

**MINUTES OF A MEETING OF WINCHCOMBE TOWN COUNCIL BURIAL COMMITTEE
HELD AT ABBEY FIELDS COMMUNITY CENTRE AT 7.00 PM ON WEDNESDAY 10
SEPTEMBER 2025.**

PRESENT: Mr J Mason Mr R Parker
 Mr S Maughan The Clerk

1. TO NOTE APOLOGIES. Cllr G Madle.
2. DECLARATIONS OF INTEREST. None.
3. TO RECEIVE MATTERS ARISING FROM THE PREVIOUS MEETING. WTC met with neighbour to discuss the boundary fence and hedge. The hedge is old and unmanageable and will be removed in the autumn. This will allow a new hedge to be planted which will, eventually, be healthier, more manageable and of more environmental benefit. Gloucestershire County Council Trees Team will assist with provision of hedging whips, and a local volunteer work party will be organised to complete the planting in early 2026. A new stock fence will need to be installed once the old hedge has been removed. There is no confirmed ownership of the boundary, so it is assumed to be shared. As such WTC offered to divide the costs of installing a new stock fence with the neighbour, who has expressed security concerns. Letter received from neighbour stating that they do not wish to split the costs with WTC to replace the boundary fence.
4. TO REVIEW AND UPDATE WTC CEMETERY FEES & REGULATIONS.
5. TO REVIEW THE BURIAL COMMITTEE BUDGET TO DATE. The Clerk shared a budget summary for the Burial Committee and Cemetery Reserve.
6. TO REVIEW PROGRESS AGAINST THE MOUNT VIEW CEMETERY ACTION PLAN.

Action	Timescale	Owner
Ready hedge to be planted. Ian Humphreys to be instructed to supply and install	Completed	Clerk
Consult Federation of Burial & Cremation Authorities on zoning (ie burial/cremation/natural areas)	Prior to next committee meeting	Clerk
Hedges and grass to be cut and then maintained. Ditches to be cleared. Contractor M. Andrews to be instructed.	Hedges cut. Site meeting to be scheduled with RP/JM/MA to discuss next actions. Monday 17 March 10am. Cuts completed, maintenance ongoing.	Clerk

Landscaping contractor quotes to be obtained for pathways construction, tidying the car parking area and building the memorial wall.	Completed	Clerk
Stone building to be assessed for storage suitability	Completed – recommendation is that the building is too far gone to be viably rebuilt/used. Potential to use the stone for memorial wall – committee to discuss. Members agreed a good idea. Planning conditions state that the building is to be retained due to bat roosts.	Clerk
Communicate with Allotments coordinators, materials to be relocated and users to be briefed on works and then a comms plan to be agreed for once open.	Meeting held with Amy/JM/Clerk. Committee to discuss outcomes.	Clerk
Pathway to be widened to allow for vehicle access into allotments.	Water meter is in place but the allotments organisers need to set up account with Severn Trent. CAO have set up account. Severn Trent to be instructed to install proper supply split into two for both Allotments and Cemetery.	Clerk
Could they have a few allocated spaces in car park?	To be reviewed during site visit on 17 March. Original agreement provides for 8 spaces, confirmed to CAO.	
Members agreed that plot allocation will be managed on the basis of the next available plot only		
Gather information on consecration for future consideration	Prior to next committee meeting Awaiting response to email sent 28/5/25 to	Clerk

	registrar	
Once Mount View cemetery is open, and capacity reached at Greet Road Cemetery, the latter to become closed to any new plot purchases.		Clerk
Maintenance contract to be drafted and tender process initiated	Autumn/Winter 2025	Clerk
Public communications, via website, social media (final phase)	Once works are due to commence and throughout 2025.	Clerk

7. SEPARATE BUSINESS. THE CHAIR WILL MOVE THE ADOPTION OF THE FOLLOWING RESOLUTION: UNDER SECTION 100(A)(4) LOCAL GOVERNMENT ACT 1972, THE PUBLIC BE EXCLUDED FOR THE FOLLOWING ITEMS ON THE GROUNDS THAT THEY INVOLVE THE LIKELY DISCLOSURE OF EXEMPT INFORMATION AS DEFINED IN PART 1 SCHEDULE 12A OF THE ACT.
8. TO CONSIDER QUOTATIONS AND APPOINT A CONTRACTOR TO CARRY OUT LANDSCAPING WORKS AT MOUNT VIEW CEMETERY.
Following consideration of quotes received, members agreed to instruct James Taylor, proposed Cllr J Mason, seconded Cllr R Parker, carried unanimously. Clerk to action.
9. TO CONSIDER QUOTATIONS AND APPOINT A CONTRACTOR TO CARRY OUT FENCING WORKS AT MOUNT VIEW CEMETERY. Following consideration of quotes received, members agreed to appoint James Waller. Proposed Cllr R Parker, seconded Cllr J Mason, carried unanimously. Clerk to action.
10. TO CONSIDER QUOTATIONS AND APPOINT A CONTRACTOR TO CARRY OUT TREE/HEDGE WORKS AT MOUNT VIEW CEMETERY. Following consideration of quotes received, members agreed to appoint Chris Arnold Tree Surgery. Proposed Cllr S Maughan, seconded Cllr R Parker, carried unanimously. Clerk to action.

Meeting closed 7:49pm.