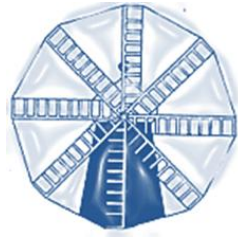


HECKINGTON PARISH COUNCIL



Minutes of the Heckington Parish Council Cemetery Committee meeting held on Monday 14 July 2025 at 8.00pm in the Parish Council Chambers, St Andrews Street, Heckington

1. Chair's Welcome (CC/25/014)

The Chair, Councillor Tucker, hereafter referred to as the Chair, welcomed Councillors to the meeting and thanked them for their attendance. She delivered the usual health and safety announcements and asked Councillors to silence their mobile devices.

2. Public Forum (CC/25/015)

There was one member of the public present.

3. Councillors present (CC/25/016)

Councillor Tucker, Chair
Councillor Davison
Councillor Garlick
Councillor O'Connor

4. Apologies (CC/25/017)

Apologies were received from Councillor Gower. The reasons for her absence were noted and accepted.

5. 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/25/018)

None

6. Minutes (CC/25/019)

Councillor Tucker proposed that the Clerk's notes of the meeting dated 2 June 2025 are a true and accurate record of that meeting. The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Committee. Councillor Davison abstained from the vote as he was not a member of the Committee when the last meeting was held.

7. General Matters (CC/25/020)

a) Update from the Chair in relation to progress to date

The Chair reported that two of three CCTV cameras have been installed at the cemetery. The mound of soil at the cemetery will be removed over the weekend of 2 & 3 August 2025, remedial works have been carried out to the old diesel tank store and this is now the COSHH store and tracking devices are due to be fitted to the vehicles on 28 July 2025 pending delivery of the new mower and trailer.

The Chair proposed that all mowing in the cemetery is now a collected mow. The spoils must be taken to the designated area at the allotments for composting. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

There have been extensive improvements within the workshop and it is now well on its way to being compliant with Health & Safety; broken tools have been replaced and the new flooring has been

installed. There are some outstanding actions relating to the Fire Risk Assessment but the Clerk is liaising with Arion to achieve resolution.

The workshop and chapel have also been inspected by a Builder as there are a significant number of bricks showing signs of water damage; damp coursing is required along with the installation of gravel on a layer of Terram around the perimeter of the building. One quote has been received at £2550.00 plus skip hire. This will be presented to the Parish Council at the meeting in July 2025.

Parts have arrived for a new accessible tap and we now have new lightweight watering cans.

The Chair proposed that the old watering cans are sold to raise money for projects at the Cemetery. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

The Horse Chestnut tree which was structurally unsound and showing signs of disease has been removed and three replacement trees including two maples and a horse chestnut have been sourced per the Council's tree policy. Some bushes will be removed in the near future as these are deemed to be sited inappropriately.

Councillor Tucker reported that the benches have been cleaned and stained and the metal fencing at the entrance to the cemetery has been cleaned to remove the algae build up. The Locum Caretaker has been instructed to start recovering lost memorials which are laying beneath the grass.

The Chair informed the meeting that memorial inspections are on-going. She said she can find no documentation to indicate that memorial inspections have ever been done previously which is 'shocking'.

The Chair said that the workshop and the cemetery as a whole including the equipment have not been maintained for many years and that must change.

b) Burial Ground Policy

The Chair proposed that this item is deferred to the next meeting of the Cemetery Committee to allow Councillors to review the document item by item in an informal meeting. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to schedule an informal meeting of the Committee.

c) Emergency Services Padlock

The Chair proposed £10.95 plus VAT (£13.14) plus delivery from ironmongerydirect.co.uk. seconded Garlick and passed unanimously by resolution of the Committee.

8. Health and Safety (CC/25/021)

a) Memorial Repairs

The Clerk informed members that Lincs Memorials who have provided the quotes for repairs to the memorials having failed the safety tests are BRAMM registered. She went on to say that some of the suggested repairs do not meet with the British Standard BS 8415; the older memorials will not tolerate the new anchoring system.

Members acknowledged that they must do whatever is necessary to make the memorials safe despite this being the responsibility of the 'family' of the deceased. The Chair said that she is concerned about the aesthetic impact of laying down all memorials. The financial implication of the memorial testing process was discussed from repairs to the testing of memorials over five foot in height. The Chair said that she and the Clerk had tried to locate living relatives but without success in most cases.

- The living relatives of the deceased 'Gash' have appointed Kent's Memorial Masons to repair the memorial to BS8415. The memorial has since been checked by the Clerk and is found to be stable. The Chair expressed her thanks to the family on behalf of the Committee.
- Bristow - The Clerk is in touch with a living relative and discussing options.
- Robinson – The Clerk explained that this memorial had not been installed in line with British Standards and the memorial mason has now retired. BS8415 came into effect in 2005, this memorial was installed in 2011.

