



clerk@palgrave-pc.gov.uk

Minutes of a Cemetery Committee Meeting at the Community Centre on Thursday 11 September 2025 at 7pm

Present: Councillors Cooper (WC) and Pudney (VP). Also in attendance Phil Dyer (PD) (Cemetery Administrator), Jane McClintock (JMcC) and Caroline Emeny (Clerk). There were no members of the public present.

1. **Welcome:** Cllr Pudney, as acting Chair, welcomed all to the meeting.
2. **Apologies for Absence:** Apologies received and accepted from Cllrs Fausset and Hollowday.
3. **Declarations of Interest and Dispensations:** There were no declarations of pecuniary and non-pecuniary interests and no requests for dispensations. Councillors were reminded of their obligations under the new Code of Conduct.
4. **Minutes of the previous meeting:** The minutes of the Cemetery Committee meeting of 13 March 2025 were approved and signed by the Chair.
5. **To note any matters arising:** No matters arising not covered elsewhere on the agenda.
6. **Update re consecrated new area / any further actions:** Consecration went well. Clerk reported cost was £300 in legal fees. All relative documentation held by PD and the Clerk. Thanks to the Church Warden for looking after the Bishop pre and post the service and offering facilities.
7. **General ongoing maintenance and tasks:** Cemetery looking neat and tidy, committee very happy with K Mobbs (KM). KM has begun cutting the grass in the new GoR area at the north end of the cemetery ensuring it is clearly defined. It was agreed not to install any form of chain link or similar, quite costly to purchase,; the current GoR is not delineated by any such fencing or similar.
The Lembo bench needs cleaning and teak oil applying.
All 3 gates (pedestrian, main vehicle access, and the 5-bar side gate) require maintenance - all looking run down. The pedestrian gate also requires a lead cover along the top bar which is cracked, allowing water ingress. Clerk provided an estimate for the above work. It was agreed that a regular maintenance programme needs to be in place. Note only some of the gates were last worked on in early 2023 at a cost of over £720. Quote for work to be approved by the PC at tonight's meeting.
Replacement of the broken bench discussed. Suitable plaque to be purchased re Alfie and Charlie. Clerk has discussed with the relevant person - wording agreed. It was resolved to purchase a 3-seater bench made from recyclable plastic, wood in colour, fully assembled if possible, and delivered to JMcC's as the nearest point to the cemetery. Clerk to liaise re any absent days for delivery purposes. PD can always be on site to receive the delivery. Prices appear to be approx. £400 plus vat. Clerk will investigate further and order the best possible option including a hard ground anchor kit.
It was resolved to ask KM if he could do a basic annual maintenance from 2026 onwards of the Lembo bench and clean down the new bench as and when required. He will also be asked to cut back the foliage around the various gates before they are worked on in October.
8. **Cemetery Administration:** Very quiet. A headstone being installed soon. Clerk to note PD marks the graves for the gravediggers, no longer ML.
Clerk produced income vs expenditure for 25/26 financial year to date specifically in regard to the extra cemetery cuts. Expenditure £490, income £390. Committee expressed ongoing thanks to our regular monthly donor which contributes to this cost.
9. **Date of next meeting:** Thursday 12th March 2026 at 7pm in the PDCC lounge t.b.c.

The meeting closed at 1925 hours.