

**MINUTES OF THE MEETING OF THE CEMETERY AND GROUNDS
COMMITTEE HELD ON Monday 09th February 2026 at 1100hrs**

Present: Cllr J Lee (Chair)
Cllr A Dent
Cllr J Ramshaw
Cllr A Lumsden

Staff: Mr P Moore (Clerk)
Mrs H Hall (Deputy Clerk)

In Attendance: None

C&G
25/26/090

Exclusion of the Press and Public

RESOLVED: That in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the press and public may be excluded from the meeting for any item on the agenda by reason of the confidential nature of the business to be transacted.

C&G
25/26/091

Apologies for Absence

Cllr W Day

Apologies were **NOTED**.

C&G
25/26/092

Declaration of Interest on Items on the Agenda – To note any declarations in accordance with the Localism Act 2011 and the Council's Code of Conduct.

Cllr Lee (Allotment holder)
Cllr Dent (Allotment holder) - both **NOTED**

C&G
25/26/093

Public Participation

None

C&G
25/26/094

Previous Minutes

The minutes of the previous Cemetery & Grounds committee meeting held on Monday 08 December 2025 were ratified at the last meeting of Council on Monday 12th January 2026.

C&G
25/26/095

Play Inspection Reports

Play Inspection Report were received and circulated electronically due to file size.

RESOLVED: that the Play Equipment Inspection report be accepted.

C&G
25/26/096

Allotments Report from Deputy Clerk

The Deputy Clerk noted that at this time of year there is very little to report regarding the allotments as such, but work to install bench seats is still underway, and allotment tenants have been informed of the increase in allotment fees in 2026.

RESOLVED: that the Allotments Report be accepted.

C&G
25/26/097

Cemetery Supervisor Report

No report

RESOLVED that the absence of the Cemetery Supervisor report be noted.

C&G
25/26/098

Allotment Management Policy & Tenancy Agreement 2026-29

The document had been circulated by email. The following amendments were suggested:

Inclusion of an 8 week 'Probationary Period' with conditions for all new allotment holders prior to issue of a full tenancy agreement.

To include and enforce a '75% cultivation' rule to ensure that allotment land is utilised to its maximum cultivation potential

RESOLVED: That the suggested amendments be included in the next revise and circulated to members.

C&G
25/26/099

Report of the Clerk on any further cemetery or grounds issues

Loss of Voluntary Worker

Volunteer GB had decided to retire and has handed in his equipment and clothing. He will be a loss to the team. The Clerk will draft a letter of thanks for the Chair.

Grounds Supervisor Course at East Durham College

The Clerk is currently investigating whether this course can go ahead as planned. An update to follow.

Village In Bloom

A meeting will be held shortly regarding the village entry to the 'In Bloom' competition to ensure that we can best results from the entry. The meeting will include a representative from the village In Bloom and council staff.

Grounds Staff Working Routine and Reporting

This is under review and recommendations will brought to Staffing Committee in the near future.

C&G
25/26/100

Date and Time of Next Meeting

The next meeting will take place on Monday 13 April 2026 at 1100 hrs in the Milburn Room of Seaton Holme.

CERTIFIED TRUE RECORD

CHAIR

DATE

DRAFT