 To develop proposals for the maintenance or improvement of Heckington Cemetery where required.

1.3.1 To develop a long-term maintenance plan for improvements to the cemetery to ensure that it provides a well-organized space for burials, internments and for mourners to grieve in comfort and peace.

1.3.2 To assist the RFO to obtain quotes and tenders for contract work,

1.4 To be responsible for the provision of budget proposals with the assistance of the RFO to present to the Parish Council in September of each year to include a review of all cemetery fees on an annual basis.

1.5 To review cemetery rules and regulations as least annually.

1.6 To ensure the completion of regular, routine monument/memorial inspections and the implementation of any recommendations arising from the testing.

1.6.1 To liaise with the Finance Committee in relation to any grant applications for the maintenance of historic memorials.

1.7 To liaise with living relatives of the deceased to ensure that their views and recommendations are taken into account in managing the cemetery.

1.8 To undertake any ad hoc duties as requested by the Parish Council.

2. Membership

2.1 The Cemetery Committee shall be comprised of a maximum of five Councillors as determined by the Parish Council at the Annual Parish Council meeting. This does not preclude changes to membership throughout the year.

2.2 The Cemetery Committee shall elect from its number a Chair who will serve until the next Annual Parish Council meeting in May.

3. Meetings

- 3.1 The Cemetery Committee will, as a minimum, meet four times a year. Additional meetings may be convened as required by the Committee.
- 3.2 Meetings will be conducted in accordance with Heckington Parish Council's Standing Orders and will be convened within the prescribed statutory framework. For clarity, the agenda must be published 3 clear days before the meeting, the meeting will be held in public unless there is a legitimate reason that it should not be and minutes will be produced.
- 3.3 The meeting may be convened at a day and time convenient to the committee.

4. Working Group

- 4.1 The Cemetery Committee may appoint a working group of volunteers. Any activities must be risk assessed, and insurance coverage must be confirmed.

5. Conduct of Conduct

- 5.1 The adopted Code of Conduct will apply to all Council members and to non-council members.

6. Voting

- 6.1 Cemetery Committee members may vote on all matters unless they have a Disclosable Pecuniary Interest, and a dispensation has not been granted by full Council.

7. Expenditure

- 7.1 The Cemetery Committee does not have delegated authority in relation to expenditure (without the prior approval of the Parish Council).

8. Regulatory matters

- 8.1 All activities and recommendations made by this committee must comply with relevant legislation.
- 8.2 No activity or recommendations should undermine or invalidate the Council's insurance.

9. Terms of Reference

- 9.1 The Terms of Reference for the Cemetery Committee will be set and approved by the Parish Council. The Cemetery Committee may not independently alter the approved Terms of Reference after their formal adoption without the approval of the Parish Council. It may request an amendment via the normal process.

b) Cemetery Policies

Members noted the need to implement policies pertaining to the burial ground to include rules and regulations, grave-digging and memorial inspections.

c) Maintenance of the cemetery

- i) Review of costs for the purchase of equipment to allow for collected mow

The Chair explained that the current mowing equipment, the Egholm 2015 leaves clumps of residual grass behind. Euromec have quoted for equipment to allow for a collected mow at £9945.00 (rotary mower deck, £3,395.00/grass collection hopper, £6,550.00 plus VAT). The grass is cut on three-week rotations.

Mr Wright of Wright's Garden Services suggested that the Parish Council purchase a new ride on mower with collector at around £2,000.00. He suggested this would be more manoeuvrable around the memorials.

Councillor Garlick proposed that the Clerk obtain three quotes for a ride-on mower. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the Committee.

Councillor Tucker informed the meeting that Mr Wright has offered to create a composting site at the allotments for the collected grass creating collaboration between the Allotment Management Committee and Cemetery Committee.

Action: Clerk to obtain quotes for review to include the cost of fleet insurance and road tax.

ii) Perimeter hedgerows

Members noted that Wrights Garden Services have been appointed to cut back the perimeter hedges at a cost of £1250.00 (*work to begin September 2025*). The Chair stated that this work will free up many burial plots.

