



Minutes of the Meeting of the Cemetery Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Tuesday, 11th February 2025

Present: Cllr Linda Michel (Chair)
Cllr Glenn Evans
Cllr Debra James
Cllr Amanda Richards
Cllr Karen Webb (late arrival)

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

Apologies for absence had been received from Cllr Mary Davies.

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 9th September 2024

It was proposed, seconded and

Resolved: To agree the minutes of the meeting held on 9th September 2024 as a true and accurate record.

4. Cemetery Committee Finance report

The Clerk presented the Cemetery accounts for the year to date to 31st January 2025.

It was noted the only overspend was on utilities. The Clerk suggested this was as a result of several factors including the volatility of energy prices and the fluctuating nature of consumption.

The Clerk advised that there would be further spending on repairs and maintenance before the end of the financial year as several pieces of equipment had been identified for repairs or servicing.

6:39pm – Cllr Karen Webb arrived.

5. Complaints, comments and compliments

Cllr Richards asked for her compliments to be passed to the burials team as well as grounds staff who assisted in that day's funeral service to which she had attended. It was noted the burial had presented unique challenges to the team who had handled themselves impeccably.

Cllr Evans reported he had received compliments on two separate occasions from visitors to the Cemetery who had commented on much-improved standards.

6. Cemetery Governance

a) Review of Cemetery Regulations for implementation in 2025

The Clerk outlined a need for a review of the Council's Cemetery Rules & Regulations that had been drafted in 2008.

b) Cemetery Weather-related Closure Policy

The Clerk presented the Cemetery Weather-related Closure Policy that outlined the meteorological conditions under which the site would close. She advised that previous experience had shown that relying solely on Met Office weather warnings had caused unnecessary closures and confusion amongst the public, as the area to which they generally relate is too broad.

Members discussed the policy and thresholds for closure due to wind at length before it was proposed, seconded and

Resolved: To adopt the Cemetery Weather-related Closure Policy as presented.

7. Matters pertaining to Cemetery Maintenance

The Clerk advised members that a routine tree survey had been carried out earlier in the month. Members noted remedial works would be identified in the report to follow.

8. Cemetery Expansion

a) Planning Consent Conditions

Members were reminded of the conditions of the Change of Use Planning Application of relevance to the Cemetery extension land.

The Clerk highlighted the condition of particular significance, being the requirement for a scheme for the provision of biodiversity mitigation and enhancement.

In addition, members noted the restrictive covenant placed on the Council at the point of purchase to erect a stock proof fence along the boundary line.

b) Ecological Survey

Members noted the scope of the Biodiversity Mitigation and Enhancement Scheme included i) a conservation grassland plan, ii) a biodiversity management plan for the wider Cemetery, iii) biodiversity interpretation, iv) erection of bat and bird boxes, and v) timescale for delivery.

It was agreed to seek quotations from suitable ecological consultants for the drawing up of the Scheme.

c) Boundary survey and fencing options

Members discussed commissioning a survey in order to establish the official boundary line to the property.

The Clerk advised that, with severe backlogs at HM Land Registry, it was unlikely that the Council would receive the deeds of the property within the next six months. In the absence of registered deeds and maps, the Council would need to establish the boundary by other means in order to comply with the requirement to fence the land within twelve months.

It was proposed, seconded and

Resolved: To instruct a surveyor to conduct a boundary survey.

9. Memorial Management

a) Timetable for Year 1 Memorial testing

Members noted notices had been published informing the public of the upcoming round of testing that would take place the following month in across part of C-section.

10. Matters pertaining to Burial Activities

a) Staff enrolment on ICCM Cemetery Management Certificate

The Clerk advised that both Burials staff members had enrolled on the ICCM Cemetery Management diploma.

b) Expansion of burial equipment for specialist services

The Clerk advised that a set of shoring for ashes interments had been purchased to add to the inventory. In addition, a supply of reinforcing boards had been required for a plus-size burial.

11. Date of the next Cemetery inspection

The next Cemetery inspection would take place on Tuesday, 25th February 2025 at 10:00.

Following the inspection, Steve Young, newly appointed Supervisor, would be invited to join councillors for refreshments in order that they could meet.

12. Date of the next Committee meeting

The next meeting of the Committee will be on 29th April 2025 at 6:30pm.

Meeting concluded at 7:27 pm.