ELLESMERE TOWN COUNCIL CEMETERY WORKING GROUP
MINUTES OF MEETING HELD ON 23rd July 2026
at Ellesmere Town Hall.

Members Present:

Chair: K.Egerton
V. Chair: P. Goulbourne

Councillors: A. Wignall, N. Proffitt, S.Jackson, J. Gargiulo, E. Peers, G.Elner, G. Hitchinson.

Officers: Andy Chatting, (CCO).

CWG 07/26/01 **Election of Chair for the 2026/07 Municipal Year.**

It was proposed by Cllr Goulbourne (outgoing Chair) that the new chair be VC Cllr Egerton. This was seconded by Cllr Peers and the committee agreed unanimously to approve this proposal.

CWG 07/26/02 **Election of Vice Chair for the 2026/07 Municipal Year.**

It was proposed by Cllr Wignall that the new Vice Chair be Cllr Goulbourne. This was seconded by Cllr Proffitt and the committee agreed unanimously to approve this proposal.

CWG 07/26/03 **To receive apologies and reasons for absence.**

One apology for absence was received from Cllr Howard for medical reasons. Its acceptance was proposed by Cllr Goulborne and seconded by Cllr Hutchinson. The remainder of the Committee endorsed this matter.

CWG 07/26/04 **Disclosure of Personal and Prejudicial Interests**. To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that they are required to **leave** the room during the discussion and voting on matters in which they have a Disclosable Pecuniary Interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

No such disclosures were made.

CWG 07/26/05 **Grant Dispensations**. In pursuance of the Localism Act 2011, s31 (4) to report on any dispensations requested/granted.

No such dispensations were requested or granted.

CWG 07/26/06 **Conduct** – CWG members to note and agree that they are familiar and compliant with:

- LGA Model for Councillor Code of Conduct 2020
- NALC Bullying and Harassment statement.

- ETC Civility and Respect Pledge.

Every member of the committee agreed that they were conversant with these three documents and that they were bound by what they contained. This was addressed by a show of hands and, unanimously, the committee members signified their compliance.

CWG 05/26/07 **Minutes.** To read and confirm the minutes of the Cemetery Working Group Meeting held on Thursday 28th May 2026.

The minutes of the meeting of 28th May 2026 were approved. Proposed by Cllr Goulbourne and seconded by Cllr Proffitt. Agreed unanimously.

CWG 05/26/08 **Finance.**

(a) CWG Payments. To note payments made during May and June 2026.

(b) CWG Income and Expenditure 1st Quarter.

These documents were noted.

CWG/05/26/09 **Cemetery Report.** To note.

This report was noted.

CWG 05/26/10 **The Excell + Woosnam revised quotes.**

After discussion it was agreed to recommend that the quote from Edgerton and Sons at £720.00 be accepted as the preferred option.

The options for consideration after asking for each company to re-tender to a reduced standard (repair rather than full restoration) were:

1. Edgerton - £720
2. Jones + Hughes - £762
3. Wrights - £1,030

The committee opted for the Edgerton quote given the price, their familiarity with the local requirements and the fact that they are the company carrying out all the current repairs identified as part of the current Memorial Safety Inspection.

This preference will be referred up to Council for approval.

CWG 05/26/11 **To consider the future of the Leylandii hedge at the bottom of the cemetery *before* the area is developed for new burial/internments**.

The committee discussed the options considering the CCO's assessment report provided to each of them before the meeting.

It was proposed by Cllr Goulbourne that the hedge be left as it is. This was seconded by Cllr Hutchinson and agreed unanimously by the committee.

The only proviso being that it would be sensible to reduce the height of the hedge still further to make it easier to cut it by hand going forward. It was also suggested that the hedge would need to be trimmed more often as and when burials began to happen in its vicinity.

CWG 05/26/12 **Lodge external decorating**. To discuss as per CCO report + advice from the TC plus the Bowens condition report.

The CWG looked at the exterior of the lodge during their inspection. It was agreed that even though Bowen's had not picked up a requirement to redecorate it, there was still a need to have this work done as per the original plan.

Given the difficulty of finding tradespeople willing to carry out this work AND the delay being caused by the contractor who had quoted to carry out the work it was proposed by Cllr Hutchinson that the CCO begin this process over afresh. This was seconded by Cllr Gargiulo and agreed unanimously by the committee.

CWG 05/26/13 **CWG to discuss the plots that need attention.** [The 1st of May 2026 deadline for owners with non-compliant plots has passed]. To discuss following the cemetery walkabout.

On the face of it, the original non-compliant plots could be restored to within regulations with each oner having received at least 2 letters asking for the plots to be brought within regulation.

Cllr Egerton suggested that where shrubs were an issue they should be dealt with and removed soonest and before they grew bigger.

Cllr Gargiulo suggested that writing to owners informing them that they would have to bear the cost of any restoration might have the effect of getting people to comply.

More than one councillor suggested that placing a sign on non-compliant plots informing people that action would be taken was a possible solution.

Cllr Wignall suggested that people be allowed to tend their graves in whatever way they wished as this was an important part of the grieving process.

Cllr Proffitt suggested that if we were happy with the regulations (only recently reviewed and simplified) then we should enforce them.

The CCO explained that the plots subject of this discussion was only a sample selection and that for a true assessment of how many plots were non-compliant another review would be required. The CCO also explained that whereas in current times the proposed owners of **all** new plots were sent a guide about plot maintenance along with their deeds of grant, it was less clear about what guidance was issued in the past. Either from the Council or from any funeral directors.

It was clear to all committee members that the issue of enforcement was on-going and subject to peoples' own willingness to adhere to the regulations.

The members agreed that the issue was wider than that solely confined to this agenda item and suggested that a new item be added under CWG 05/26/15 later in the meeting.

CWG 05/26/14 **Transfer acquisition of new land. To annual item.** To note. As per CCO report.

It was proposed by Cllr Goulbourne that the acquisition of new land be made an annual item. This was seconded by Cllr Hutchinson and agreed unanimously.

CWG 05/26/15 **Future Agenda Items.**

As a result of the cemetery inspection and the meeting 2 items were requested to appear on the September agenda. They were:

1. The CCO to make a survey of all non-compliant plots.
2. To look at exploring the idea of a memorial ashes garden in the cemetery.

The next meeting of the CWG will be on Thursday 24th September 2026, at **19:00** at Ellesmere Town Hall

The meeting closed at 20:00 hrs.

Chair……

Date……