The Chair said that once this has been completed, it should free up a significant number of grave plots.

iii) Routine maintenance of benches

The Chair proposed that the weekly cleaning and maintenance of benches is added to the Caretaker's duties. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

The Clerk suggested that wooden benches are sanded down and re-stained annually. Ideally, relatives of the deceased should maintain their own memorial benches but realistically this will fall to the Caretaker. Councillor Garlick suggested a working party of Councillors or volunteers and a weekly inspection of the cemetery.

Action: Clerk to liaise with the Caretaker.

iv) Replacement taps/watering cans

The Chair informed the meeting that the watering cans are extremely heavy; just yesterday she met a lady who had to bring her own water bottle because she cannot lift the watering cans or bend down to the tap to fill them. The Chair said that the Parish Council must do all that is reasonably practicable to meet the needs of those with accessibility requirements.

The Chair proposed that the tap is replaced with a push lever at a height suitable for those with accessibility requirements at a cost of £40.00 exclusive of VAT and three lighter watering cans are provided a cost of up to £60.00 inclusive of VAT. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

The Chair announced that Mr Wright had offered to install this free of charge.

d) Adoption of Project Forget Me Knot

The Chair said that this idea of hers stemmed from her visit to the children's burial plots. She said that 'Forget Me Knot' is about remembering loved ones that have passed away. This idea has since grown and will now encompass the entire cemetery.

She went on to say that the laurel hedges are encroaching on plots designed for the interment of ashes and in the last two weeks the Clerk has been unable to sell plots, the reasons cited being the overgrowth of the laurel.

As part of project Forget Me Knot, the Chair said she would like to see seeds being planted, raised beds, the levelling of graves and in the long-term accessible paths (£60-70k). The Clerk informed the meeting that Smiths have agreed to deliver topsoil to the cemetery from the pavilion project for this purpose.

Councillor Garlick said he had conducted a survey of the current section markers; several are lost, and a number are in disrepair. Replacements would be in the region of £150.00 per marker and with repairs the total cost of this project would be in the region of £1,000.00. The Clerk said the markers sit low to the ground and from a cost perspective the Parish Council might be better looking at other options; it would depend on what the Committee is looking for in terms of aesthetics.

As part of Project Forget Me Knot, a noticeboard would be a nice addition to display a plan of the cemetery and facilitate communication with visitors to the cemetery. A noticeboard constructed from man-made timber can range in price from £977.45 to £1453.42.

Graveside soil boxes would also be a nice addition to protect the turf beside a grave and they are more aesthetically pleasing during burials. Councillor Gower agreed that mounds of earth beside open graves are not pleasing.

The Chair said that Project Forget Me Knot is about trying to make the cemetery look better and she asked for ideas.

Councillor Garlick proposed that the Committee adopts Project Forget Me Knot. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to create a poster to advertise Project Forget Me Knot.

- e) Composting area
Members discussed the creation of a gated composting area in the bottom right-hand corner of the cemetery but after much debate, members agreed to shelve this proposal.

- f) The recovery of lost graves (memorials)
The Chair said that she had found lost graves in the bushes and buried beneath grass, and she would like these to be recovered.

Action: The Caretaker will be tasked to recover lost graves.

8. Health & Safety (CC/25/008)

- a) Grave-digging policy
The Chair proposed that the grave digging policy is adopted. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

Heckington Parish Council Cemetery Grave Digging Policy & Procedure

It is the policy of Heckington Parish Council (hereafter referred to as the Council) to ensure a high standard of grave digging whilst maintaining safety and dignity. This extends beyond the day of interment to the weeks and months afterwards when the soil is settling to ensure that all graves are maintained to the highest standard.

1. Procedures

- 1.1 The following procedures are advisory and by no means exhaustive. It is the responsibility of the Funeral Directors to ensure compliance with all relevant legislation. Legislation supersedes this Policy document in the event of legislative changes.
- 1.2 All Funeral Directors, Grave Diggers and Contractors working in Heckington Cemetery must comply with all legislative requirements and provide the Council with risk assessments and method statements and a valid certificate of insurance before undertaking any work on site.

