

EAST HAGBOURNE PARISH COUNCIL  
CEMETERY COMMITTEE

Minutes of Meeting held on 12<sup>th</sup> November 2018

**1. Present:** D. Button (Chair), V. Brownsword, J. Elliott, R. Dawson, C. Napper, A Leigh (EHPC Clerk)

**Declaration of Interests: None**

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

**3. Confirmation of minutes of the meeting of 9<sup>th</sup> July 2018:** The minutes were approved and signed.

**4. Chair for 2018/2019:** There has been a discussion as to whether Derek Button or Val Brownsword will be the Chair of the Cemetery Committee for 2018/2019. Val reported she will be resigning from West Hagbourne Parish Council in May. Based on that, it was decided that D. Button will remain as chair of the committee.

During this conversation, it was also noted that A. Leigh will be stepping down as clerk as of 31/12/18 and that East Hagbourne Parish Council is in the process of recruiting a new clerk.

**5. Lych Gate:** D. Button reported that lych gate hasn't moved again and that he continues to monitor it.

**6. Layby parking lines:** D. Button reported that East Hagbourne Parish Council had met with Mactaggart and Mickel who will be building the development next to the Village Hall. D. Button told them the concern about the parking by the cemetery and the developers having taken those seriously.

D. Button reported that Mark Francis of Oxfordshire County Council has agreed to paint white lines between the road and the layby by the cemetery after 1/4/19 due to budget. At that point, the committee will look to put up no parking sign.

**7. Monument measurements:** A. Leigh reported that she had been in touch with BRAMM (British Register of Accredited Memorial Masons). They indicated that the only requirement for stones is that they are no more than 3 foot 6 inches in height. BRAMM also recommended that the regulations state that all workmanship with memorial stones must adhere to BS8145. This will cover the council in terms of the foundation, etc.

The committee agreed to look at these notes when editing the regulations. The committee asked A. Leigh to write a letter to the stone masons asking them to put the plot numbers on the memorial stones.

**8. Waste bin management:** A. Leigh had e-mailed the costs from Grundon to take over the waste bin management, emptying one large bin. The committee is happy with this cost. East Hagbourne Parish Council will have this on its agenda to agree at the meeting on the 6<sup>th</sup> December. West Hagbourne has its next meeting in January and will have this as an agenda item.

It was agreed that A. Leigh will let Grundon know they will get the formal go ahead after the EHPC meeting on 6/12/18.

**9. Memorial requests:** D. Button reported EHPC has written a policy on memorials stating that the council will consider requests, but any memorials must be non-living memorials such as a bench.

**10. Cemetery database:** It was reported that East Hagbourne Parish Council agreed on the cost for this and that A. Leigh has proceeded with this work.

**11. Review of Cemetery regulations:** The updating of the cemetery regulations was discussed and A. Leigh and D. Button agreed that they will meet to review these.

A question as to the cost of scattering of ashes arose. It was agreed that this should be added to the fees:

£85 for scattering of ashes  
£25 for search in the Burial Register

**12. Wildflower meadow update:** C. Napper reported that the grass has been cut as well as low branches. Orchids are still there.

**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.

#### **14. 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	102555	13.50	0	26/7/18

Derek Button	Refuse sacks	102559	3.33	.67	26/7/18
A. Leigh	Bin for cemetery documents	102568	10.42	2.08	6/9/18
Hagbourne Village Hall	Cemetery meeting 10/7/18	102572	12.00	0	6/9/18
BGG	Cemetery grass – 31/8/18	102575	160.00	32.00	4/10/18
Edge IT Systems Ltd	Cemetery database	102589	220.00	44.00	1/11/18
<b>Total</b>			<b>419.25</b>	<b>78.75</b>	

***b) Receipts since last meeting***

<u>Item</u>	<u>Amount</u>	<u>Date</u>
Bennett memorial	20.00	16/7/18
Walker fees	560.00	16/7/18
Tuck fees	320.00	16/7/18
Warner memorial fee	80	6/9/18
V. Bishop fees	280.00	14/9/18
Brook fees	160.00	1/10/18
Strange memorial	80.00	1/10/18
Tuck memorial fee	80.00	3/10/18
<b>Total</b>	<b>1580.00</b>	

Balance of Cemetery Fund £6,672.04

## 15. Activity Report:

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
John Walker	Full burial	6/7/18	F165	£560 for Exclusive Rights of Burial for non-resident
Tuck	Ashes – double burial with room for a 3 <sup>rd</sup>	7/7/18	64 in ashes section	£320 for Exclusive Rights of Burial for 2 non-residents
Bishop	Full burial	14/9/18	F166	£280 for Exclusive Rights of Burial and interment
Brook	Re-open of grave of Robert Brown: B20	17/9/18	B20	Paid £160 for interment of non-resident

**16. Correspondence:** A. Leigh reported she had a call about someone wishing to put a stone at the cemetery for someone whose ashes are buried elsewhere. The Committee agreed to this as long as the plot is purchased and the same procedures follow.

**17. Items for report and inclusion on the agenda of the next meeting:** It was noted that the consecration of the burial ground should be on the next agenda.

**18. Date of next meeting:** The date of the next meeting will be the 11<sup>th</sup> March 2019 at 7:30pm in the Village Hall.

Meeting concluded at 8:50 pm.

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Signature of Chairman of Cemetery Committee

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Date