



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

Present: Cllr Ceirion Skym (Chair)
Cllr Martin Barron
Cllr Linda Michel

Absent: Cllr Amanda Richards

Officers: Ms Jo van Tonder (Clerk & RFO)

Meeting commenced at 6:38pm

1. Apologies for absence

No apologies for absence had been received.

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 8th September 2025

It was proposed, seconded and

Resolved: To agree the minutes of the meeting held on 8th September 2025 as a true and accurate record.

4. Cemetery Committee Finance report

The Clerk presented the Cemetery accounts for the seven months to 31st October 2025. It was noted expenditure on trees had exceeded the budget on account of emergency works required to remedy a fallen tree.

5. Draft Cemetery Regulations

The Clerk reported the draft regulations were currently under the scrutiny of the Burials Team who were focussing, in particular, on Section 6: Memorials.

It was noted the final draft would be presented for consideration at the next Committee meeting.

6. Plans to redesign pathways on cremation sections M and L

Members were reminded that the current configuration of the two cremation sections located on the upper Cemetery was such that the plots ran down the slope from the road to the west, to the boundary wall in the east, with access paths from the road down. It was

noted there was no access path across the bottom of the plots where the ground tended to be muddy and hazardous.

The Clerk advised members that the Burials Team was working on a plan to reconfigure some of the paths, freeing up additional cremation plots, and create partially-accessible walkways around the entire section.

She added that, as soon as these preliminary plans were finalised, the Cemetery Committee would be presented with the proposal for input and approval.

7. Matters pertaining to Cemetery Maintenance

a) Cemetery Inspection report

Members noted the findings of the recent cemetery inspection carried out on 3rd November 2025.

On the matter of additional public seating, the Clerk reminded members that the Memorial Bench Policy had been adopted, partly, as a means of increasing the number of benches within the cemetery, and as such, the empty plinths were set aside for that purpose.

b) Quotations for the cleaning out of the upper cemetery drainage system

The Clerk outlined the need for the drainage system clearance. It was noted the nine inspection chambers making up the upper Cemetery system had not been cleared for several years, impacting on the overall drainage of the whole section.

Following consideration of the component costs, it was proposed, seconded and

Resolved: To appoint Arch Services to clear and survey the system by means of an 18t Jetvac unit and CCTV at a cost of £1,435 + VAT plus waste removal at £95.00 per ton and waste transfer notes at £55.00 per load.

c) Condition of roofs on upper garage and van garage

Members were advised that water ingress into both the van garage and the upper garage was risking the integrity of some of the equipment stored in each location.

It was proposed, seconded and

Resolved: To source quotations to repair both the upper Cemetery garage roof and the lower Cemetery van garage roof.

8. Cemetery expansion

a) Biodiversity Mitigation & Enhancement Scheme

Members noted the previously circulated Biodiversity Scheme that had been received from Acer Ecology the previous month.

b) Application to discharge condition 3 (21/1056/10)

The Clerk reminded members that, as a condition to the planning consent granted on the change of use application submitted in 2021, the Council was required to submit a Biodiversity Scheme to the Planning Authority for approval.

She confirmed that the Application to discharge condition 3 of Planning Consent 21/1056/10 was submitted via the Planning Portal on 24th November 2025 at a cost of £200.

Members discussed the next steps.

9. Public Toilet Refurbishment – Project Brief to source design quotations

The Clerk presented the Project Brief, drawn up to support the procurement of design services, and encompassing the non-negotiables the Committee had previously agreed.

As there were no questions, it was proposed, seconded and

Resolved: To approve the Project Design Brief and commence procurement of design services.

In an endeavour to support local architects and surveyors, it was agreed to publicise an invitation to quote on the Council's social media.

10. Memorial Management

a) Request to accept a maple tree as a memorial

Members were advised the Council had received a request to consider accepting a gift of a Japanese Maple tree. The offeror, while not placing any conditions on the receipt of the gift, had asked the Committee to consider locating the tree opposite section D.

Following full consideration of Objective 3 of the Council's S6 Biodiversity Plan 2025 – 2027 as well as S3.4.5 of the Biodiversity Mitigation and Enhancement Scheme, it was proposed, seconded and

Resolved: To decline the offer of a Japanese Maple on the grounds that the tree was not native and therefore, contrary to the Council's Biodiversity Policies.

Members asked the Clerk to convey their sincerest thanks for the kind offer.

b) Memorial made unsafe by falling tree

The Clerk reported that a headstone on D section that had been rendered unsafe during a tree fall, had been reinstalled at the Council's expense due to the unique circumstances.

c) Outcome of testing – year 1, quarter 3

The Clerk reported 187 plots and 166 headstones were tested in Section C, with a failure rate of 13%. All failed memorials were either laid flat or staked and banded.

d) Timetable for testing – year 1, quarter 4

Members noted that the next round of inspections was scheduled for January 2026 and would cover the approximately 210 remaining plots within Section C of the cemetery.

11. Date of the next Cemetery inspection

The next Cemetery inspection would take place on Tuesday, 3rd February 2026 at 10:00.

12. Date of the next Committee meeting

The next meeting of the Committee: Tuesday, 10th February 2026.

Meeting concluded at 7:27 pm.