

**EAST HAGBOURNE PARISH COUNCIL  
CEMETERY COMMITTEE**

DRAFT Minutes of Meeting held on 3<sup>rd</sup> August 2020

**1. Attendance, apologies, declarations of pecuniary interest and vacancies:**

Present: D. Button (Chair), M. Butler, R. Dawson, C. Napper, L. Lloyd (EHPC Clerk).

Apologies received from J. Elliott.

D. Button confirmed there are still two vacancies for laypersons from West Hagbourne.

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

**3. Confirmation of minutes of the meeting of 18<sup>th</sup> November 2019:** The minutes were approved and signed.

**4. Lych Gate:** D. Button confirmed that the Lych Gate has again moved slightly further towards it's original position since the last meeting and seems stable. There are no concerns at present.

**5. Layby parking lines:** L. Lloyd confirmed that this has been followed up again with Jon Beale resulting in the vague response that the layby lines are on the list to be done, but with no indication of timing. L. Lloyd has also queried the layby line painting with Lee Turner who is involved with the 20mph speed limit progression, as he confirmed the zebra crossing at the school is in need of repainting during a visit in January this year (this is also still outstanding).

M. Butler confirmed that there are some line painting issues in West Hagbourne as well, so it was agreed that L. Lloyd and A. Wise (WHPC Clerk) will liaise and send an email covering line painting issues in both villages to try and speed things along. It was also agreed that the signage for the layby will need some consideration, and should state that overflow parking is available in the car park next to the village hall.

**6. Memorial Inspection Feedback:** L. Lloyd reported that a further follow up letter was sent in February regarding plot 15A but there has been no response and the kerbstones are still present. Concern regarding the decorative chippings and wooden edging that has been added to plot F157 has been noted and L. Lloyd has drafted a letter to the owner. This letter needs rewording slightly and this will be done. Currently the regulations state that all memorials are subject to approval however, they need re-wording to be more specific to prevent plots looking out of character with the rest of the cemetery. L. Lloyd has drafted some proposed changes and it was agreed that she will work with D. Button to finalise these then circulate for committee comments and approval.

**7. Discussion regarding Memorial Management Policy requirement:** D. Button confirmed that currently the only written information regarding memorials is in the cemetery regulations. It was queried whether a policy should also be drawn up to cover how issues are dealt with and suitable timeframes to expect work to be carried out. This is to be confirmed once the cemetery regulations have been amended.

**8. Amends to Cemetery Regulations to reflect clearer guidance for memorial plots at the approval of cemetery management (to include edgings, dimensions and materials):** D. Button confirmed that following the discussion in agenda item 6, the regulations will be reviewed accordingly.

**9. Full Burial Plot Purchase, subsequently used for ashes:** It was agreed that once the EROB have been purchased for a plot, it is the owners prerogative whether they choose to use the plot for full burial or ashes. With space at a premium, should anyone wish to pre-purchase a plot moving forward, it would be sensible to ensure that full plots are allocated for full burials only where possible.

**10. Resident and Non-Resident criteria for charging fees:** Following a recent query, D. Button raised the issue of decision making regarding the non-resident fees. L. Lloyd has drawn up some scenarios as examples and it was agreed that these would be circulated for approval, and that they would be used as a general guide moving forwards. In reality, it is appreciated that there will inevitably be scenarios that will need special consideration. L. Lloyd suggested that the fees should be clearly split into two columns on the fees document for clarity, this was agreed.

**11. Waste bin management:** The Grundon collections continue to work well with no issues.

**12. Cemetery Database Progress:** L. Lloyd reported that she has now completed the basic entries into the database but still needs to add the memorial inspection details and photos. The database has been upgraded and is easier to use than before. D. Button queried whether an accurate plot map could be produced by Epitaph, as a current record and to benefit future planning. L. Lloyd will investigate this.

**13. Wildflower meadow update:** C. Napper circulated the following progress report prior to the meeting:

**Wildflower meadow:**

- This was kindly cut by Jeff Powell, left for a week for the seeds to fall, then raked into rows by 6 volunteers and burnt by 2 volunteers with the knowledge of the Fire Service.
- There were orchids growing in the meadow as usual this year but they were not counted.
- Someone has spread some soil/compost on the meadow very recently, which is a shame as we are trying to reduce its fertility.
- The trees on the east side, where they hang over the meadow, need to be cut back this autumn.
- The hedge in the corner needs to be cut right back, it is overdue for management. C. Napper proposed that she pay for both works, taking any useable wood recovered in part payment, with the rest to be cleared.