NAME	DESCRIPTION	COST
Cooper	Concrete and sink	£60.00
Scoggins	Drill and pin (3 pieces)	£150.00
Tear	Concrete and sink	£60.00
Bristow	Anchor and sink	£180.00
Hardy	Drill and pin	£80.00
Hillman	Cement	£40.00
Harrison	Cement	£40.00
Priestley	Anchor	£80.00
Brown	Dowell	£60.00
Dempsey	Remove base and lay headstone as tablet	£30.00
Pocklington	Lay down	No charge
Robinson	Anchor and new slab	£180.00
Sippings	Cement	No charge
	<u>TOTAL</u>	<u>£960.00</u>

The Chair proposed expenditure of £960 to make safe the memorials. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of Committee.

Action: The Chair with Councillor Davison are to explore funding options for the historic memorials. Clerk to make enquiries with insurance. Clerk to instruct Lincs Memorials.

- b) Hire of a Stump Grinder
The Chair proposed the hire of stump grinder for a week at £200 plus VAT to address a number of stumps in the cemetery as well as throughout the village (expenditure to be shared across multiple budget heads). The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee. The Locum Caretaker will be retained to carry out this work.
Action: Clerk to liaise with the Locum Caretaker.
- c) Access to the Cemetery
Members noted that a member of the public has asked for assistance in relation to access to the cemetery. The Chair confirmed that the Member of the Public has been in touch with the County Councillor for his assistance with this matter as it relates to the absence of a drop kerb within highways infrastructure.
- d) Fire Risk Assessment and Workshop Improvements
The Clerk confirmed that the EiCR had been done and remedial works had taken place along the PAT testing, portable electric heaters have been disposed of and the Clerk is exploring alternatives with Arion for the Winter, the grinder has been removed, chemicals have been moved to the newly designated COSHH store, the COSHH record is up to date with material data safety sheets. Quotes are pending for the replacement of fire extinguishers, the provision of emergency lighting and signage. Members noted that the windows need to be repainted as the paint is flaking.

Action: Clerk to follow up with Arion.

- e) Memorial Inspections
The Clerk reported that memorial inspections have been temporarily halted due to high temperatures and will resume shortly.

9. FINANCE (CC/25/022)

- a) Income and expenditure for 2025/26

The Chair informed the meeting that there £1084.00 has been received since 1 April 2025 in terms of income. Expenditure sits at £1770.13 which is 12% spent against the budget. This does not include the sum allocated to Wright's Garden Services to clear the perimeter at £1450.00, the removal of the Horse Chestnut at a cost of £1100.00 or the £960.00 just approved for memorial repairs which will take the budget head to 37% spent against the budget.

The Chair said the Cemetery has been neglected and she would like to propose to the Parish Council that money is redirected from budget heads to the sum of £30,000.00 this financial year. The Clerk said that this will not be possible as other budget heads are already stretched and this will need to be sourced from elsewhere. The Chair reminded the meeting that in excess of £50k had been taken from ring-fenced reserves for the cemetery to purchase Star Fen. The Chair proposed therefore that £30,000 is moved to the cemetery budget from the sale of Star Fen. Councillor Davison seconded the proposal stating that he would like to take it to the Finance Committee for further debate. The motion was passed unanimously by resolution of the Committee.

Members discussed the use of £50,000.00 that was held in reserves for future cemetery land, for the purchase of Star Fen. There was lengthy discussion about the Garden of Remembrance and future maintenance plans.

- b) Budget 2026/27

There was general discussion about future budgetary requirements including an accessible pathway throughout the cemetery at a cost of over £60k.

10. Correspondence (CC/25/023)

None

11. Date and time of the next meeting/s (CC/25/024)

Thursday 4 September 2025 at 7.30pm.

12. Questions from the public (CC/25/025)

A member of the public asked whether the fencing at the entrance to the Cemetery could be repainted in black paint as the paint is flaking. This was approved as part of general improvements.

Action: Clerk to obtain prices and liaise with Locum Caretaker.

The Chair said that the cemetery is so poorly maintained at present but once the major works have been completed the Caretaker will be able to manage the maintenance and upkeep of the cemetery grounds. The Chair said that while she is a Councillors, the Cemetery will not be allowed to fall into ruin again. Councillor O'Connor asked the Locum Caretaker to put together a schedule of recommended routine work.

Members agreed to move the Oak, Maple and Horse Chestnut sapling to more appropriate locations.

The Chair closed the meeting by thanking volunteers including Heidi Wilson, the Clerk, Mr Leroy Tucker and Mr Steven Wright for the voluntary work they have carried out at the Cemetery.

The Chair closed the meeting 21.20pm.

