

HECKINGTON PARISH COUNCIL



Minutes of the Heckington Parish Council Cemetery Committee meeting held Thursday 13 November 2025 at 7.30pm in the Parish Council Chambers, St Andrews Street, Heckington

1. Chair's Welcome (CC/25/38)

The Chair, Councillor Gower (hereafter referred to as the Chair) welcomed Council members and one member of the public to the meeting. She delivered the usual health and safety announcements.

2. Public Forum (CC/25/39)

None.

3. Councillors present (CC/25/40)

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

4. Apologies (CC/25/41)

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/25/42)

None.

6. Minutes (CC/25/43)

The Chair proposed that the Clerk's notes of the meeting dated 4 September 2025 are accepted as 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 Cocks abstained from the vote as he was not a member of the Committee at that time.

7. General Matters (cc/25/44)

a) Appointment of Councillor Cocks

Members noted the appointment of Councillor Cocks to the Cemetery Committee.

b) Burial Ground Policy

Councillor Garlick proposed that the burial ground policy is adopted with a view to making recommendations to the Parish Council at the November meeting of the Parish Council. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

c) War Graves

The War Graves Commission have confirmed that they routinely inspect all war graves across the UK on a cyclical basis, ensuring they remain accessible, legible and well-maintained which included the six in Heckington cemetery. Any concerns about the graves should be reported to the War Graves Commission. They ask that the memorials are maintained by cleaning them with a soft bristled brush

and clean water only. Poppy wreaths may be placed on these graves but this is not funded by the War Graves Commission. Councillor Garlick proposed that the Committee explore the installation of a plaque stating that there are war graves in the cemetery. The Chair proposed an amendment to the resolution; expenditure is approved up to £50.00 plus VAT. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

d) Project Forget Me Knot

The Chair thanked two members of the public for their kind donations to Project Forget Me Knot totalling £225.00 for the purchase of lavender and trees.

The Chair reminded the meeting that Project Forget Me Knot will improve the overall appearance of the cemetery so that families may mourn their loved ones in a tranquil setting. It is also hoped that improvements will boost the sale of exclusive right of burials. To date, the laurel has been cut back and removal is pending, Spring bulbs have been planted, received some donations from members of the public towards the project, the lavender plants are on pre-order and the locum Caretaker has started work to level off and reseed grave spaces.

Members discussed the Memorial Garden but agreed to defer further discussion until the grounds maintenance work is completed.

i) Yew Hedge Replacement

Councillor Cocks proposed the purchase of nine, 4ft Yew trees plus stakes up to a maximum budget of £500.00. The proposal was seconded by the Chair and the motion was passed unanimously by resolution of the Committee.

e) Cemetery Security

Members noted that the original locking mechanism has been reinstalled on the cemetery gate. Members discussed the appointment of keyholders versus the installation of a key box.

Action: Clerk to contact the Police re keyholder details.

8. Health and Safety (CC/25/45)

a) Memorial Inspections

The Clerk informed the meeting that the second round of memorial inspections is now complete but the report is pending due to other commitments. The memorial mason is due back on site towards the end of the November and in December to further repairs and provide additional quotes. The Clerk again expressed her concern for public safety given the number of unsafe memorials in the cemetery. Members agreed that all reasonable measures are being taken to ensure safety.

b) Signage

The Chair proposed that the sign is placed beyond the cemetery entrance. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Committee.

c) Tap Removal

Members agreed to defer this item until the Summer of 2026.

9. Finance (CC/25/46)

a) Bank Reconciliation

Members noted the expenditure as of 11 November 2025 compared to the budget. Following the Removal of the 'to reserves' figure which features in the 2026/27 budget, the budget head is 51% spent against the budget.

- b) Members noted the latest draft of the budget document for 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	150.00	155.00
Electricity (workshop)	1254.68	0.00	0.00	0.00	
General maintenance	146.42	3500.00	801.48	1500.00	3,500.00
Project Forget Me Knot	0.00	0.00	0.00	2000.00	7,500.00
Memorial Safety	0.00	3500.00	30.79	1000.00	7,500.00
Pest Control	890.00	500.00	550.00	550.00	600.00
Trees/Hedges	1407.00	3000.00	1450.00	2500.00	2500.00
Rates	576.35	625.00	720.43	720.43	750.00
Reserves for future projects (VAT refund Quarter 1) (Cemetery Income)	0.00	3000.00	3000.00	12,795.11	10,000.00
Reserves for cemetery development	0.00	0.00	0.00	0.00	0.00
Inspections/testing	0.00	0.00	0.00	0.00	0.00
TOTAL	4,492.08	14,275.00	6,599.68	21,215.54	32,505.00

10. Date and time of the next meeting (CC/25/47)

26 February 2026 at 7.30pm

11. Questions from the public (CC/25/48)

None.

At 8.10 pm, the Chair proposed that the meeting is moved into closed session in accordance with the Public Bodies Act 1960. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

12. Closed Session (CC/25/49)

- i) Future Cemetery Land

The Clerk informed the meeting that a local landowner might be interested in donating some land for future cemetery use. The details of the proposal were discussed but will remain confidential to protect the privacy of the local landowner.

The Clerk confirmed the Parish Council's statutory obligations in relation to cemetery land; the Parish Council does not have to provide additional cemetery land once the current cemetery is full.

The Chair closed the meeting at 8.30pm.