- 1.3 The Council may undertake spot checks without prior notice to ensure compliance with this Policy and Procedures. Anyone found to be in contravention of this policy may be prohibited from working at the cemetery by the Council and shall not be entitled to recompense.
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- 2. General Regulations**
 - 2.1 No grave must be dug without the prior written consent of the Council. This includes electronic communication.
 - 2.2 The Parish Council will arrange for graves to be dug, and the cost will be passed on to the Funeral Director.
 - 2.2.1 If the Funeral Director wants to instruct their own gravedigger, prior written consent must be obtained from the Council. This includes electronic communication.
 - 2.2.2 In the event of the latter, it is the responsibility of the Funeral Director to ensure that the grave digger abides by this Policy and Procedures. The Council reserves the right to deny this request.
 - 2.3 Graves must be dug no more than 48 hours in advance of the interment, except by prior arrangement and with written consent from the Council. This includes electronic communication.
 - 2.4 Appropriate PPE must be worn to include appropriate footwear, a hard hat and eye protection.
 - 2.5 Entry and egress from a grave must be by ladder.
 - 2.6 A ladder must remain in place whenever an operative is working within a grave to maintain an emergency exit. Lone working should be avoided.
 - 2.7 All finished graves should be prepared using imitation grass matting. The matting will be laid out neatly on tagging leaving no folds or gaps which may cause any person to trip. Walk boards/staging must be laid along the length of the grave and must be capable of taking the weight of the pall bearers.
 - 2.8 All graves must be dug centrally within the respective grave space.
 - 2.9 Shoring struts and timbers must be inspected prior to use to look for any sign of deterioration which could lead to failure.
 - 2.10 Shoring must be used. The amount will be determined by an assessment of the grave depth, soil type and weather conditions.
 - 2.11 Lowering webbing and putlogs must be inspected prior to each burial, to ensure that no deterioration has occurred and they can take the weight of the coffin. Frayed webbings should not be used.
 - 2.12 The interment area and surrounding graves and headstones are to be let clean and tidy. All equipment must be removed and paths cleared of any debris.
 - 2.13 The area must be cordoned off with high visibility, temporary fencing and signage provided by the Council.
 - 3. Pre-excavation preparation**
 - 3.1 It is important that Funeral Directors, their staff and grave diggers follow the advice contained in this Policy and Procedures to ensure a safe working environment for themselves as well as the Council's Cemetery operatives, contractors and visitors. It is important that grave diggers can safely assess the site, including memorials and assess the risk and record the assessment accurately, and understand the range of options available for making the area safe for all.
 - 3.2 Using Risk Assessment Techniques

Risk assessment is central to ensuring a safe working environment. Grave digging within the burial ground should be covered by a suitable risk assessment and method statement as required by this Policy. When assessing the hazards on a potential excavation site, a number of decisions need to be made based, on sound risk assessment principles.
 - 3.3 Which areas of the burial process need to be considered during site preparation?

Consideration should be given to the range of hazards that may exist around the excavation area. Consideration should be given to activities that will subsequently take place including safe and easy access for all operatives and equipment, safe access for persons attending or officiating at the burial service, the health and safety of operatives during the excavation process and the health and safety of visitors.
 - 3.4 What range of hazards exist in the area surrounding the grave to be excavated?
 - When considering the safety of the site before, during and after excavation work, the following must be considered:

- Ground conditions – proper consideration of the ground conditions surrounding the grave and on the route to the graveside should be taken account of with particular care to be taken when areas contain multiple trip hazards. Safe route, proper footwear and care in unstable or wet and slippery conditions should be emphasized in risk assessment for this work.
- Memorials – Memorials present specific hazards and must be dealt with according the guidance produced by the Institute of Cemetery and Crematorium Management (ICCM).
- Correct positioning and marking out of the grave.
- Protection of excavation – proper techniques to protect the integrity of the excavation are dealt with later in this document.
- Vegetation – proper consideration should be given to trees and vegetation where there may be low hanging or unsafe branches.

