



HUNTINGTON PARISH COUNCIL

% Burial Clerk
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Minutes of the Huntington Cemetery Committee (HCC) Meeting held on Wednesday 2nd July 2025 commencing at 7:00 pm in Huntington Community Centre

Present; Councillor D.Geogheghan-Breen (DB), Councillor D. Jobling (DJ), Councillor M.Duncanson (MD) and N Fatima (Cemetery Clerk).

Members of the public: 3

1 1.1 To receive apologies

None

1.2 To approve reasons for absence given by councillors

N/A

2. To elect a Chair

DB proposed MD this was seconded by DJ.

3. To elect a Vice Chair

MD proposed DB this was seconded by DJ.

4. To agree on the Terms of Reference for Huntington Cemetery Committee

The terms were agreed unanimously.

5. To agree on the Terms of Reference for Friends of Cemetery Committee

The terms were agreed unanimously.

6. To agree on dates of Meetings for the rest of the year

Tuesday, 9th September 2025

Tuesday, 9th December 2025

Tuesday, 10th March 2026

The dates were agreed unanimously.

7 To confirm the minutes of the meeting held on 11th March 2025 as a true and correct record

It was resolved that the minutes of the 11th March 2025 be approved as a true and accurate record and are signed and dated by the Chair.

8. To approve the accounts for Q4 2024/2025

The accounts for Q4 2024 / 2025 were presented. It was resolved to be approved as a true and accurate representation of the financial status.

9. To approve the accounts for Q1 2025/2026

The accounts for Q1 2025 / 2026 were presented. It was resolved to be approved as a true and accurate representation of the current financial status.

10. To receive the Clerks Report

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

It was noted that between 12/03/2025 and 10/07/2025 there have been 16 cremated remains interment and 12 full burials.

Additional watering cans have been ordered to replace those worn out through regular use.

The Cemetery Clerk has contacted City of York Council to request the repainting of the parking lines outside the cemetery, as the current markings are faded and unclear.

Councillors Allan Hawxby and Mark Gowland are no longer members of the Cemetery Committee. The vacancies are currently being advertised. The Council expressed its thanks to both councillors for their service.

A condensed version of the cemetery rules has been uploaded to the parish website. The cemetery now also has a dedicated section on the new parish website.

A new bin has been installed, and fly-tipping warning stickers have been added.

Members of the Cemetery Committee attended procurement training on 22 April 2025.

The Cemetery Clerk has been working on the implementation of Scribe finance software. It was noted that an additional 17 hours were worked for this purpose, and payment for this time was approved.

A quote has been received from JPS for the following works:

- Removal of two old benches, installation of new benches, and removal of old fixings from two other bases: £120.00 + VAT
- Lifting and relaying of paving in 30 areas to address serious trip hazards: £1,400.00 + VAT
- Lifting and relaying half a full row of paving to eliminate a hazardous gap: £1,250.00 + VAT

These were approved.

11. To review the non resident request form

The Non-Resident Request Form was discussed and agreed upon. It was resolved that the current form will continue to be used.

12. To discuss the next steps for the extension

It was agreed that this item will be deferred to the next meeting, by which time further information regarding the drainage issue is expected to be available.

13. To receive an update on drainage issues

A site meeting with the Cemetery Committee and a contractor is scheduled for 14 July 2025 to inspect and address a drainage issue through a CCTV crawler survey.

14. To approve scheduling of the [memorial inspection](#)

It was unanimously agreed to undertake the topple test every 10 years. Notice of this will be posted on the noticeboard, gates, parish website, newsletter, Facebook, and York Press at least one month in advance. The notice will clearly state that any unstable headstone will be laid flat immediately at the time of inspection, along with an explanation of the reasons for conducting the test.

15. To receive an update on recent fly-tipping incidents

Further incidents of fly-tipping have occurred and been reported. The Clerk has met with a representative from City of York Council to initiate enforcement against those failing to transfer waste only to authorised recipients, which carries a penalty of £600. Additionally, the Chair of the Cemetery Committee has signed a statement highlighting the problems caused, resulting in a £300 fine being issued.

16. To discuss the disposal of surplus agricultural equipment together with utilisation of site storage building assets disposal

It was agreed that the items will be put up for sale. Anything that cannot be sold will be offered on Olio and Freecycle, and a small skip will be hired for any remaining items.

17. To review the condition of children's grave markers

It was agreed that the Cemetery Clerk will send letters to the families concerned, and if no response is received, no further action will be taken at this time.

18. Correspondence

A complaint has been received concerning a missing item that was left on a grave. The matter has been referred to the police for investigation.

The meeting finished at 8.20 pm.

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

Chair