

EAST HAGBOURNE PARISH COUNCIL
CEMETERY COMMITTEE

Minutes of Meeting held on 9th July 2018

1. Present: D. Button (Chair), J. Elliott, R. Dawson, A Leigh (EHPC Clerk)

Apologies: C. Napper, V. Brownsword

Declaration of Interests: None

2. Public Forum and Questions: No members of the public were present.

3. Confirmation of minutes of the meeting of 5th March 2018: The minutes were approved and signed.

4. Chair for 2018/2019: There has been a discussion as to whether Derek Button or Valerie Brownsword will be the Chair of the Cemetery Committee for 2018/2019. As V. Brownsword was not at the meeting, this will be reviewed upon her return.

5. Lych Gate: D. Button reported that the gate has been moved again slightly, but it is unknown by whom.

D. Button reported that there are some edges of roof tiles broken, they are difficult to match and aren't a health and safety issue, so they will be left for the moment.

The action is to monitor for any changes.

6. Layby parking lines: D. Button has been in discussion with OCC about having white lines delineating the car park area which was established as the Cemetery's in the 1990s. D. Button is worried that as more building traffic comes to the area, the temptation will be for vehicles to use this as a car park.

It was felt that delineating the area and posting notices may help to deter this.

It was discussed that yellow hatching may be needed.

7. Monument measurements: A. Leigh reported that the measurement for a front to back of a stone is not listed in our regulations.

A. Leigh is working to see if there is a UK standard from BRAMM (British Register of Accredited Memorial Masons).

8. Waste bin management: D. Button reported that the management of the waste bins has become problematic due to items going in the wrong bins, items being too large to go in bins, etc. A. Leigh reported that she has contacted Cholsey Parish Council and they contract Grundon for a large bin in

their cemetery. A. Leigh has a call in to Grundon to enquire about this for East and West Harborne Cemetery.

9. Memorial requests: D. Button reported that several requests have been made for memorials such as trees and benches. He reported that East Hagbourne PC currently don't have a policy as to memorials and feel that it needs to. His thought was that living memorials such as trees would be problematic due to space and maintenance. He felt that benches would be ok but would need to have a substantial bench anchored into the ground. The committee was not averse to benches, but thought would need to be given as to placement.

The committee agreed that living memorials are not appropriate and that benches are, but not other types of memorials.

D. Button to bring this to East Hagbourne Parish Council at its next meeting.

10. Cemetery database: It was reported that East Hagbourne Parish Council are happy with the cost presented for moving forward with an electronic databased of graves. A. Leigh will contact the company to proceed.

11. Review of Cemetery regulations: The updating of the cemetery regulations was discussed and A. Leigh and D. Button agreed that A. Leigh would create a new draft for D. Button to review and present to the committee.

It was noted that there had been discussion around the burial of bodies/memorial stones. A. Leigh, D. Button and Dawn Saunders have been in contact regarding this. There has been a discussion as to whether or not the burial ground has been consecrated. A. Leigh has received a document from D. Saunders with regards to this and A. Leigh will contact the Oxfordshire History Centre for confirmation.

It is noted that Christian burial practice has been to bury bodies facing east. In terms of memorial stones, authorities have the right to have regulations on stone placement. East and West Hagbourne Cemetery will have the memorial stones on the new section facing inward toward to the stones in the first section. A. Leigh had written to the undertakers in November to this effect, but she will write again to remind them and ask them to let families know this when scheduling a burial. When the new regulations are complete, A. Leigh will send them to the undertakers.

An item from the current regulations was noted. The regulations stipulate that the stone masons must put the plot number on the memorial. This has not been happening, so A. Leigh to inform masons of this.

12. Wildflower meadow update: There was no update as C. Napper was not in attendance.

13. Trees: The issue of the state of the trees in the graveyard was discussed. D. Button will write to the Chairman of the PCC about their upkeep.

D. Button raised that a local farmer complained that an overhanging tree has been knocking straw off of their vehicles. D. Button informed the farmer that the tree in question belongs to the PCC.

11. Finance

Finance

a) Payments since last meeting

<u>Payee</u>	<u>Item</u>	<u>Cheque no.</u>	<u>Net amount</u>	<u>VAT</u>	<u>Date</u>
A. Leigh	Cemetery travel	102514	27.00	0	22/3/18
A. Leigh	Postage	102514	2.71	0	22/3/18
Hagbourne Village Hall	Cemetery room hire for 6/11/17	102520	12.00	0	22/3/18
Allison Leigh	Travel to Cemetery	102532	13.50	0	3/5/18
BGG	Cemetery grass – 20/4/18	102537	80.00	16.00	6/6/18
Hagbourne Village Hall	Cemetery room hire for 5/3/18	102540	8.70	0	21/6/18
Allison Leigh	Travel to Cemetery	102532	13.50	0	3/5/18

BGG	Cemetery grass – 12/5/18, 17/5/18, 31/5/18	102543	240.00	48.00	21/6/18
Total			397.41	64.00	

b) Receipts since last meeting

<u>Item</u>	<u>Amount</u>	<u>Date</u>
Bishop fees	280.00	6/4/18
Warr fees	560.00	18/5/18
Jacob memorial fees – second inscription	20.00	18/5/18
Pickford fees	560.00	5/6/18
Bennett interment fees	80.00	5/6/18
Spurrett interment	80.00	25/6/18
Total	1,580.00	

Balance of Cemetery Fund £5,511.29

D. Button proposed a slight increase in the fees to which the council agreed.
D. Button will update the fee sheet for circulation.

15. Activity Report:

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
Michael Bishop	Full burial	31/3/18	F162	£280 for Exclusive Rights of Burial and interment
Arthur Warr	Full burial	27/4/18	F163	£560 for Exclusive Rights of Burial and interment

				for non-resident
Robert Jacob	Second Inscription on memorial stone	n/s		£20
Roy Pickford	Full burial	5/6/18	F164	£560 for Exclusive Rights of Burial and interment for non-resident
Robert Bennett	Interment of ashes in existing full burial plot	24/5/18	A15	£80 for interment of ashes
Ronald Spurrett	Interment of ashes in existing plot	12/6/18	17 (in ashes section)	£80 for interment of ashes

16. Correspondence: D. Button noted that A. Leigh had had discussions with one of the undertakers about the issue of memorial stone placement as mentioned in item 11.

The maintenance of graves was discussed and it was noted that this topic should be made clear in the new regulations.

A. Leigh mentioned that when queries come in, it would be helpful to have someone to go to with questions. She will check with Epitaph to see if they can offer this advice and/or if they recommend belonging to a burial society. A. Leigh will look into the cost of joining Institute of Cemetery and Crematorium Management

17. Items for report and inclusion on the agenda of the next meeting: It was noted that some families have recently requested a funeral for a Saturday. The council noted that the regulations state that burials shall take place from Monday – Friday from 10am – 3:30pm unless agreed by special request from the Clerk to the Committee. It was noted that the only issue could be if there were a wedding the same day. A. Leigh will check this when Saturday requests come in. D. Button gave A. Leigh the authority to decide if a Saturday burial can take place based on gathering said information.

18. Date of next meeting: The date of the next meeting will be the 12th November 2018 at 7:30pm in the Village Hall.

Meeting concluded at 8:40 pm.

Signature of Chairman of Cemetery Committee

Date