The above risk assessment information is for guidance purposes only. The lists are not to be considered as all-inclusive but indicative of the types of risk that should be considered.

3.5 Locating Graves – Measuring and Marking

All graves to be excavated should be located and identified by using the cemetery grave plan. A digital version of the plan is currently being drafted and will be provided to Funeral Directors, their staff and grave diggers. The location of the grave will have been marked in advance by Cemetery operatives and photographed accordingly.

All graves must be dug centrally within its respective grave space to reduce the risk of collapse and to avoid the risk of memorials subsiding and tilting which in turn may render the memorial unstable and a danger in its own right.

4 Evacuation and Ground Support

4.1 Preparation

- 4.1.1 The excavated grave space shall not exceed 8.0' in length by 3.0' wide.
- 4.1.2 Graves within Heckington cemetery may only be dug to single depth.
- 4.1.3 The grave digger will ensure that all new graves are aligned so that memorial stones when installed will be in a straight line along the row.
- 4.1.4 No part of the coffin shall be at a depth less than 3'0" below the level of the surface of the ground adjoining the grave.
- 4.1.5 Shoring must be incorporated as digging proceeds. The amount of shoring equipment required should be accessed according to the depth of the excavation, soil type and weather conditions.
- 4.1.6 Any grave left unattended for whatever reason, no matter how short a time period, must be completely boarded over in such a manner as to prevent any person falling into the grave and fenced off per the image below.



- 4.1.7 All cremation plots will measure 18" by 18" or as required and the top of the casket should be a minimum of 2'6" below the ground.
- 4.1.8 Under no circumstances should any person disturb interred human remains.
- 4.1.9 Spoil from the grave is to be placed in the area designated for this purpose.

4.2 Machine Excavation

4.2.1 The Grave Digger must ensure that any machine used to dig a grave is operated by a person who has received appropriate training to use the machine.

4.2.2 The driver must exercise caution and treat the grounds with respect. Any damage must be reported immediately to Cemetery operatives.

4.2.3 When the machine is not in use, it must be parked in such a manner that it does not cause an obstruction. The boom must be lowered with the bucket resting on the ground. The ignition key must be removed. The blade on tracked machines must be in the down position whenever the vehicle is parked.

4.2.4 The digging machines must be operated in accordance with the manufacturer's instructions and should be regularly serviced by a qualified person.

4.3 Hand Excavation

4.3.1 Shoring must be incorporated as digging proceeds and it must be adequate to prevent collapse. The grave digger must ensure that the sides and ends of the grave are vertical and the bottom of the grave is level.

4.4 Dealing with Ground Water

4.4.1 Should water collect in a grave, it must be removed prior to interment. Ideally, a motorized pump should be used, as this activity will not require the grave digger to enter the grave. The hose from the pump can be lowered into the grave from the surface level.

4.4.2 When conditions indicate that water may collect in a grave, a sump pit can be dug in the bottom of the grave towards the end. The hose from the pump can be placed in the sump pit and as water is pumped out of the pit.

4.4.3 If a petrol driven pump is used, no grave digger must be working in the grave while this is running as the fumes may enter the cavity and collect at the bottom. Ideally, the pump should be positioned as far away from the grave as possible and positioned downwind.

5 Preparation for Interment

5.1 Prior to preparing/dressing the grave the surrounding area should be examined to ensure as far as is reasonably practicable, a safe, unobstructed access is available for Funeral Directors' staff, clergy and mourners.

5.2 Any trip hazards that are present must be removed.

5.3 Two putlogs should be placed across the grave onto which the coffin may be placed prior to the committal. Putlogs should be 4' 6" by 4' and of good quality knot free timber. The distance between the putlogs should be no less than 3' 6". Care must be taken to ensure that sufficient webbing is placed on either side of the grave to enable each pallbearer to lower the coffin into the bottom of the grave.

