

ST DENNIS PARISH COUNCIL

Minutes of the Cemetery Meeting held at ClayTAWC on Thursday 19th June 2025 at 8.00pm

Present: Cllr Edmunds, Cllr Clarke, Cllr A Griffin, Cllr Kelsey.

In Attendance: Lynn Clarke, Parish Clerk Tamsyn Moore, Senior Administrative Officer.

C1/25 – Election of Chair

Cllr Edmunds was proposed and seconded for the position of Chair of the Cemetery Committee. There being no further nominations a vote was taken. All present in favour. Cllr Edmunds was duly elected Chair of the Cemetery Committee.

C2/25 – Election of Vice Chair

Cllr Burnett was proposed and seconded for the position of Vice Chair of the Cemetery Committee. There being no further nominations a vote was taken. All present in favour. Cllr Burnett was duly elected Vice Chair of the Cemetery Committee.

C3/25 – Apologies

Cllr Burnett

C4/25 – Declarations of Interest

Cllr Edmunds declared an interest as a plot owner in the Cemetery. It was agreed to give a 12-month dispensation as decisions made are in the interest of persons living in the area of the authority.

The Clerk also declared an interest as a plot owner in the Cemetery. It was agreed that whilst the Clerk is an employee of the Council and does not make the decisions within the meetings decisions are made by the office relating to the running and management of the Cemetery. If any matters arise regarding decisions / permissions that would normally be managed by the Clerk, in the interest of openness and transparency these decisions will be made by the Cemetery Committee.

The Chair reminded those present that if any other matter arises during the meeting, advice should be sought from the Clerk and the Chair before continuing.

C5/25 – Public Participation

The Clerk advised that that a complaint had been received by the office regarding flowers being strewn across the Cemetery Grounds and tributes being moved from graves. Following further investigation, it became known that deer are entering the cemetery and are responsible for these issues. A route through the hedge has been identified and blocked but it is doubtful that this will deter them. It was agreed that signage should be put up in the notice board and a post on social media to make visitors aware of this problem.

Cllr Clarke informed of a recent post on Facebook complimenting the office staff for their help and assistance in locating a family plot within the cemetery.

C6/25 – To adopt the Cemetery Meeting Minutes of the [13th March 2025](#).

Resolved – To accept the minutes. All present in favour.

C7/25 – Matters arising from the last meeting.

- The bin liner has been purchased.
- The replacement bench has been purchased and installed.
- The bollard and chain have been purchased and programmed in for installation.
- The Hire of the moss removal machine has not been undertaken.

C8/25 – To agree the membership of the Cemetery Working Party.

It agreed that Cllr Edmunds, Cllr Kelsey & Cllr Clarke would function as a working party. All present in favour.

C9/25 – To agree the cost of the memorial repairs.

The clerk advised that only two quotes had been received, and the office is currently awaiting a third. One Quote for £1000 and a second for £2100.

It was **Resolved** to await the third quote and to agree the repairs by email. Proposed seconded, all in favour.

C10/25 – To review the [Cemetery Regulations](#).

Cllr Edmunds asked if contractors hired in to undertake memorial maintenance by Exclusive Right of Burial holders are given permission to trim around the headstones. The Clerk advised that we do not give permission for strimming to be undertaken, and this is also covered in the Cemetery Regulations.

It was mentioned that the document has some typing errors. The Clerk requested that these be highlighted and returned to the office so they can be amended.

Cllr Edmunds asked that the memorials section be reviewed by the office as a sentence within this section needs to be amended.

C11/25 – To consider the provision of a shelter with a memorial wall in the Cemetery.

It was agreed for examples to be circulated via email to agree a style of shelter and to be placed on the agenda for the next meeting.

C12/25 – To consider the installation of bays beside the Cemetery shed.

This was discussed at length, and it was **Resolved** to seek quotations for the cost of three brick built gated bays for the storage of soil, sand, chippings, and other materials beside the Cemetery shed. Proposed seconded all in favour.

C13/25 – To review the [cemetery charges for 2025 – 2026](#).

It was **Resolved** not to increase the charges at this point in time. This will be reviewed again if costs for services relating to burials are increased by external contractors during 2025-2026. Proposed, seconded all in favour.

C14/25 – To consider additional planting in the Cemetery.

It was agreed to defer this item to the next meeting.

C15/25 – Update on works being undertaken in the Cemetery.

Members were advised that issues with the edging around the garden plots is currently being addressed. Weed spraying has been undertaken in the empty plots within the garden of rest. Plans are being drafted to align grave tributes with the Cemetery Regulations. A memorial management process and policy is currently being drafted.

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.

C16/25 – Confidential Items.

Unauthorised works being undertaken in the Cemetery:

The Clerk advised that a contractor has recently undertaken work to memorials without the correct permissions / permits being in place. The contractor had not been appointed by the Exclusive Right of Burial holder.

This was discussed at length and members were advised that the contractor is fully aware of the processes involved in working within the Cemetery.

It was agreed to invite the contractor to a formal meeting with the Cemetery Committee.

Any other urgent and relevant confidential item, for information, that the Chair considers appropriate.

The meeting was closed by the Chair at 8.30 pm.

Signed..... Date.....

Chair of the Cemetery Committee