

**Minutes of the Huntington Cemetery Committee Meeting held on Tuesday 12<sup>th</sup> March 2024 commencing at 7:00 pm in Huntington Community Centre**

**Present;** Councillor M. Duncanson (MD), Councillor Y. Safder (YS), Councillor S. Rawlings (SR), Councillor S. Jobling (SJ), Councillor D. Jobling (DJ) and Councillor A. Hawxby (AH) and N. Fatima (Burial Clerk).

**Members of the public: 6.**

- 1        1.1        To receive apologies - None
- 1.2        To approve reasons for absence given by councillors - None

**2        To confirm the minutes of the meeting held on 23rd January 2024 as a true and correct record**

It was resolved to approve the minutes of the 23<sup>rd</sup> January 2024 as a true and accurate record and are signed and dated by the Chair.

**3.        To approve the accounts for Q4 2023**

The accounts for Q4 2023 / 2024 were presented. It was resolved to be approved as a true and accurate representation of the current financial status.

**NF** has transferred £150k to a 12-month treasury deposit account.

**4.        To receive the Clerks Report**

The clerk provided an update on the management of the cemetery.

It was noted that between 24/01/2024 and 12/03/2024 there have been 3 cremated remains interment and 3 full burials.

The burial clerk mentioned the standing water issue and the inability of the grave digger to dig double-depth graves. The option to pause the purchase of a double grave will be discussed at the next meeting once the flooding issue has been investigated.

**SR** suggested next winter the possibility of moving the double grave section to a drier part of the cemetery.

**5. To consider installing CCTV at the Cemetery**

This item was discussed with questions raised as to where to install the equipment and how best to remote manage the CCTV as well as the expense to ensure high-quality images are received.

**SR** proposed that the first option is to add flood lighting as a deterrent an option to add on the cemetery building with a cage around this was seconded by **DJ**.

**6. i. To receive an update on the flooding at the cemetery**

**ii. To consider the proposal from civil engineers on drainage at the cemetery.**

**YS** provided an update on the meeting with the civil engineers.

The civil engineers suggested the drain survey work be undertaken to allow an investigation via CCTV imaging through the pipes to see if any blockages and suggest any necessary improvements with the work to be undertaken at the end of March with a quote of £840 + VAT.

The engineer has also requested a laborer for trial pits.

**YS** proposed this be accepted and this was seconded by **SR** as the work is under the £1,500 limit within the standing orders of the Cemetery committee.

**YS** will contact the supplier to inform them to proceed and request further details on what is required for trial pits.

**7. To receive an update on the cemetery parking signs**

**MD** has removed the signs from the gates and will add a post and move them to the side of the hedge.

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

**SR** met with Friends of Huntington Cemetery as part of the working party.

Several corrections and amendments have been made to allow for the correct interpretation of the wording.

Rule 10 is now accepted and will be forwarded to be signed off by the full parish.

In the meantime, **YS** will provide a revised shortened version to be signed with the application and notice of interment.

## **9. Correspondence**

**NF** informed the cemetery committee that correspondence had been received regarding the flooding at the cemetery by several upset family members. The investigative work will be dealt with high importance to reduce any further upset. The clerk will inform those concerned about the next steps that will be undertaken.

**SR** referred to Section 106 of the community charge and suggested contact is made with Barratts to request hedges/bushes be added down development.

**10. i. To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the nature of the business to be transacted at item 9 ii to being prejudicial to the public interest**

**ii. To receive an update on the tender process to appoint a gardener.**

**iii. To resolve to approve the recommendation for a new gardener**

Six replies were received to the tender request on set form questions that were previously agreed upon.

**SR** and **YS** compared weighting to point score the applicants on the following criteria;

- Locality
- Professionalism
- Experience
- Annual price put into certain zones
- Additional rate for a one-off cut
- Company size
- Response time
- Capability

The scoring was discussed and the contract was awarded to Meticulous Gardens.

**NF** is to call and inform the company they are successful and ask for an insurance certificate, request references and inform them of the break clause of 4 months (set out as a probationary period).

**11. To confirm the date of the next meeting - TBC**

The meeting finishes at 8.05 pm

Signed..... Dated.....

Chair