

# ST DENNIS PARISH COUNCIL

## Minutes of the Cemetery Meeting held at ClayTAWC on Thursday 30<sup>th</sup> October 2025 at 7.35pm

**Present:** Cllr Edmunds (Chair), Cllr Clarke, Cllr A Griffin, Cllr Kelsey.

**In Attendance:** Lynn Clarke, Clerk.

### **C31/25 – Apologies**

Cllr Burnett – Apologies accepted.

### **C32/25 – Declarations of Interest**

None.

The Chair reminded those present that if any other matter arises during the meeting, advice should be sought from the Clerk and the Chair before continuing.

### **C33/25 – Public Participation**

Cllr Edmunds informed those present that a member of the public had complimented the Parish Council on the work undertaken in the Cemetery and how neat it is.

Cllr Edmunds also raised the point that since installation the chain has not been put across the front of the Cemetery – The Clerk to instruct maintenance staff to put the chain across when leaving site.

### **C34/25 – To agree the [Memorial Management Policy](#).**

With a few amendments corrected it was **Resolved** to adopt the Memorial Management Policy. Proposed seconded all present in favour. A copy of the policy can be found here.

### **C35/25 – To agree the cost of a strapping machine and strapping.**

It was **Resolved** to approve the cost of £89 + VAT from Globe Packaging. Proposed, seconded all present in favour.

### **C36/25 – To review the [Cemetery Risk Assessment](#).**

Cllr Edmunds highlighted that some of the risk numbers had disappeared from the document.

It was **Resolved** to update the document and agree via email. Proposed, seconded all present in favour.

### **C37/25 - To consider the installation of accessible paths around the Garden of Rest and any associated costs.**

It was **Agreed in Principle** to install accessible paths. Site visit to be arranged to agree a suitable location for a ramp and where the paths will be installed. Proposed, seconded, all present in favour.

### **C38/25 – To consider Memorial Bench Applications.**

Two applications were presented. It was **Resolved** to install a new bench at the top of the footpath between Section B and Section C. An additional bench was agreed to be placed at the bottom of the Garden of Rest, the last section of Section 1, exact location to be agreed on the site visit to allow this to be placed near the proposed path. A £1000 budget was delegated to the office for the installation. Proposed, seconded all present in favour.

### **C39/25 – To agree the style of shelter with a memorial wall in the Cemetery.**

It was **Resolved** to approve an open wooden vaulted structure with a slate roof and a low memorial wall on three sides. Proposed, seconded all present in favour.

**C40/25 – To consider additional planting in the Cemetery.**

It was **Resolved** To delegate budget of £300 to the office for the additional planting. Hypericum and Christmas Box were suggested. Proposed, seconded all present in favour.

**C41/25 – To consider the costs required for the 26-27 budget and any potential projects.**

Members reviewed the costs to date and it was **Resolved** to increase the Cemetery enhancement budget to £500. Projects for 26-27 included; Installation of a new shelter & memorial wall; Disabled access to the Garden of Rest; new bays for storage of sand, soil and chippings. Proposed, seconded all present in favour.

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.*

**C42/25 – Confidential Items.****Unauthorised works being undertaken in the Cemetery:**

The Clerk advised that a contractor has recently undertaken work to memorials without the correct permissions / permits being in place and it is not known if they were instructed by the owner of the plot.

Emails have been sent but no response has been received.

It was **agreed** to try and contact the contractor and arrange a meeting and to place a post on the website and Facebook advising residents that any work by a third party needs the consent of the office.

*Any other urgent and relevant confidential item, for information, that the Chair considers appropriate.*

The meeting was closed by the Chair at 8.15 pm.

Signed..... Date.....

Chair of the Cemetery Committee