

**MINUTES OF A MEETING OF WINCHCOMBE TOWN COUNCIL BURIAL COMMITTEE
HELD AT ABBEY FIELDS COMMUNITY CENTRE AT 7.00 PM ON WEDNESDAY 12
NOVEMBER 2025.**

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

1. TO NOTE APOLOGIES. Cllrs G Madle and K Woodward.
2. DECLARATIONS OF INTEREST. None.
3. TO RECEIVE MATTERS ARISING FROM THE PREVIOUS MEETING. None.

PUBLIC PARTICIPATION.

Maintenance contractor Ian Humphries (IH) raised a few issues from Greet Road Cemetery. Heavy gravel being left in the bins, which wouldn't be collected by TBC, which IH had to move from the bins and dispose of.

A recent complaint had also been received from a resident whose family cremation plot has been encroached upon by installation of a border around a neighbouring plot, which has been infilled with shingle. Burial Committee correspondence to be sent to the family responsible.

Many residents are complaining about grave preparation and finishing, specific issues have been identified. Members agreed to arrange a meeting with the contractor, the Chair of the Burial Committee and the Clerk to address. Clerk to action Committee to consider issues in readiness for opening of Mount View Cemetery.

4. 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 Contractor appointed will start Nov/Dec 2025.	Clerk
Stone building to be assessed for	Completed – recommendation	Clerk

storage suitability	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.	
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 registrar	Clerk
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)	Ongoing	Clerk
Named sign 'Mount View Cemetery' to be sourced and installed across main entrance gates. No dogs allowed sign to be sourced	ASAP	Clerk

and installed on pillar next to pedestrian gate.		
Pedestrian gate to be locked until cemetery open for use. Liaise with allotments group.	ASAP	Clerk

5. TO CONSIDER INSTRUCTING A CONTRACTOR TO OVERSEE THE LANDSCAPING WORKS IN

MOUNT VIEW CEMETERY.

Capacity of Clerk to oversee is an ongoing issue, but members offered to support.

6. TO REVIEW THE BURIAL COMMITTEE BUDGET TO DATE.

The Clerk shared a budget summary for the Burial Committee and Cemetery Reserve.

7. TO SET THE BURIAL COMMITTEE BUDGET FOR 2026-27.

	Current Financial Year 2025-26	Next Financial Year 2026-27
Grave Digger Fees	£8,500	£8,500
Greet Road Cemetery Maintenance	£16,000	£16,000
Mount View Cemetery Maintenance	£1,000	£15,000
St Peter's Church Maintenance	£3,500	£3,500
Greet Road Chapel Repairs & Maintenance	£1,000	£1,000
Greet Road Chapel Council Tax & Water Rates	£2,000	£2,000
Mount View Cemetery Fund	£6,000	NA
Mount View Cemetery Water Rates	NA	£2,000
Total	£38,000	£48,000

Members agreed to set the Burial Committee budget for 2026-27 at £48,000, an increase of £10,000 on current financial year, to cover anticipated costs of Mount View Cemetery maintenance and water rates. Proposed Cllr R Parker, seconded Cllr S Maughan, carried unanimously.

8. 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.

9. TO CONSIDER QUOTATIONS FOR WORKS TO EXTEND THE WATER SUPPLY INTO THE ALLOTMENTS, INCLUDING GROUNDWORKS AND INSTALLATION OF A METER.

Cllr S Maughan proposed contractor James Taylor be instructed to carry out the works whilst the

landscaping works were in progress. Seconded, Cllr R Parker, carried unanimously.

Meeting closed 7:49pm.