5.4 Webbing should be checked for signs of deterioration or fraying before each burial service. Frayed or damaged webbings must not be used.

6 Backfilling

6.1 General Requirements and Considerations

6.1.1 Backfilling should commence immediately after all mourners have left the cemetery and be completed fully on the same day.

6.1.2 Webbings and grass mattings must be removed before backfilling commences.

6.1.3 Walkboards should be left in place during the whole of the backfilling procedure to prevent persons walking on any unprotected grave edge.

6.1.4 In order to reduce later subsidence and settlement of the grave, all backfill materials (including the material placed between the liners or vaults and side of opened graves), shall be compacted in layers not to exceed 150mm in depth so that a compacted density of 90% shall result, using soil free from large lumps. The grave is to be finished with a tidy mound of soil, covered with turf to leave an immaculate finish. If the quality of the turf is deemed to be unfit, please liaise with Cemetery Operatives.

6.2 Protection of the coffin

When backfilling, pieces of rock or lumps of clay may damage the coffin when they impact from a height. To reduce the risk of damage to the coffin, an angled timber can be placed into the grave to deflect the backfill material and break its speed.

6.3 Mourner Participation

6.3.1 Some ethnic and religious groups require backfilling of the graves to be done by themselves. There is a conflict between customer care and health and safety in this situation, and it is for the Funeral Director to assess the risk involved and decide whether to permit mourners to backfill.

6.3.2 In the event the Funeral Director gives permission to the mourners to backfill the grave, IT SHALL BE AT THE MOURNERS OWN RISK. The Funeral Director must take control of proceedings and stop backfilling at the relevant stages in order that grave diggers can remove shoring equipment.

6.3.3 It is vital to the health and safety of mourners that co-operation between cemetery staff, mourners and the Funeral Director conducting the funeral is established prior to the funeral and notified by the Funeral Director to the Council not less than five days prior to the funeral.

7 Funeral Directors

7.1 Only Funeral Directors who have signed and returned the agreement to adhere to this policy and these procedures will be allowed to work in Heckington Cemetery.

b) Memorial safety policy

Members resolved to defer this item to the next Committee meeting.

Action: Clerk to draft a memorial safety policy.

c) Memorial inspections

The Clerk informed the meeting that sections H and Section D in the bottom east corner have now been completed. She stated that there are now more than 10 memorials that have failed inspection. The ones which present the greatest risk have been cordoned off. All have been identified by a yellow warning label. During inspections on 1 June, the Clerk informed the meeting that a memorial broke into two pieces during the inspection; this had been poorly repaired previously presenting a hazard.

She said that on Tuesday 3 June at 9am she had an appointment with Lincs Memorials to assess the findings, review options and providing costings. The Clerk said that the Parish Council now need to start contacting relatives of the deceased. The Parish Council does not have a database of living relatives, and this will have to be done by scouring the electoral register, social media and word of mouth.

The Chair said that the Parish Council does not have sufficient funding in the budget. The Clerk said that the Council must find the money to repair or make safe the memorials by any means necessary as these present a health and safety risk.

Actions:

- 1. Clerk to add a general post to Facebook, the noticeboards and the newsletter to ask for living relatives to come forward so that a database can be created.**
- 2. The Chair and Councillor Wright have offered to assist the Clerk.**
- 3. The Clerk will reach out to local memorial masons and funeral directors to try to obtain contact information.**
- 4. Clerk to obtain a copy of template agreement with memorial masons offering warranty on installation.**

d) Fire Risk Assessment and action plan for the workshop.

The Clerk informed the meeting that she had reviewed the risk assessment.

Action: Clerk and Caretaker to review the findings and work through the items that can be resolved without the need for additional expenditure. Item to be added to the next agenda for the Cemetery Committee.

