



palgravepc@gmail.com

Minutes of a Cemetery Committee Meeting at the Community Centre on Thursday 7 September 2023 at 7pm

Present: Councillors Henderson (PH / Chair), and Cooper (WC). Also in attendance Phil Dyer (PD) (Cemetery Administrator), Jane McClintock (JMCC) and Caroline Emeny (Clerk). There were no members of the public present.

- 1 **The Chair welcomed** everyone to the meeting and the new committee members.
- 2 **Apologies for Absence** – No apologies received.
- 3 **Declarations of Interest and Dispensations**
There were no declarations of pecuniary and non-pecuniary interests and no requests for dispensations and Councillors were reminded of their obligations under the Suffolk Code of Conduct.
- 4 **Minutes of the previous meeting**
The minutes of the Cemetery Committee meeting of 9 March 2023 were approved and signed by the Chair.
- 5 **To note any matters arising**
The raised area of ground identified for future burial sites which needs levelling, still needs to be quoted for and approved. **Action:** Clerk to obtain quote and bring to the next meeting for approval
- 6 **Garden of Remembrance (GoR)**
The suggested site for a new GoR was approved, located at the bottom of the cemetery where the large pear trees are. PD has scoped out a rectangular area which now needs formalising in some way i.e. marked out as the identified area. A small apple tree needs to be removing and some pear trees pruning.
Action: PD to formalise the area by marking it out. JMCC, PH and the Clerk to meet at the cemetery within the next few weeks to establish the actions etc. Clerk to get tree quotes for next meeting
- 7 **Cemetery Administration**
Quiet period, 2 burials in unconsecrated section. Grass contractor maintaining the grass cuts, keeping the area cut and tidy. The recent work on the gates looks excellent. There was an issue with an Exclusive Rights which expires in 2120. PD has issued an extension or a further 100 years to 2220 at fee of £150.
- 8 **Future Proofing of the Cemetery**
There are currently 6 plots left in the middle section of the cemetery after the flux of reservations received this year.
Re the water table: To dig a couple of 3 metre trenches as per the Environment Agency advice, to establish if there is an unsaturated depth of 2.8 metres (burials normally take place at 1.8 metre depth). Any burials have to be a minimum 10 metres from ditches. The immediate local shallow geology will be visible, if there are water seeps coming through the sides of the trench and the speed with which it fills. It will also show if the base is wet and fills quickly indicating perched groundwater. Shallow water levels may be higher during early spring. To take photos if we are needing to create a risk assessment.
Action: Clerk to get quote for trenches from same operator as quote required under item 5
Grass cutting: Monthly donation of £65 generously donated to cover the grass cutting around the actual graves as previously done voluntarily by JW. PD advises the Clerk when a cut is required, approx. every 3-4 weeks in growing season. PH concerned no formal timescale in operation. Agreed JMCC will be a back up to confirm if the graves grass needs a cut in the absence of PD.
- 9 **Financial update:** Update on all income vs expenditure over the last 5 years issued to all. Clerk maintaining a record of donation vs cost re the new regular £65 income.
- 10 **Date of next meeting – Thursday 9 November 2023 at 7 pm, PDCC availability permitting.**

The meeting closed at 1930 hours.