

Terrington Parish Council

Agenda for an extraordinary meeting of the Parish Council to be held on Wednesday 14th December 2022 at 7:30pm in Terrington Village Hall

1. Attendance and apologies.
2. Declarations of interest.
3. To discuss most of the outstanding matters relating to Terrington Cemetery.

3.1 Clarification of the responsibilities of the Burial Authority Officer.

The Local Authorities' Cemeteries Order 1977 Schedule, Part I states:

“1. No burial shall take place, no cremated human remains shall be scattered and no tombstone or other memorial shall be placed in a cemetery, and no additional inscription shall be made on a tombstone or other memorial, without the permission of the officer appointed for that purpose by the burial authority.”

The Cemetery Regulations of Terrington Cemetery, yet to be approved, includes in Section 1.4 the Burial Authority Officer's role to include “giving permissions for burials...” in accordance with the LA Cemeteries' Order.

In Section 1.7 eligibility is limited to those in subsections (i) and (ii), the following paragraph indicating “In exceptional circumstances, the Burial Authority may grant the right to be buried to someone not fitting into one of those categories...” In the interests of clarity does the Burial Authority intend that this latter decision is also within the role of the BA Officer as per the LA Cemeteries Order? If so:

Proposal: The Parish Council acting as the Burial Authority confirm that the duties of the Burial Authority Officer as given in Section 1.4 includes all those in Section 1.7.

3.2 To consider the appointment of a Deputy Burial Authority Officer.

This is by way of providing **practical** support if and when needed or standing-in during times of non-availability. The Deputy would have duties that mirror those of the Officer, effective in the absence of the Officer. Consideration should be given to the Deputy being a serving Councillor, acting as a link between a future Officer/ employee and the Burial Authority. The Deputy could also be consulted on operational matters in what should be a supporting role. As a Councillor, the position would be unpaid and not intended to take up a substantial amount of time under 'normal' circumstances. ***This item should be viewed in conjunction with item 3.3 before a decision is reached.***

Proposal: To appoint a serving Terrington Parish Councillor as Deputy Burial Authority Officer. If appointed the Deputy to assume the same authority as the Officer when the Officer is officially absent.

3.3 To consider the formation of a Cemetery Committee.

Also seen, if deemed necessary, as a supporting role to the Burial Authority Officer upon request or for situations arising outside the duties of the Officer as per the Cemetery Regulations. This can be considered either, in addition to the appointment of a Deputy Burial Authority Officer, who should be drawn from this Committee, or as a stand-alone Committee without Deputy and thus with no practical physical role, as now confirmed by the latest proposal c) below.

As Council has already discussed, a Cemetery Committee should have three members but not mentioned, where this is possible, should be drawn one each from the three 'main' settlements comprising the Parish, to reflect the eligibility of all three settlements. The Burial Authority will need to delegate its powers and authority to the Committee who would have the same terms of reference, or to select those areas of authority to be delegated.

Whilst since this meeting, the matter of a Committee has been deferred twice without a vote, Cllr Hanstock requests that Council note the following minute from the Parish Council meeting on 25th July 2022:

6.1 Formation of a Cemetery Committee

“Council decided to form a Cemetery Committee and agreed that the members of that committee will be Cllr Lewis, Cllr Hanstock and, for a temporary period, the caretaker Burial Authority Clerk, Cllr Winning”

There are now two proposals that differ slightly:

Proposal: A) To form a Cemetery Committee, that the Committee comprise three members, who should be selected, where possible and agreed by Councillors at that time, one from Ganthorpe, one from Wiganthorpe and one from Terrington. That in forming this Committee, the Parish Council the current Burial Authority, delegate it's powers and authority to this Committee in full or in part.

Proposal B) that the above *decision (6.1 25th July 2022)* of the Parish Council made at its meeting on 25th July 2022 be now formally confirmed by vote.

Cllr Hanstock also has submitted a further proposal:

Proposal: C) That the remit of the Cemetery Committee be to advise the Burial Authority Officer on requests and situations arising which fall outside or are not within the letter or the spirit of existing Cemetery Regulations and to report its advice to the full Parish Council.

3.4 To consider the Cemetery Regulation document as a whole and to approve this amended document having regard to the changes and clarifications made at the meeting of November 14th and today.

Proposal: To accept the amended document comprising the Cemetery Regulations 2022.

3.5 To consider a request from a former long-term resident, for a plaque to be erected in the cemetery to commemorate the life of his dearly departed wife, whose remains are **not** to be interred in the cemetery.

Proposal: To grant permission for an erection of a plaque by the estate of the deceased, on the front perimeter wall of the cemetery in such a position that it does not fall in line with any burial of ashes plot that might currently be used. All relevant current fees are to apply.

3.6 To consider the honouring of advice given on behalf of this Burial Authority.

An individual made a request to be buried in the cemetery upon eventual death, being the son of two long term residents, part of a large local family although never having lived here. This request predates the latest eligibility changes agreed in November. At that time, it was the policy of the cemetery that close relatives of residents were eligible to be buried. On that basis, the applicant was so advised by the B.A Officer and would respectfully request written confirmation to be placed with private papers so the wishes can be invoked in due course.

Proposal: That the Burial Authority agree that a decision made on their behalf in accordance with policy in force at that time should be honoured and that a letter by way of confirmation can be sent by the Burial Authority Officer.

4. Terrington Parish Neighbourhood Plan

4.1 Formation of a Neighbourhood Plan Group

To discuss the formation of a Plan Group, to function outside the Parish Council but reporting back to Council. The group to set its own terms of reference.

Proposal: To form a Terrington Parish Neighbourhood a Plan Group, to function outside the Parish Council but with a remit that includes reporting back to Council via a member. The Group should comprise a membership of interested persons from the Parish including at least one member of Terrington Parish Council.

4.2 Membership drive and data gathering exercise.

The question is how to get buy-in to this Group from parish residents? Whilst the main impetus would come from the announcement of the Local Plan recommendations and the Public Consultation period. However, that might not be for a couple of months.

One answer is a questionnaire being prepared by somebody and printed so any costs need to be approved. They then have to be delivered with an easy method of retrieval devised, such as requesting a box in the shop, 'put it through the letterbox of any Parish Councillor', scan & email to a contact (the Parish Councillor). Include a section asking for anyone interested to let the PC know.

Proposal: To arrange for a questionnaire leaflet to be printed and delivered at an estimated print cost of £50.—double-sided colour A4 sheets.

5. Date and time of forthcoming meetings.

Proposal: That Council agree the meetings dates for the forthcoming year based on 2nd Monday in the month as has tended to be the case. Thus, the dates to be:

Next Meeting, 9th January 2023 at 19.30 hrs and then:
13th March, 8th May, 10th July, 11th September, 13th November

This Meeting has been called by:

Cllr Bill Winning ... *W.McA.Winning*

Chairman Terrington Parish Council. 9th December 2022