

**HUNTINGTON PARISH COUNCIL**

% Cemetery Clerk
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Minutes of the Huntington Cemetery Committee Meeting held on Tuesday, 9th June 2026,
commencing at 7:00 pm in Huntington Community Centre

PRESENT:	Councillor D. Geogheghan-Breen (DB), Councillor D. Jobling (DJ), Councillor S. Jobling (SJ), Councillor M. Duncanson (MD), Councillor T Mossop and N Fatima (Cemetery Clerk) (NF)
APOLOGIES:	None
CIRCULATION:	To attendees and apologies
MINUTES PREPARED BY:	N Fatima
DATE (Draft):	09/06/2026
DATE TO BE APPROVED:	15/09/2026

ITEM		ACTION
	<u>ANNUAL MEETING</u>	
26-27 1	To elect a Chair Councillor MD was nominated for the post of Chair by Councillor DB and seconded by Councillor DJ, there were no other nominations, and the nomination was approved unanimously. Councillor MD was duly elected as Chair of Huntington Cemetery Committee.	
26-27 2	To elect a Vice Chair Councillor DB was nominated for the post of Vice Chair by Councillor DJ and seconded by Councillor SJ, there were no other nominations, and the nomination was approved unanimously. Councillor DB was duly elected as Vice Chair of Huntington Cemetery Committee.	
26-27 3	To agree on the Terms of Reference for Huntington Cemetery Committee The terms were agreed unanimously.	
26-27 4	To agree on the Terms of Reference for Friends of Huntington Cemetery (FoHC) The terms were agreed unanimously.	
26-27 5	To confirm the dates of Meetings for the rest of the year Tuesday, 15th September 2026 Tuesday, 8th December 2026 - This date will need to be rescheduled to ensure the F&P 27/28 forecast deadline is met. Tuesday, 9th March 2027	

	<u>GENERAL MEETING</u>	
26-27 6	i To receive apologies N/A ii To approve reasons for absence given by councillors N/A	
26-27 7	To confirm the minutes of the meeting held on 27th January 2026 as a true and correct record It was resolved that the minutes of the 27th January 2026 be approved as a true and accurate record and are signed and dated by the Chair. SJ has requested a copy of the Cemetery Training slides.	NF
26-27 8	To confirm the minutes of the meeting held on 10th March 2026 as a true and correct record It was resolved that the minutes of the 10th March 2026 be approved as a true and accurate record and are signed and dated by the Chair.	
26-27 9	To approve the accounts for Q4 2025/2026 The accounts for Q4 2025/2026 were presented. It was resolved to be approved as a true and accurate representation of the financial status.	
26-27 10	To approve the accounts for Q1 2026/2027 The accounts for Q1 2026/2027 were presented. It was resolved to be approved as a true and accurate representation of the current financial status.	
26-27 11	To receive the Clerks Report The clerk provided an update on the management of the cemetery. It was noted that between 10/03/2026 and 09/06/2026 there have been 5 cremated remains interment and 7 full burials. Shelving and fencing materials have been purchased for the FoHC to support the preservation of cemetery areas and to help protect them from deer. The disposal of surplus equipment has been completed, including a petrol lawn mower, snow shifter, strimmer, MTD Optima scarifier, and hedge cutter. The Clerk has contacted City of York Council (CYC) regarding the disposal of traffic film remover found on the cycle path. Cemetery maintenance, including grass cutting, has now resumed. A leaky tap has been reported to Barratt Homes for attention. Shears have been purchased for the FoHC. The Clerk has also contacted the grave digger regarding unfinished graves following recent burials.	

	A mole issue was reported and has been resolved for the time being. Weed treatment on cemetery paths has been scheduled, with the contractor due to complete works next week as part of the annual programme (around April). A site visit is to be arranged with Howard (Tree Surgeon) to identify and assess trees. The contract is to be reviewed, particularly in relation to outstanding works including sunken graves and hedging. A list of tender requirements is to be sent to the FoHC.	MD MD ALL NF
26-27 12	To receive an update on the Internal auditors report. The following items will need to be addressed ahead of the next audit: The council need to consider the accounting side of Scribe for both the council and cemetery being managed by one person especially as we move to income and expenditure accounting Purchase order need to be used for creditor for the Cemetery to be consistent The cemetery accounts are 231k are with the same banking institution / FSC only covers 120k this needs urgent rectification The Finance & Policy meeting that sets the precept did not seem to have cemetery budget forecast for the 26/27 year There doesn't appear to be any financial planning for the planned extension works, i.e. capital building, cost of works or time scales. The council need to ensure that the cemetery is able to operate to meet the needs of the parish. (clearly space is running out at the cemetery and consideration as to whether there needs to be additional parameters in place about eligibility) Accounts from 2015 are not the Web - 2015- 2019 missing remaining years not complete Cemetery minutes from 2015 must go on the web No Evidence of - Check when the authority last completed a data audit. A data audit is a systematic evaluation of an organisation's data assets to assess their accuracy, security, and compliance with regulations. It maps out what data a business holds, where it is stored, who has access to it, and how it is used. That the Cemetery Clerk sends a copy of Invoices for approval to full parish every month in the same way that the clerk does, this will prevent failure of the next audit on the ground of retrospective approvals	
26-27 13	To discuss the next steps for the extension To set up a working group to consider requirements such as a structural engineer and quantity surveyor. It was noted that consideration may be given to engaging suitably qualified professionals to develop the specification.	

	DB is corresponding with the ICCM regarding the next steps. A special meeting is to be arranged in August to consider the next steps for the extension.	NF
26-27 14	To receive an update on drainage issues No issues reported at the moment.	
	<i>Meeting closed at 8 pm</i> Signed: _____ Date: _____	

DRAFT