

CHIGWELL PARISH COUNCIL OFFICER'S REPORT FULL COUNCIL

Meeting Date: 24 September 2026

CEMETERY UPDATE

1. Financial Position as of 07 09 2026

Cemetery nett position											
			Nett 24/25	Nett 25/26				Income 26/27	Expenditure 26/27	Nett 26/27	
A	SubTotal		-103,159.38	-81,618.96				78,792.00	72,003.04	6,788.96	

2. Cemetery activities statistics as of 21 September 2026

CHIGWELL CEMETERY – BURIALS (Interments)											
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
APRIL	1	0	0	4	5	3	5	2	0	2	2
MAY	4	2	2	5	6	2	0	2	6	2	6
JUNE	1	1	2	6	4	3	9	2	7	1	6
JULY	5	3	4	0	2	3	0	1	5	2	2
AUGUST	3	2	5	3	2	4	4	1	4	3	3
SEPTEMBER	3	1	3	1	2	1	3	6	3	1	2
OCTOBER	3	3	2	0	2	2	0	0	3	7	
NOVEMBER	1	2	1	0	1	4	2	3	4	1	
DECEMBER	3	2	3	3	1	1	2	3	4	2	
JANUARY	3	3	5	6	3	6	5	4	7	3	
FEBRUARY	6	7	4	2	10	4	3	4	1	4	
MARCH	2	3	6	6	3	2	4	4	2	0	
TOTAL	35	29	37	36	41	35	37	32	46	28	21

CHIGWELL CEMETERY – BURIALS (Cremated remains)											
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
APRIL	0	1	1	0	1	1	0	2	4	1	0
MAY	0	2	2	1	1	1	1	1	1	1	0
JUNE	2	1	0	2	2	0	5	0	2	0	0
JULY	0	1	0	3	0	1	2	0	1	0	0
AUGUST	0	1	0	4	3	1	1	3	1	0	1
SEPTEMBER	1	2	1	2	1	3	0	0	1	0	2
OCTOBER	0	3	2	3	0	0	3	0	2	2	
NOVEMBER	2	2	1	2	0	1	2	3	0	2	
DECEMBER	0	2	1	0	1	0	0	3	1	0	
JANUARY	2	1	1	1	0	1	0	1	2	2	
FEBRUARY	1	2	4	0	1	4	0	1	1	1	
MARCH	1	0	1	1	1	0	4	3	3	0	
TOTAL	9	18	14	19	11	13	18	17	19	8	3

3. Cemetery Plan/Map

Members are advised to note the following:

- The Register of Graves Book does not contain any current evidence, and no files have been created for reserved grave plots that have not been purchased.
Corrections are needed to remove the statement indicating that the plots are reserved but not purchased. This aligns with the Register of Graves Book and our goal to keep records up to date and transparent. In Section C CR1-162: CR87; CR70; CR15;
- The grave owner's surname** will be **removed** from the **plan/map** due to Data Protection regulations. All grave owner details are recorded in the Register of Purchased Graves Book, which is not accessible to the public.

- The total amount for **the Purchase in Reserve (PIR) graves is £214,370**, covering the period from **FY1980/81 to FY2026/27**.
- There are **101 plots classified as "LOST,"** with a total value of **£94,893**; this is based on the Chigwell rate if chargeable.
Officers will take action to inspect the LOST plots to determine the cause of their status. They will report their findings to the next Full Council meeting to address the conditions of the "LOST" plots. The outcomes of this inspection will be documented in the Graves Book, along with the minutes from the Full Council meeting.

4. CEMETERY RENEWAL PROCESS UPDATE

SECTION K CR CR335-CR362 (Letters posted on 29/30 July with 28-day deadline to respond)

PIR	2
AVAILABLE	9
EroB	4
Valid EroB	15

- Two grave owners proceed with the repurchased rights process.
 - Two Grave owners responded that they do not wish to extend the Exclusive Right of Burial at this time.
- Action will be taken:**

Based on the grave owner's response, Officers will send a formal Cancellation of Exclusive Right of Burial Notification signed by the Clerk, then record the transfer of the exclusive right to Council Chigwell Cemetery in the transfer right book and the Purchased Grave book accordingly.

SECTION C CR CR1 - CR162 (Letters posted since 07 August 2026 with 28-day deadline to respond)

CR59 plot number does not exist (plan and graves book);

15 grave plots have been granted for 100 years (EFDC) (copy of grant/deed in the file)

40 grave plots currently in use do not have an established grant period recorded in the file, as indicated by their EROB status. This is an ongoing process. The officers are still waiting for the remaining grave owners to respond. Unfortunately, many owners have moved and are no longer at their previous addresses, so their correspondence is being returned to the Main Office.

PIR	1
LOST	6
EROB Expired	10
IN USE	78
AVAILABLE	68

- Two grave owners proceed with the repurchased rights process.
 - One grave owner responded that they do not wish to extend the Exclusive Right of Burial at this time.
- Action will be taken:**

Based on the grave owner's response, Officers will send a formal Cancellation of Exclusive Right of Burial Notification signed by the Clerk, then record the transfer of the exclusive right to Council Chigwell Cemetery in the transfer right book and the Purchased Grave book accordingly.

The officers are still waiting for the remaining grave owners to respond.

SECTION X CR 201-334

This is an ongoing process.

32 – EXPIRED

6 – UNDER INVESTIGATION

GARDEN OF REMEMBRANCE

This is an ongoing process.

-To enter the Exclusive Right of Burial into the system

-To generate letters and send to the grave owners

DEDICATION SECTIONS (TREE & MEMORIAL BENCHES)

This is an ongoing process.

-To transfer GoR from historical register to new register book

-To enter GoR records into the system

5. Burial register Books

An additional three books were ordered:

- **Register of Ashes Plot – will be used for Garden of Remembrance**
- **Register of Graves and EROB – will be used for Deed/Grant of EROB**
- **Permit to Erect Monument/Memorial – will be used for registering memorial applications**