- e) Legionella Risk Assessment and action plan.
Members resolved to defer this item to the next Committee meeting.
Action: Clerk to draft a memorial safety policy.
- f) Cemetery access for emergency services
Members discussed access to the cemetery for emergency services; change of locks and key safes were discussed. In 2024, it is reported that someone fell and broke their hip in the cemetery and the Caretaker had to be called out to open the gates for the ambulance. Members agreed that a secondary key holder might be a better option.
Action: Clerk to obtain a duplicate key.

9. FINANCE (CC/25/009)

- a) Members reviewed income and expenditure for 2025/26 against the budget.

ANALYSIS OF EXPENDITURE 2025/26 continued						
CEMETERY	Apr.	May	Jun.	TOTALS	25/26	%
Water	21.12			21.12	150.00	14
General Maintenance	250.00	43.84		293.84	3500.00	8
Memorial Safety Checks		30.79		30.79	3500.00	1
Pest Control	550.00			550.00	500.00	110
Trees/Hedges					3000.00	
Rates	720.43			720.43	625.00	115
To ring fenced					3000.00	
Inspections/Testing (grounds)						
VAT payments 24.25	50.00	14.93		64.93		
TOTAL	1591.55	89.56	0.00	1681.11	14275.00	12

ANALYSIS OF EXPENDITURE 2025/26 continued						
WORKSHOP	Apr.	May	Jun.	TOTALS	25/26	%
Electricity	114.38	117.47		231.85	1500.00	15
General Maintenance	974.08			974.08	1000.00	
Inspections/Testing (grounds)	270.00	175.00		445.00	500.00	
VAT payments 24.25	254.54	40.87		295.41		
TOTAL	1613.00	333.34	0.00	1946.34	3000.00	65

The Clerk informed the meeting that the arborist has recommended the removal of a diseased tree at the cemetery that has reached its life expectancy. He has offered to replace the specimen with several saplings. The quote is awaited but this will eat into the budget and not forgetting that £1250.00 has already been approved for tree/hedge works in September.

Action: Clerk to add the removal of the tree at the cemetery to the June agenda for the Parish Council.

- b) Cemetery income
The ring-fencing of all cemetery income will boost the cemetery budget. This will be put to the Parish Council for approval at the June meeting.
Action: Clerk to add to the June agenda for the Parish Council.
- d) Administration Fees

The Chair proposed an administration fee of £25.00 for the sale of exclusive rights of burials, exclusive rights of memorials and the scheduling of burials and cremations. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Committee.

10. Correspondence (CC/25/010)

- a) Emailed request for the siting of a memorial bench at the cemetery in memory of Linda Meadows Councillor Garlick proposed that the memorial bench is sited next to the taps to replace the existing bench. The bench must be constructed from recyclable material unless already purchased. The Chair suggested an amendment to the proposal, namely that the Parish Council state where the bench must be sited and that there is a written agreement with the applicant in terms of roles and responsibilities. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

11. Date and time of the next meeting/s (CC/25/011)

Cemetery Committee Meeting, Monday 14 July 2025 at 7.30pm
Events Meeting TBC
Finance Committee Meeting, Monday 16 June 2025 at 7.30pm
Pavilion Committee Meeting, TBC at 7pm
Allotment Management Committee Meeting, Monday 23 June 2025 at 7pm
Staffing Committee Meeting, 26 June 2025 at 7pm
Monday 28 July 2025
Monday 18 August 2025
Monday 29 September 2025
Monday 27 October 2025
Monday 24 November 2025

12. Questions from the public (CC/25/012)

None

At 7.24pm the Chair proposed that the meeting move into closed session in accordance with the Public Bodies Act 1960 due to the confidential nature of items to be discussed, namely cemetery storage. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Committee.

13. Closed Session (CC/25/013)

The Chair proposed that the old storage unit is removed and disposed of. The proposal was seconded by Councillor Gower and the motion was passed unanimously by resolution of the Committee. Any expenditure must be agreed by the Parish Council at the June meeting.

Action: Clerk to obtain a quote from a registered waste supplier.

The Chair closed the meeting at 7.30pm.