

Minutes of the Huntington Cemetery Committee Meeting held on Tuesday 23rd January 2024 commencing at 7:00 pm in Huntington Community Centre

Present; Councillor M. Duncanson (MD), Councillor Y. Safder (YS), Councillor S. Rawlings (SR) and N. Fatima (Burial Clerk).

New member: Councillor S. Jobling (SJ).

Members of the public: 5.

1.1 To receive any apologies for absence

Apologies received from Councillor D. Jobling (DJ) and Councillor A. Hawxby (AH), due to sickness absence.

1.2 It was resolved to approve the apologies and reason for the absence.

2 To confirm the minutes of the meeting held on 3rd October 2023 as a true and correct record

It was resolved to approve the minutes of the 3rd October 2023 meeting as a true and accurate record and are signed and dated by the Chair.

3. To approve the accounts for Q3 2023

The accounts for Q3 2023 / 2024 were presented. It was resolved to be approved as a true and accurate representation of the current financial status.

Action – YS Proposed £150,000 from the business premium account to move to a 1-year Treasury Deposit account. This was seconded by SJ.

Action – SR requested that NF include the interest on the business premium accounts on a separate line.

4. To receive the Clerks Report

The Clerk and Chair provided an update on the management of the cemetery.

It was noted that between 04/10/2023 and 23/01/2024 there were 14 cremated remains interment and 6 full burials.

Action - YS to update Police on new findings regarding evidence of drug use.

Action – The Friends of Huntington Cemetery Committee have received a ward grant, it was agreed that representatives of the Huntington Cemetery Committee (HCC) will meet to discuss if additional funds are needed from the HCC.

Action – NF to purchase a padlock to ensure the side gate of the cemetery is secured.

5. To consider the tender contract for the gardener

YS provided an update on the tender document.

It was resolved to recommend forwarding the tender document to the full Parish for approval once the following revisions are made:

Action – YS to update the tender document to request the price for a one-off grass cut.

Action – YS to update the tender document to confirm that when cuts are done they need to be indicated on the payment structure.

Action – YS to update the deadline date to 29th February 2024.

6. To consider the tender process to appoint a gardener

It was agreed NF is to include the tender on the City of York Council website, The National Association of Local Councils (NALC) website, and Cemetery website. Also, NF to email individuals who have made contact expressing an interest.

After the deadline has passed NF is to forward the applications to YS and SR who will point-score the candidates and come to the next meeting with a recommendation of the most suitable candidate.

7. To consider incorporating Friends of Huntington Cemetery Terms of Reference to Cemetery Terms of Reference

It was agreed that the Friends of Huntington Cemetery Terms of Reference are to be incorporated into Cemetery Terms of Reference.

8. To receive an update on the implementation of Rule 10

Representatives of the Friends of Huntington Cemetery and Cemetery Committee councillors will have a final workshop to review the rules.

It was resolved to accept the updated rule agreed at the workshop.

Action – YS to create a condensed version of the rules that can be signed and returned to the burial clerk with the necessary cemetery application forms.

Action – NF to draft a letter to inform affected graves that they can revert their plots to the original state before the removal of items in April 2023.

9. To consider updating cemetery fees, effective from April 2024

It was agreed to incorporate the cemetery fees with an average interest rate for residents and to double the rate for non-residents.

10. To consider installing CCTV at the Cemetery

It was agreed this agenda item will be discussed at a later date.

11. To receive an update on the implementation of opening the main gates on a Sunday to access to cars

Action – SJ to contact J Cliffe and enquire if he can open the main gates on Sunday with an agreed payment value of up to £12 per week.

12. To receive an update on the flooding at the cemetery

A discussion was had and YS proposed bringing in a flooding risk consultant to assess what options are available to alleviate the flooding, this was seconded by MD.

13. To receive an update on the procedure of removing cemetery benches

The following steps were agreed.

Step 1: A notice will be displayed on the bench in question informing cemetery users of the intent to dispose with reasons cited. If necessary due to health and safety requirements, the bench may be immediately removed and stored in a safe space on the cemetery grounds

Step 2: A notification will be sent to the contact on file for the bench in question to inform them of the intent to dispose of the bench.

Step 3: The bench will be stored for 90 days on cemetery grounds during which time the interested party may collect and remove the bench themselves.

Step 4: After 90 days the bench may be removed by the cemetery. The plaque will be removed and stored by the cemetery.

14. To consider the location and wording of the cemetery parking signs

The signs are on the main gate posts and the current wording is as follows:

Huntington Cemetery Car Park
For use of cemetery visitors only.
Parking is limited to one hour.
No return within 3 hours.
Offending vehicles will be clamped.
You could be liable to a £50 release fee.

Action - SR proposes to remove the signs from the main gates and put them on the side fences of the car park, this was seconded by MD.

15. Correspondence

Much of the correspondence was received concerning agenda item 12 and steps will be taken to reduce the flooding once advice has been sought from a flooding consultant.

16. To confirm the date of the next meeting as Tuesday 12 March 2024 at 7 pm

The meeting finished at 8.40 pm

Signed..... Dated.....
Chair