

**EAST HAGBOURNE PARISH COUNCIL  
CEMETERY COMMITTEE**

Minutes of Meeting held on 18<sup>th</sup> March 2019

**1. Present:** D. Button (Chair), V. Brownsword, J. Elliott, R. Dawson, C. Napper, L. Lloyd (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 12<sup>th</sup> November 2018:** The minutes were approved and signed.

**4. Chair for 2019/20:** D. Button proposed that he should remain in the position of Chair for 2019/20 to allow the new committee member from West Hagbourne a period of induction prior to being put forward for the Chair position. In light of this, the committee agreed that D. Button will be the Chair for 2019/20.

**5. Lych Gate:** D. Button reported that lych gate has moved very slightly but is not a danger or concern at this time. It was agreed that continued monitoring will suffice at present.

**6. Layby parking lines:** D. Button reported that the white line painting is still pending after 6<sup>th</sup> April due to budget. Following the line painting, it was agreed that the signage should be investigated and installed.

**7. Monument measurements:** D. Button reported that himself and L. Lloyd had visited the Cemetery and reviewed the existing memorials. There are a few that exceed the current regulations but moving forward it was agreed that the memorial size guidelines would be updated and clarified, along with plot sizes and spacing. It was resolved that these should be approved at the July meeting.

**8. Review of Headstones:** D. Button reported that during the review of existing memorials with L. Lloyd, it was noted that a few are leaning but not evidently unstable. D. Button proposed that a Memorial Inspection should take place before the July meeting and it was agreed that D. Button and L. Lloyd would complete this.

**9. Waste bin management:** D. Button reported that he has completed the Grundon paperwork, and this was counter-signed by J. Elliott. D. Button confirmed that he will speak to Grundon and confirm the preferred location of just inside the double gates for the wheeled bin, along with fortnightly collection and the refuse operatives wheeling the bin out for emptying. It was noted that there may be a requirement for hard standing where the bin is located as the ground is quite soft. D. Button has proposed to the PCC that they share use of the Grundon bins in exchange for use of their water supply to the cemetery.

**10. Consecration of Burial Ground:** D. Button reported that following investigation, it has been confirmed that the Burial Ground was blessed by the Bishop of Reading when it opened, but has not been consecrated.

**11. Cemetery database:** L. Lloyd reported that she has undertaken initial training on the cemetery database and will be allocating time to continue inputting the cemetery data. It was agreed that a progress report should be given at the July meeting.

**12. Review of Cemetery regulations:** The updating of the cemetery regulations was discussed again and it was agreed that D. Button and L. Lloyd will review while making the amends noted in item 7.

**13. Wildflower meadow update:** C. Napper reported the following: The wildflower meadow is in good shape and the meadow will be cut and fired into four rows. The hedge and trees surrounding the memorial Oak tree have been cut back to allow it to flourish and ivy has been cut back from the tree in the far corner.

Boundary hedge cutting will need to be addressed in September as last year the hedge bordering the school field (believed to be the cemetery's responsibility) was cut by the school contractors. The hedge to the front of the cemetery is cut at the committee's expense, but it is not clear who is responsible for the one to the rear of the cemetery.

**14. Trees:** The issue of the state of the trees in the graveyard was again discussed. D. Button resolved to write to the Chairman of the PCC about their upkeep/removal.

## 15. Finance Report:

a) Payments Since last meeting					
Payee	Item	Cheque No.	Net	VAT	Date
Allison Leigh	Mileage expenses	102598	£27.00		06/12/2018
EDGE IT Systems Ltd	Cemetery Database setup and training	102599	£144.00	£28.80	06/12/2018
BGG Garden and Tree Care	Cemetery Hedge Cutting	102601	£250.00	£50.00	06/12/2018
Hagbourne Village Hall	Meeting Room Hire	102622	£9.00		05/02/2019
		Total	£430.00	£78.80	
b) Receipts since last meeting					
Item	Amount	Date			
Warr Memorial	£160.00	12/11/2018			
Bishop Memorial	£85.00	26/11/2018			
Hughes EROB and interment fees	£300.00	26/11/2018			
Keefe EROB for Memorial Fee	£85.00	03/12/2018			
Maureen Eleanor Harper memorial fee	£85.00	14/02/2019			
Reeves Memorials cheque covering: Keefe memorial (for Alfred, Ellen and Daisy Sheard) £85 John Walker £85 Frederick Robinson £85 Sheila Anne Panter £25 Ronald William Spurrett £20	£300.00	27/02/2019			
Noyce EROB and interment fees	£340.00	11/03/2019			
Total	£1,355.00				
Balance of Cemetery fund £7597.04					

**16. Activity Report:**

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
Stan Hughes	Full burial	24/11/18	F167	£300 for Exclusive Rights of Burial and Interment

**17. Correspondence:** Nothing to report.

**18. Items for report and inclusion on the agenda of the next meeting:**

Welcome to the new WH committee member.

D. Button thanked V. Brownsword for her service to the council and the Cemetery Committee.

**19. Date of next meeting:** The date of the next meeting will be Tuesday 16<sup>th</sup> July 2019 at 7:30pm in the Cemetery.

Meeting concluded at 8:20 pm.

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Signature of Chairman of Cemetery Committee

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Date