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## Minutes of a Cemetery Committee Meeting held in the Community Centre at 7.00 pm on Wednesday 22 September 2021

Present: Councillors N Weston (Chair), Sneddon and Pudney. Also in attendance Phil Dyer (PD) (Cemetery Administrator) for some of the meeting, Jane McClintock (JMCC) in an advisory capacity and Caroline Emeny (Clerk). There were no members of the public present.

- 1 **The Chair welcomed** everyone to the first physical meeting of the new Committee.
- 2 **Apologies for Absence** - There were no absences.
- 3 **Declarations of Interest and Dispensations**  
There were no declarations of pecuniary and non-pecuniary interests and no requests for dispensations and Councillors were reminded of their obligations under the Suffolk Code of Conduct.
- 4 **Minutes of the previous meeting**  
The minutes of the Cemetery Committee meeting of 14 Jan 2021 were approved and signed by the Chair.
- 5 **To note any matters arising**  
The only outstanding matter was the benchmarking through SALC which the Clerk has chased repeatedly.  
**Action:** Clerk to expedite once again
- 6 **To discuss the recent correspondence complaining of overcrowding**  
All present had been and looked at the relevant plot in the Garden of Remembrance (GoR) and all agreed it did not appear over crowded. The Cemetery is laid out in accordance with regulatory guidelines.  
**Action:** Clerk to contact complainant to offer her the opportunity to meet with someone from the Cemetery committee meeting on site if she wishes to discuss further  
This led to discussions about a second GoR and where it could be sited within the cemetery. A question was also raised in regard to the proportion of unconsecrated ground v consecrated ground. Is this governed by regulations?
- 7 **To review and discuss low level fencing or similar at the GoR and other improvements**  
(i) It was agreed that some form of demarcation was required between the GoR and the rest of the cemetery. Low level fencing was not suitable due to the trip hazard and lack of space. This also applies to chain link fencing or similar. A solution flat to the ground may be the best alternative.  
Action: P Dyer to research suitable options and report back  
(ii) The Car Park needs weed killer applying to it. **Action:** Clerk to ensure this is done asap  
(iii) The unconsecrated area is overgrown with brambles. **Action:** Clerk to get quote and approve work  
(iv) PD reported there appeared to be a discrepancy with two reserved plots in the GoR.  
**Action:** PD to contact the clients and ensure a satisfactory outcome is reached  
It was noted that there were a couple of memorial stones with photos of the deceased on them which was not permitted within our rules and regulations - to be monitored.  
JMCC suggested a MAD Palgrave (Make a Difference in Palgrave) approach may be useful in getting volunteers to help out with small jobs around the village including the cemetery. It required someone to do an audit of all street furniture, hedges, footpaths etc as a starting point and then split this into do-able tasks. The Chair confirmed the PC would offer its full support if this became a reality.  
**Action:** Clerk to bring to the next PC meeting
- 8 **Cemetery Administration** – There were no other matters to note.
- 9 **Date of next meeting – to be agreed for approximately six months time.**

The meeting closed at 1945 hours.