



TATWORTH AND FORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Tatworth & Forton Parish Council Cemetery Committee Held on 12th June 2025 at 7.00pm Brewers Room Tatworth Memorial Hall

Present: Councillors C Doel, R Down, R Jacobs, K Patay, E Peadon, R Wardell

Clerk N Tinley.

There were 2 Members of the Public and no press present. The Members of the Public were invited to speak but declined.

14/25 Apologies for absence

Councillor C Brown – childminding issues, husband delayed by traffic

15/25 Declarations of interest

Councillor E Peadon as he owns a plot

Councillor R Down is a St John's PCC member.

16/25 To confirm the re co-option of "member of public" Jonathan Coates onto the Cemetery Committee

Proposed by Councillor R Down, Seconded by Councillor E Peadon. All in favour.

RESOLVED: The member of public, Jonathan Coates, has been re co-opted on to the Cemetery Committee.

*Mr J Coates moved from the public area and joined the meeting.
He also declared that he is a PCC Member*

17/25 Election of the Chairman of the Cemetery Committee

Councillor K Patay nominated Councillor E Peadon, Seconded by Councillor R Wardell.

There were no other nominations.

All in favour with one abstention.

RESOLVED: Councillor E Peadon will continue as Chairman of the Cemetery Committee. He accepted the role.

18/25 To approve and sign as a correct record Minutes of the Cemetery Committee Meeting held on 10th April 2025

Proposed by Councillor R Down, Seconded by Councillor R Wardell. All in favour with one abstention.

RESOLVED: That the Minutes of the Parish Council Cemetery Meeting held on 10th April 2025 be signed as a correct record.

19/25 Finance Report – Clerk

The Clerk presented the figures for the period up to 10th June. They showed a strong financial start to the year with an income of £3,858 which is 38% of target in 2½ months. The precept of £5,000 has been received. The amount outgoing is £3,466 giving a surplus of £5,392. Balances totals £52,510, including last year's VAT refund of £2691.00

The planning application for the cemetery extension will cost between £27-£30k over the next 2-5 years.

There were no questions from the Councillors.

20/25 Topple Test Training and certification. – Report from ICCM training course

The course attended by Councillor E Peadon and the Clerk run by the Institute of Cemetery and Crematorium Management (ICCM) was a very useful reminder of the fundamentals of memorial safety. There was less emphasis on the type of stone memorials are manufactured from; ICCM attitude is the importance of assessment of risk. A memorial can be dangerous whatever material it is made from. They confirmed there was no need to sit an exam as the training is sufficient. We just need the safety policy approved, risk assessments written and a spreadsheet to manage the data to be produced. An article has been placed in the Newsletter explaining the work that needs to happen. The anticipated start is July.

21/25 On the basis of the new information from the ICCM training course revisit decision 06/25 to proceed with the City and Guilds NAMM examination

With the new information the decision made at the last meeting to continue with the exams needs to be reversed. After some discussion.

Proposed by Jonathan Coates, Seconded by Councillor K Patay. All in favour.

RESOLVED: The Cemetery Committee accepts the ICCM's view that examinations are not required.

22/25 To approve undated Memorial safety inspection policy

This policy is very similar to the previous policy. The risk categories need to be updated to match ICCM terminology.

Proposed by Councillor E Peadon, Seconded by Councillor R Down. All in favour.

RESOLVED: The Memorial Safety Policy has been approved.

Councillor E Peadon left the room

23/25 To consider remuneration of onsite inspectors (Eric Peadon and Nigel Tinley) at £15 an hour via an invoice paid from Cemetery Funds. All administration to be done within office staff hours

After a long discussion, Councillor R Down proposed, Seconded by Councillor K Patay. All in favour.

RESOLVED: The Clerk will be paid for the additional hours via PAYE and Councillor E Peadon will be able to present an invoice for onsite work at £15 per hour. The Clerk is to get confirmation in writing that he and his work will be covered on the insurance policy.

24/25 An update on the Cemetery extension planning application - Clerk

There is no update as the contractor suffered a bereavement in the family in May.

The Clerk will update at the next meeting including the progress of the actual planning application.

25/25 Maintenance –

a. Any other matter (can discuss but no decision can be made)

The Garden of Remembrance has a number of weeds growing. The Clerk is to contact Mervyn Powell to discuss.

26/25 Projects for 2025

a. Garden of Remembrance hedge – Update

The Clerk has been taking to Liam at Brimsmore Garden Centre trying to arrange a visit, however it is very busy so he cannot leave the premises. He requested photos which have been sent.

b. Repaint railings update after inspection

The railings are in need of repainting, but when depends on finances.

c. Replace Arch in Garden of remembrance. Consider quote

We already have a quote from Powells. The Clerk approached 2 other local companies but despite reminders did not get a response.

Proposed by Councillor R Down, Seconded by J Coates. All in favour.

RESOLVED: To proceed with the Powells quote emphasising that the honeysuckle and rose be attached and maintained.

27/25 St Johns Churchyard update

The Clerk read a letter of thanks from St John's PCC. The Clerk has written a letter to Somerset Council re financial support and has received a reply that the letter has been forwarded on.

28/25 Matters which the Councillors wish to report

- The maintenance contract needs to be revisited and strengthened.
- The cages around some plots are rusty and untidy. Check cemetery terms and conditions.
- The Clerk is keen to check and re-write the terms and conditions.
- There has been possible drug dealing in the cemetery car park. This is to be reported to the Police. Occurred at 10pm on Tuesday 10th June.

Date of Next Meeting – 14th August 2025

Meeting closed 8:15pm