



Pinchbeck Parish Council

Cemetery Committee

**Minutes of meeting held 19:10hrs, Monday, 20 October 2025,
at The Hub, 48 Knight Street, Pinchbeck, PE11 3RU.**

Present: Cllr James Avery, Cllr Emma Beavis, Cllr Terry Moore (Chair), Cllr Ann Savage, Cllr Oliver Wood, Mr Robert Smith (Clerk), Nicola Jowett (Administration Assistant).

Absent: Cllr Peter Ruysen.

Action points to be undertaken by the Clerk, unless otherwise stated.

- 25.01. Apologies for absence were received from Cllr Ruysen.
- 25.02. No declarations of disclosable interests were made, and no requests for dispensation were received.
- 25.03. The updated Terms of Reference were reviewed. It was **resolved** to recommend their adoption to the full council.
- 25.04. It was **resolved** that, in accordance with s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the following item on the grounds that it may involve the likely disclosure of sensitive or confidential information relating to cemetery records, grave locations, or personal data.
- 25.05. Cemetery Mapping and Records
 01. Cllr Wood gave an update in relation to mapping and investigation work.
 02. The Committee noted the current arrangements for mapping and record-keeping, including the use of Scribe, Excel, Parish Online, and QGIS.
 03. Third-party proposals had been received from Pear Technology Services Ltd for mapping and Edge IT Systems Ltd for cemetery management software.
 04. It was considered that the continued use of Excel, alongside QGIS mapping, was likely to be the preferred approach, subject to confirmation once the mapping project is completed.
- 25.06. Blue Gowt Lane Cemetery.
 01. Following consideration of the cemetery layout, it was agreed that Cllr Moore and Cllr Wood would obtain quotes for the following work:
 - i. The installation of a prefixed concrete plinth to which grave memorial stones would be attached.
 - ii. Additional footpaths.
 - iii. The planting of additional trees and hedges.
 02. A designation of a special requirements area for grave vaults was pending further consideration.
 03. April 2026 was suggested as a possible opening date for the new cemetery, to be reviewed upon receipt of the relevant quotations.
- 25.07. Procedures for burial and interment administration were reviewed. Further work will take place on:
 - The issuing of exclusive rights of burial for graves and ashes.
 - The marking of plots.
 - Attendance at burials.

- Recording of interments and ongoing record maintenance.

01. Revised procedures to be brought back to the Committee for approval.

25.08. Memorial Testing

01. The Committee received an update on memorial testing. Further work is required, and an item will be brought to a future meeting.

25.09. Committee Auditing of Compliance

01. The Committee discussed the need for a clear system for auditing compliance with burial and interment procedures, including record-keeping, statutory duties, and internal checking arrangements. It was agreed that further development work is required and that a detailed proposal will be brought back to a future meeting of the Committee for consideration and approval.

25.10. It was **resolved** to hold the next meeting at 19:00hrs on Monday, 12 January 2026.

The chair closed the meeting at 20:50 hrs.