

# Carlton Parish Council

**Minutes of the Cemetery Working Group Meeting held on  
Tuesday 23<sup>rd</sup> March 2021 at 7.30pm  
via Zoom Video Conferencing Application.**

**Present:**

**Councillors:** Cllr G. Taylor, Cllr K. Mann, Cllr M. Holmes, Cllr J. Bell.

**In Attendance: Proper Officer/Clerk:** Mrs S. Rockliff

**Members of the Public:** none.

**1. Election of Chairman of the Cemetery Working Group**

It was proposed that Cllr Bell be the Chairman of the Cemetery Working Group.

**Resolved, that:**

**Cllr Bell be the Chairman of the Cemetery Working Group.**

**2. Apologies for Absence**

There were no apologies for absence received.

**2. Declarations of Interest**

There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

**3. Cemetery Working Group Terms of Reference**

Councillors considered the Cemetery Working Group Terms of Reference. It was agreed that at least one member of the group would take part in the Memorial Safety Testing training.

The clerk updated the group on the Memorial Safety Testing Training. The ICCM had offered to organise the training and invite others to attend. The Council would be offered two free places on the training. The Council would organise and pay for the morning venue. The Council would arrange lunch and refreshments with a budget of £9.50 pp, this would be invoiced to the ICCM for payment.

Councillors agreed that the offer by the ICCM should be recommended for approval by the Council.

**Recommendation to Council, that:**

- i) the Cemetery Working Group Terms of Reference be adopted by the Council; and**
- ii) the offer by the ICCM to organise the Memorial Safety Testing Training be approved.**

## 5. Grant Guidance

Councillors considered the Heritage Lottery Grant guidance and way forward for the refurbishment of the Chapel.

A councillor reported that contact had been made with the Heritage Lottery Fund and the process of applying for grants had been started.

**Resolved, that:**

- i) the Heritage Lottery Grant guidance be noted; and**
- ii) the start of the process for applying for grants be noted.**

## 6. Cemetery Documentation

### 6.1 Cemetery Rules & Regulations.

Councillors considered the Cemetery Rules & Regulations. It was agreed that the document should be known as Cemetery Rules.

It was agreed that the following rules would be amended:

- a) 1.10 b) 3.4 and c) 4.11

It was agreed that a new rule would be inserted at Section 4 Memorials saying:

4.1 Exclusive Right to Erect a Memorial must be purchased by the owner of the Exclusive Right of Burial before a Memorial may be erected. The Exclusive Right to Erect a Memorial shall last for 30 years.

It was agreed that the Cemetery Rules be recommended to the Council for adoption subject to the above amendments being made.

### 6.2 Cemetery Guide for Users.

Councillors considered the Cemetery Guide for Users. It was agreed that the document should be called the Cemetery Guide.

It was agreed that the document should be amended to accurately reflect the Cemetery Rules.

It was agreed that the Cemetery Guide be recommended to the Council for adoption subject to the amendments being made.

### 6.3 Exclusive Right of Burial Application Form.

Councillors considered the Exclusive Right of Burial Application Form. It was agreed that the document should be amended to accurately reflect the Cemetery Rules.

It was agreed that the Exclusive Right of Burial Application Form be recommended to the Council for adoption subject to the amendments being made.

#### 6.4 Notice of Interment Form.

Councillors considered the Notice of Interment Form.

It was agreed that the Notice of Interment Form be recommended to the Council for adoption.

#### 6.5 Cemetery Masonry Permit Form.

Councillors considered the Masonry Permit Form. It was agreed that the document should be amended to accurately reflect the Cemetery Rules.

It was agreed that the Masonry Permit Form be recommended to the Council for adoption subject to the amendments being made.

#### 6.6 Enforcement of Cemetery Rules.

Councillors considered how the Cemetery Rules should be enforced. It was agreed that the clerk would draft a notice for display at various points in the cemetery. The notice to inform grave owners that as of the 1<sup>st</sup> April 2021 the Cemetery Rules would be being enforced and that a letter would be sent to any person who was infringing the rules.

#### **Recommendations to Council:**

- i) the Cemetery Documents be approved by the Council, subject to the amendments being completed; and,**
- ii) the enforcement of the Cemetery Rules from the 1<sup>st</sup> April 2021 be approved by the Council.**

#### **7. Cemetery & Chapel Valuations.**

Councillors considered the need for valuations of the Cemetery and chapel for insurance purposes. It was agreed that detailed plans were also needed for the cemetery and chapel. It was agreed that the clerk would seek 3 estimates for valuations and mapping of the cemetery and chapel.

#### **Resolved, that:**

**The clerk would seek 3 estimates for the mapping and valuation of the cemetery.**

**8. Date & Time of Next Meeting:**

It was agreed that the next meeting would be held when the Heritage Lottery Grant process needed to be considered again.

**The Chairman thanked everyone for attending and closed the meeting at 8.37pm.**