

SUTTERTON PARISH COUNCIL

MINUTES OF THE CEMETERY COMMITTEE MEETING HELD ON MONDAY 20th APRIL 2026 at 7.00pm IN THE COMMUNITY LOUNGE AT SUTTERTON VILLAGE HALL

Present: Cllr J Cantwell – Chair
Cllr M Bateman
Cllr J Rushworth

Sarah Smith – Clerk

The meeting opened at 7.31pm

1/26. CHAIR’S REMARKS:

Chair welcomed all to the meeting.

2/26. APOLOGIES:

No apologies received.

3/26. PUBLIC QUESTION TIME:

No members of the public attended.

4/26. DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTEREST:

- To receive Member’s declarations of pecuniary or non-pecuniary interest
 - To receive and consider any written requests for dispensation
- None received.

5/26. MINUTES AND MATTERS ARISING:

It was **RESOLVED** that the minutes of the meeting held on Thursday 12th June 2025 are approved as a true record. No matters arising.

6/26. TERMS OF REFERENCE:

The terms of reference were reviewed and approved.

It was suggested to increase the number of committee members from 3 to 4 – to be actioned at the Annual Meeting of the Council on the 6th May 2026.

Clerk to upload to website – uploaded 28/04/26

7/26. ICCM MEMBERSHIP RENEWAL:

It was **RESOLVED** by all to approve ICCM membership renewal for 2026/2027 at a cost of £110.00.

8/26. TOPPLE TESTING RESULTS:

- A total of 22 headstones were found to be unsafe.
- A total of 6 headstones were marked to inform the owner.
- A total of 57 headstones were marked to be re-inspected in a years’ time.
- It was agreed to stake and band the unsafe headstones.
- It was arranged to undertake this work on the 25th April 2026.
- Notices will be left requesting grave owners/family members to contact the Clerk.

- A post will also be placed on the Parish Council Facebook page requesting grave owners/family members to contact the Clerk.
- Stonemasons will be contacted where possible if no details are held for grave owners/family members.
- Clerk to contact the Diocese with respect to an extension to the Faculty to incorporate make safe works and re-inspection in a years' time on the consecrated section of the cemetery.
- Clerk to purchase polyester cord strapping kit. Cllr Rushworth is kindly donating the stakes.
- Clerk to obtain quotes from stonemasons for potential repair to the 22 headstones which were found to be unsafe in the event of no grave owner/family members coming forward.

9/26. FUTURE AGENDA ITEMS:
Review Cemetery Regulations

10/26. NEXT MEETING:
Wednesday 3rd June at 6.30pm – prior to full council meeting.

The meeting closed at 8.20pm.

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