**Rosa rugosa hedge:**

Topped and cleared by Rob and Cynthia Napper and Kay Hardie. The Ash tree that was growing in the hedge has been removed.

**Future Proposals:**

Hagbourne Environment Group is beginning to resurrect, with younger supporters and a wider scope. Two suggestions relating to the cemetery are –

- To cut away the branches of one side of a tree overlooking the meadow and erect a barn owl box (the group is working with the World Owls Trust at present)
- To kill some of the weaker trees (overlooking the meadow) by boring holes into them and strap them firmly to their neighbours to rot down slowly and provide habitat for many species. This is a cheaper alternative than trying to top them every few years, not that they are our responsibility but reducing their number would allow the remainder to become stronger.

Also discussed was the plot spacing as new rows are introduced, as it is important to plan in advance to ensure that Jeff Powell and others can access the cemetery and wildflower meadow without damaging any graves.

**14. Trees – including recent action concerning the Ash by the East gate:** The issue of the state of the trees in the graveyard was again discussed. D. Button asked L. Lloyd to locate an email address for Jane Drewe so he could discuss this directly with her.

D. Button confirmed that Reg and Jill Dawson have trimmed back the layby hedges considerably in the last week, making a marked improvement. The committee would like to thank them for their efforts.

D. Button reported on the Ash tree by the East gate. It has unfortunately recently suffered some broken branches and was in a dangerous state. Some branches were moved and a warning rope was erected (by person unknown). D. Button inspected and agreed that it needed immediate attention. L. Lloyd met BGG on site to discuss and following a quote for £150.00, the dangerous branches were removed the following day (14/07/2020). It was confirmed that the Ash is suffering from die back, and a further assessment and additional works will be needed later this year.

L. Lloyd added cautionary signage on the East Gate and a temporary sign on the Lych gate with the clerk's contact details for cemetery visitors. It was agreed that this sign needed re-doing as it has suffered in the elements. The new sign will be affixed on the inside post of the Lych gate and replace the out of date one that is there currently.

## 15. Finance Report:

a) Payments Since last meeting						
Payee	Item	Cheque No.	Net	VAT	Total	Date
BGG Garden and Tree Care	Cemetery Grass Cutting September	102695	£80.00	£16.00	£96.00	18/11/2019
BGG Garden and Tree Care	Cemetery Grass Cutting June 2018	102698	£160.00	£32.00	£192.00	25/11/2019
Grundon Waste Management	Oct 19 Waste Bin Services	DD	£40.40	£8.08	£48.48	25/11/2019
Grundon Waste Management	Nov 19 Waste Bin Services	DD	£40.10	£8.02	£48.12	20/12/2019
Grundon Waste Management	Dec 19 Waste Bin Services	DD	£55.95	£11.19	£67.14	24/01/2020
Edge IT Systems	Epitaph Setup Sept 2018	102712	£72.00	£14.40	£86.40	27/01/2020
Grundon Waste Management	Jan 20 Waste Bin Services	DD	£42.00	£8.40	£50.40	24/02/2020
BGG Garden and Tree Care	Cemetery hedge cutting	102722	£250.00	£50.00	£300.00	06/03/2020
L. Lloyd	Cemetery wages contribution 19/20	102725	£822.31	£0.00	£822.31	31/03/2020
Grundon Waste Management	Feb 20 Waste Bin Services	DD	£41.39	£8.28	£49.67	25/03/2020
Grundon Waste Management	Mar 20 Waste Bin Services	DD	£42.01	£8.40	£50.41	24/04/2020
L. Lloyd	Cemetery wages contribution April 20	102740	£43.76	£0.00	£43.76	30/04/2020
BGG Garden and Tree Care	Cemetery Grass Cutting April 2020	102745	£80.00	£16.00	£96.00	10/05/2020
Grundon Waste Management	April 20 Waste Bin Services	DD	£41.70	£8.34	£50.04	26/05/2020
L. Lloyd	Cemetery wages contribution May 20	102748	£43.76	£0.00	£43.76	31/05/2020
BGG Garden and Tree Care	Cemetery Grass Cutting 16 May 2020	102751	£80.00	£16.00	£96.00	20/06/2020
Grundon Waste Management	May 20 Waste Bin Services	DD	£45.75	£9.15	£54.90	24/06/2020
L. Lloyd	Cemetery wages contribution June 20	102752	£43.76	£0.00	£43.76	30/06/2020
BGG Garden and Tree Care	Cemetery Grass Cutting 19 June 2020	102754	£80.00	£16.00	£96.00	01/07/2020
L. Lloyd	Cemetery wages contribution July 20	102760	£43.76	£0.00	£43.76	31/07/2020
		Total	£2,148.65	£230.26	£2,378.91	
b) Receipts since last meeting						
Item	Amount	Date				
M J Didcock - Jean Campbell interment D99	£85.00	19/12/2019				
Co-Op Funeral Care Wickens EROB and 2xInterments CM68	£510.00	24/01/2020				
Co-Op Funeral Care Broadhurst EROB Reserved plot CM69	£170.00	24/01/2020				
Co-Op Funeral Care Chambers interment CM43	£85.00	30/01/2020				
Co-Op Funeral Care Freemantle EROB and 2 x interments	£510.00	30/01/2020				
R H Barker - AC Roberts interment C87 and Miness interment B36	£170.00	14/02/2020				
R H Barker - R Smith EROB and Interment CM71	£170.00	24/02/2020				
Co-Op Funeral Care Wiatrzyk Interment B22	£85.00	24/02/2020				
M J Didcock - Beer EROB and Interment	£300.00	03/03/2020				
Co-Op Funeral Care Chambers Second Inscription CM43	£25.00	18/03/2020				
Stone Letters - Branch Memorial C59	£170.00	14/04/2020				
Co-Op Funeral Care - J J Cox interment CM55	£85.00	03/06/2020				
Co-Op Funeral Care - Waldock burial F172	£600.00	14/07/2020				
	£2,965.00					
Balance of Cemetery fund		£8739.32				

