

HECKINGTON PARISH COUNCIL



Minutes of the Heckington Parish Council Cemetery Committee meeting held Thursday 4 September 2025 at 8.00pm in the Parish Council Chambers, St Andrews Street, Heckington

1. Election of a Chair (CC/25/026)

Councillor Davison proposed Councillor Gower as Chair of the Cemetery Committee. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

2. Public Forum (CC/25/027)

A member of the public asked whether Councillors are aware that there is a War Grave in the cemetery; she asked that the Parish Council to ensure that procedures are followed relating to War Graves.

Action: Clerk to liaise with the War Graves Commission.

3. Councillors present (CC/25/028)

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

4. Apologies (CC/25/029)

None

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/25/030)

None

6. Minutes (CC/25/31)

Councillor Davison proposed that the Clerk's notes of the meeting held on 14 July 2025 are accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Committee.

7. General Matters (CC/25/32)

a) Burial Ground Policy

The Clerk asked the Cemetery Committee to meet informally to review the burial ground policy due to the importance of the document; it dictates the relationship between funeral directors, grave diggers and members of the public. The Clerk explained that the document is based on a template created by the ICCM and is based on legislation and best practice.

Councillor Garlick proposed that the Committee hold a separate meeting for this purpose. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

b) Update in relation to cemetery development

The Clerk gave a summary of progress which included removal of the soil mound and levelling of the surrounding area, the electrician will be doing some works towards the end of the month which will

resolve issues raised in the FRA, two further quotes are required for Chapel/Workshop remedial building works, the new accessible tap is due to be installed and there are now different sized lightweight watering cans available, the horse chestnut tree stump has now been ground and lost memorials continue to be recovered. There was further discussion surrounding security at the cemetery and members agreed to discuss this further at the EOM on 11 September 2025.

8. Health and Safety (CC/25/33)

a) Memorial Inspections

Members agreed to defer this item to the next meeting of the Cemetery Committee.

Action: Clerk to add to the next agenda.

b) Accessibility

Members noted that Rowan Smith, Local Highways Manager, West and County Councillor East are liaising in relation to accessibility at the cemetery from the public highway. Member of the cemetery committee expressed their support.

Action: Clerk to add to the September agenda of the Parish Council for a formal resolution to show Parish Council support for action.

9. Finance (CC/25/34)

a) Expenditure/budget 2025/26

Member noted that the cemetery budget is currently 26% against the budget. Councillor Davison asked what other items of expenditure are expected during the current financial year; memorial repairs, project Forget Me Knot expenditure including lavender (368 plants at £12.99 each), bulbs (£15-£50 per net) and trees (pleached). Councillor Davison asked whether any potential savings during the current financial year could be carried forward. He wants to ensure that the Cemetery receives the necessary share of the budget for 2026/26.

Action: Members tasked to explore grants and funding.

b) Budget Proposals 2026/27

Budget Head	2024/25 Actual	2025/26 Budget	Current expenditure as of 4 September 2025	Predicted expenditure at year end	Proposed budget 2026/27
Water rates (quarterly)	217.63	150.00	46.98	100.00	150.00
Electricity (workshop)	1254.68	0.00	0.00	0.00	
General maintenance	146.42	3500.00	801.48	1000.00	3,500.00
Project Forget Me Knot	0.00	0.00	0.00	0.00	7,500.00
Memorial Safety	0.00	3500.00	30.79	2500.00	13,500.00
Pest Control	890.00	500.00	550.00	550.00	600.00
Trees/Hedges	1407.00	3000.00	1450.00	1500.00	2500.00
Rates	576.35	625.00	720.43	720.43	750.00
Reserves for future projects	0.00	3000.00	3000.00	3,000.00 7,367.11 511.00	3,000.00
Reserves for cemetery development	0.00	0.00	0.00	0.00	20,000.00
Inspections/testing	0.00	0.00	0.00	0.00	0.00
TOTAL	4,492.08	14,275.00	6,599.68	17,248.54	51,500.00

** Deducted from general maintenance are £209 for Wilson Alarms, £386.40 for EiCR and PAT testing, £36.00 for Arion and £247.50 for asbestos testing as these now fall within the workshop budget head.*

There was lengthy discussion relating to memorial repairs, remaining cemetery capacity, reuse of graves and the legal barriers preventing this, provision of reserves, general cemetery development (Project Forget Me Know) including the purchase bulbs, trees, shrubs, a soil box and noticeboard.

Councillor Davison proposed that the figures as discussed in the proposed budget column for 2026/27 are accepted with a view to making recommendations for review by the Finance Committee. The proposal was seconded by the Chair and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to find out what the Parish Council's statutory obligations are in relation to the provision of a cemetery. Clerk to send out a donation request letter to local companies. Clerk to add a notice to Facebook to ask local gardeners to donate their seeds and cuttings.

11. Date and time of the next meeting (CC/25/35)

13 November 2025 at 7.30pm.

12. Questions from the public (CC/25/36)

None.

The Chair proposed that the meeting is moved into closed session to discuss a complaint received in relation to encroachment onto a neighbouring grave in accordance with the (Admissions to Meetings) Act 1960. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

13. Closed Session (CC/25/37)

- i) Complaint received in relation to encroachment onto a neighbouring grave
The Clerk informed the meeting that she has spoken to the owner of the Exclusive Right of Burial and she had agreed to allow the Clerk and locum Caretaker to do what is necessary to remedy the issue. The Clerk said that she would provide the owner of the Exclusive Right of Burial with photograph the grave before and afterward. Councillor Garlick proposed that the Clerk and Locum Caretaker are tasked to carry out this work. The proposal was seconded by the Chair and the motion was passed unanimously by resolution of the Committee.

The Chair closed the meeting at 20.25pm.