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Draft Minutes of a Cemetery Committee Meeting at the Community Centre on Thursday 12 March 2026 at 7pm

Present: Councillors Cooper (WC) and late arrival 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 Cooper, 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 11 September 2025 were approved and signed by the Chair.
5. **To note any matters arising:** It was noted that all the gates and the remaining bench were cleaned down and treated in October, with a lead topping added to the pedestrian gate to prevent further water ingress.
6. **Review and approval of amended documents and regulations:** The Cemetery Regulations, Deed of Grant of Exclusive Right of Burial, and Notice of Intended Interment were all reviewed in detail and unanimously approved. Note the Committee Terms of Reference will be reviewed in May 2027. Thanks to PD for his hard work on these documents.
7. **Update on Spare Capacity of Plots and GoR:** PD confirmed there were 35 available plots in the main cemetery, 11 plots in the unconsecrated area and 6 left in the current GoR. Note this does not include the many plots already purchased.
8. **New Cemetery Bench Purchased:** The new Charlie and Alfie bench was permanently fixed to the plinth this week. It's made of recycled plastic, purchased thanks to a Locality grant from our District Councillor. Everyone very happy with it, including the mother of the two aforementioned children, who sent a card of thanks.
9. **Update from Cemetery Administrator:** Three recent funerals. Have started to use plots in the newly consecrated area.
10. **General Ongoing Maintenance and Tasks:** It was agreed to hold a site meeting in the summer (End July / August) to look at the new GoR area and agree any actions.
JMCC was asked about planting a Rosemary bush on a grave. The regulations strictly forbid this. It was agreed that it could be planted along the hedge line as long as it doesn't impact on the grass cutters.
The car park cemetery needs weeding.
The Compost Bin is not breaking down as it should, perhaps because it is too dry. It probably also needs more grass mulch to help it compost better.
KM to be asked the following: 1) Put grass cuttings, and maybe some water, in the compost bin to help it work better; 2) To start cutting the grass around the graves and the new area end March; 3) To be asked to keep an eye on the 2 benches in terms of any required maintenance. The new bench will only need a clean down as very low maintenance.
Clerk gave an update on costs vs income for the additional grass cuts. Cost to date £780 vs Income to date of £780 so balances. This does not include cemetery fees, just the additional monthly donation for upkeep. Our thanks to the donor for his continued support.
A regular maintenance program needs to be in place for the gates.
11. **Date of next meeting:** Thursday 10th September 2026 at 7pm in the PDCC lounge t.b.c.

The meeting closed at 1925 hours.