D. Button confirmed that the main change to the finances is that the clerk's cemetery wages contribution to EHPC has been paid monthly instead of annually since April 2020. The £822.31 payment for 2019/20 included the additional hours that were agreed for the cemetery database setup. The cemetery is currently in a good position with slightly higher income than expenditure.

## 16. Activity Report:

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
A. C. Roberts	Full Burial	19/12/2019	C87	£85.00 (second interment)
J. Campbell	Full Burial	03/01/2020	D99	£85.00 (second interment)
E. M. Wickens	Ashes Interment	28/01/2020	CM68	£340.00 (EROB and 1 <sup>st</sup> interment)
R. F. Wickens	Ashes Interment	28/01/2020	CM68	£170.00 (second interment)
A. P. Chambers	Ashes Interment	14/02/2020	CM43	£85.00 (second interment)
I. A. Miness	Full Burial	17/02/2020	B36	£85.00 (second interment)
I. J. Freemantle	Ashes Interment	19/02/2020	CM70	£340.00 (EROB and 1 <sup>st</sup> interment)
W. S. Freemantle	Ashes Interment	19/02/2020	CM70	£170.00 (second interment)
R. A. S. Smith	Ashes Interment	25/02/2020	CM71	£170.00 (EROB and 1 <sup>st</sup> interment)
V. E. Wiatrzyk	Full Burial	03/03/2020	B22	£85.00 (second interment)
I. D. Beer	Full Burial	11/03/2020	F171	£300.00 (EROB and 1 <sup>st</sup> interment)
J. J. A. Cox	Ashes Interment	12/06/2020	CM55	£85.00 (second interment)
C. A. Waldock	Full Burial	30/07/2020	F172	£600.00 (EROPB and 1 <sup>st</sup> interment – non-resident)

**17. Cemetery Fees and Charges for 2020/21:** After reviewing the finance and activity reports it was agreed that the fees should stay the same for 2020/21. It was agreed that L. Lloyd will amend the current fees document to include two pricing columns and a note regarding resident/non resident fee criteria as discussed earlier in the meeting. The fees will be reviewed again next July.

**18. Correspondence:** L. Lloyd confirmed that the most recent burial had complications due to an attempt to lower the coffin into the grave the wrong way round. The plots in row F have their memorial stones facing West and typically coffins are laid facing East. Correspondence was sent out when row F commenced and the same will apply to the additional 3 rows in the front part of the cemetery. Due to this issue, L. Lloyd spoke to the grave digger and confirmed that the plots are actually dug in a tapering coffin shape so it is important for the funeral director to confirm with the grave digger which way round they wish the coffin to be placed.

**19. Items for report and inclusion on the agenda of the next meeting:** None noted

**20. Date of next meeting:** The date of the next meeting will be in November 2020, date TBC

Meeting concluded at 8:30pm.

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Signature of Chairman of Cemetery Committee

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Date