

Dinnington St John's Town Council

Minutes of the Allotments and Cemetery Committee Meeting held on 16th July 2026 at 9.00am in The Committee Room, Council Offices

Present: Cllr F Walden (Chair), Cllr D Booth, Cllr L Clarke, Cllr W Hall, Cllr T Mulholland.

Apologies: None

Absent: Cllr S Scott

In attendance: A Wright (Clerk & RFO), C Radford (Town Council Asst Clerk), E Pack (Works and Cemetery Team Supervisor) Cllr D Smith (Chair of the Council),
2 members of the public

A15/27 To elect a Chair for the Allotments and Cemetery Committee for 2026-2027

The Clerk invited nominations for the Chair for the ensuing year. One nomination was proposed and seconded for Cllr F Walden.

Resolved: Members resolved to elect Cllr F Walden as Chair of the Allotment and Cemetery Committee for 2026/2027.

A16/27 Members are asked to allow for questions from electors of Dinnington to ask one question only in respect of business itemised on the agenda or on a pertinent issue that may arise; followed by the formal meeting.
No questions received.

A17/27 Members are asked to receive and consider any reasons for absence.
It was noted that Cllr S Scott was absent from the meeting.

A18/27 Members are asked to receive and record any declarations of interest and if necessary, to receive written requests for dispensations for disclosable pecuniary interests and grant any requests for dispensation as appropriate.
No declarations received.

A19/27 Members are asked to identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)).
No agenda items identified.

A20/27 Members are asked to review the Allotment and Cemetery Committee Terms of Reference and put forward any suggested amendments to be considered at the next Town Council meeting.
Following a short discussion between members about the remit of the committee, it was confirmed that the Clerk and Works and Cemetery Team Supervisor implement any required changes and manage the day to day running of the allotments and cemetery.

Resolved: That the current Terms of Reference are passed to full council for approval.

A21/27 Members are asked to review current Cemetery prices in comparison with other local parishes and consider any further action.
Members compared prices against other local parishes and identified some charges that should be considered for increase due to increased costs, particularly grave digging fees.

Resolved: Members resolved to put forward the following price changes for Park Avenue Cemetery.
New burial plot: Free for 16yrs and under. Increase cost to £1250.00 aged 17 and over
Re open burial plot: Free for 16 yrs and under. Increase cost to £800.00 aged 17 and over
Cremation package: Free for 16 yrs and under. Increase cost to £1750.00 aged 17 and over
Natural burial area package: Free for 16 yrs and under. Increase cost to £1500.00 aged 17 and over

A22/27

Members are asked to consider the following matters in relation to the Cemetery and consider any further action:

1. Discuss concerns raised regarding a plot in Park Avenue Cemetery and consider any further action.

Concerns have been raised by staff and visitors to the Cemetery over several months regarding the space being used by a plot holder. Members agreed that this is a sensitive issue but that the grave owners need to be provided with a copy of the Cemetery Policy, rules and regulations.

Resolved: Members request that the Clerk drafts a letter to the grave owners for committee approval, referring to the current policy and request that they adhere to these rules in fairness to all grieving families or items may be removed and stored by Cemetery staff.

2. Consider the purchase of wildflower seeds for the Natural Burial area

A short discussion took place between members and staff around future plans for the natural burial area and how to make the area more appealing.

Resolved: Members agreed to the purchase of wild flower seeds to the value of £100.00, these are to be planted in September when the top soil from the compost area is spread on the space.

9.50am – Cllr W Hall left the meeting.

3. Consider the purchase of a noticeboard for the Cemetery

The Clerk and Works and Cemetery Supervisor advised that they would like to purchase a wall mounted noticeboard to put on the outside of the Cemetery office. This can be used to display the Cemetery policy, rules and regulations along with current prices. A plan of the cemetery would also be useful on display. Members requested that the Clerk looks at some options and brings back to the next meeting.

A23/27

Members are asked to consider the following matters in relation to the allotments and consider any further action:

1. A process for allowing co workers/ joint tenants to be added to an existing tenancy

The Assistant Clerk explained to members the system passed to her for having co-workers on a plot for 12 months before being added to the tenancy as a joint tenant. It was agreed that this seemed to serve no purpose. Concerns were raised that joint tenants added after the initial tenancy begins could be a route of handing a tenancy over to another person, possibly outside of Dinnington and this should not be allowed.

Resolved: Members resolved to allow joint tenants at the initial set up but they will not be allowed to be added on at a later date. If a tenant is unable to look after their own plot, this should be handed back to the council for a new tenancy.

2. Charging a deposit for the issue and return of allotment gate keys for new tenants

Members discussed that other parishes do take a deposit for the return of keys and a separate deposit to new tenants taking on a new plot. The introduction of a £100.00 deposit for new tenants was discussed, this would be a deterrent to anyone not really focussed on cultivating and managing a plot as well as a way of ensuring that a plot is returned to the council in the same manner as it is handed over. Any staffing or skip costs to return a plot back to a suitable condition can be taken from the deposit.

3. To charge existing tenants for replacement sets of allotment gate keys

The Assistant Clerk updated members that there seems to be a large number of tenants currently having issues with the lock at the allotments. A number of requests have been received recently for new keys. There is no current process or charge in place for issuing new keys to tenants.

Resolved: Members resolved that new 'keyed alike' locks be purchased for the pedestrian gate and car park gate. One new key will be issued for each plot. Additional or lost keys can only be purchased by the Clerk from our supplier and will be charged to tenants at £12.00 each.

4. A process for ensuring that tenants leaving a plot have cleared all belongings and waste materials

As previously discussed, the committee would like plots to be cleared to a reasonable condition before new tenants take over. Members would like to start charging a £100.00 deposit on new tenancies that will be returned if keys are returned and the plot is handed back to the council in a reasonable condition.

5. Discuss uniform numbering of all allotment plots

The Works and Cemetery Supervisor confirmed that the numbers are on order and these will be put in place soon.

A24/27 Members are asked to receive and note a copy of the current tenancy agreement, conditions and pricing structure for the allotments at Silverdales and consider any further action.

Members received and noted the current tenancy agreement, conditions and pricing structure. This will need to be discussed again at a future committee meeting, then recommendations passed to full council along with a review of current fees before January 2027 when increases for January 2028 are resolved as tenants are given 12 month notice of new fees.

A25/27 Members are asked to consider a future community project for Silverdales Allotments and consider any further action.

A plot has been identified that is typically difficult to keep tenanted but has potential to be a Community plot. Members discussed the various groups that could be invited to get involved with maintaining the plot. As this is a large project, a plan and timescales will need to be drawn up so it was suggested that a working group is formed. The working group will consist of Cllr D Booth, Cllr L Clarke, Cllr T Mulholland and Cllr F Walden. A meeting date is to be arranged.

A26/27 Members are invited to discuss their recent visits to Silverdales Allotments and Park Avenue Cemetery and consider any further action on points raised.

Cllr Mulholland updated members that he and the Assistant Clerk recently inspected the allotments and were disappointed to find that several plots remain uncultivated this year. This is being followed up by the Assistant Clerk with requests for improvements to be made or Notice to quit notices are to be issued.

A27/27 Members are asked to discuss and note any matters for inclusion on the next meeting.

As per this agenda plus, Community Project – Allotments. Noticeboards for the Cemetery and Allotments, review of the allotment tenancy agreement and conditions.

A28/27 To arrange the next meeting of the Allotments and Cemetery Committee.

Members requested that meetings be held at 3.30pm. The Clerk will schedule the next meeting for September and summons members.

Meeting closed 10.25am