

**EAST HAGBOURNE PARISH COUNCIL
CEMETERY COMMITTEE**

Minutes of Meeting held on 17th November 2020

1) Attendance, apologies, declarations of pecuniary interest and vacancies.

Present: D. Button (Chair), M. Butler, J. Elliott, L. Lloyd (EHPC Clerk).

Apologies: None.

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

2) Public Forum and Questions - None

3) Confirmation of minutes of the meeting of 3rd August 2020 – The minutes were verbally approved by D. Button and will be signed following the meeting.

4) Lych Gate – to include discussion regarding loose central paving slab – D. Button reported on a trip incident that occurred at the Lych Gate due to a raised central slab. On investigation, it was established that there is a box underneath the square central slab which has shifted position and pushed it upwards. A temporary replacement slab has been installed, but it was agreed that this should be made a permanent solution. It was agreed that L. Lloyd would instruct the contractor to carry out the works required.

5) Layby parking signage – D. Button proposed a very simple approach to layby signage to deter non-cemetery users from using the layby. It was agreed that L. Lloyd would contact Kingdom Signs for pricing for 2xA4 signs with posts at 135-150cm tall and circulate this information on receipt. D. Button also suggested that it would be worth considering having yellow hatchings outside the Lych Gate to keep the area clear. L. Lloyd will research this and report her findings.

6) Memorial correspondence feedback – L. Lloyd confirmed that there are still two outstanding correspondences regarding grave decoration. It was agreed that one last letter should be sent to each owner prior to any decision being made regarding action. There are also two outstanding memorials which were noted as potentially unsafe at the July 2019 inspection due to out of date owner contact details/lack of reply. These two need reviewing and actioning appropriately in line with item 7) below.

7) Discussion regarding Memorial Management Policy requirement – D. Button discussed the Memorial Management Policy and the Memorial Safety Policy that were circulated by L. Lloyd prior to the meeting. It was agreed that both were clear and both policies were approved.

8) Approval of amends to Cemetery Regulations to reflect clearer guidelines for memorial plots at the approval of cemetery management (to include edgings, dimensions and materials) – D Button confirmed he was happy with L. Lloyd's proposed amends to the regulations. It was resolved that these should be approved as the new regulations for circulation and replace those on the website.

9) Approval for the new Cemetery Fees form layout – D. Button discussed the new clearer layout for cemetery fees. The cemetery fees have been split into a table with resident and non-resident fees to make costs clearer. He also clarified with M. Butler that the resident/non-resident criteria were suitably noted and this was agreed. The new format was approved and will be recirculated to funeral directors and stonemasons.

10) Waste bin management – L. Lloyd confirmed that there have been no issues with the bin. D. Button reported that he has suggested that PCC could use the Grundon bin for their own general waste and this is being considered. It was suggested that a quote could be obtained to lay a larger hardstanding more suitable for the large bin. L. Lloyd to action this.

- 11) Wildflower meadow update – to include discussion about HUGS requests for walking access and alternative use for wildlife** - D. Button referenced a report he had circulated before the meeting which outlined two proposals concerning the wildflower meadow. It was agreed that the wildflower meadow/cemetery should not be part of the walking route for sensitivity issues so the first request will be respectfully declined. The second proposal to install a wildlife tower in the North East corner of the wildflower meadow for owls, bats and other wildlife was considered and approved, providing the ongoing maintenance remains the responsibility of HUGS.
- 12) Trees** – L. Lloyd reported that the Ash Tree with die back near the East gate has been re-assessed today and it has been recommended that this is taken down. The quote for this work is £450.00. It was agreed that this work should be carried out to ensure the safety of cemetery visitors. L. Lloyd to instruct BGG to carry out the work.
- D. Button confirmed that he has made contact with the PCC Chairman regarding the central tree line to establish what insurance is in place should any trees in the dividing line fall into the new cemetery, and whether they have any plans regarding cutting these back/removing. It was agreed that L. Lloyd should check with EHPC insurance whether we are covered should any damage be caused by the trees from neighbouring land.
- 13) Clarifying responsibilities for the old and new sections of the cemetery** – D. Button confirmed that there was some confusion over who was responsible for which section of the Main Road cemetery and the facilities within. Recently this is mostly due to a lack of signage regarding 14) below.
- 14) Standpipe usage for Parochial Church Charities (PCC)** - D. Button confirmed that following the standpipe in the old cemetery becoming non-viable for repair, he agreed with PCC that the standpipe in the new cemetery could be for everyone’s use. No signage was put in place on the old standpipe to inform visitors of this, and D. Button has requested that this is done.
- 15) Finance report** –L. Lloyd reported that there has been a steady income although thankfully no COVID cases. There are no problems with funeral directors or stone masons regarding payment.

A) PAYMENTS SINCE LAST MEETING

PAYEE	ITEM	CHEQUE NO.	NET	VAT	TOTAL	DATE
GRUNDON WASTE MANAGEMENT	JUNE 20 WASTE BIN SERVICES	DD	£41.77	£8.35	£50.12	20/07/2020
EDGE IT	ANNUAL CEMETERY DATABASE FEE	102761	£205.00	£41.00	£246.00	01/08/2020
BGG GARDEN AND TREE CARE	CUT BACK ASH TREE IN CEMETERY 14/07/2020	102762	£150.00	£30.00	£180.00	01/08/2020
GRUNDON WASTE MANAGEMENT	JULY 20 WASTE BIN SERVICES	DD	£59.38	£11.88	£71.26	20/08/2019
L. LLOYD	CEMETERY WAGES CONTRIBUTION AUG 2020	102767	£43.76	£0.00	£43.76	31/08/2020
GRUNDON WASTE MANAGEMENT	AUGUST 20 WASTE BIN SERVICES	DD	£41.90	£8.38	£50.28	21/09/2020
L. LLOYD	CEMETERY WAGES CONTRIBUTION SEPT 20	102770	£43.76	£0.00	£43.76	30/09/2020
L. LLOYD	CEMETERY WAGES CONTRIBUTION OCT 20 (INCLUDING BACKDATED CONTRIBUTION DUE	102776	£106.87	£0.00	£106.87	31/10/2020

	TO NEW PAY RATE FROM APRIL 2020)					
GRUNDON WASTE MANAGEMENT	SEPTEMBER 20 WASTE BIN SERVICES	DD	£44.34	£8.87	£53.21	21/10/2020
		TOTAL	£736.78	£108.48	£845.26	

B) RECEIPTS SINCE LAST MEETING

ITEM	AMOUNT	DATE
TONKS FUNERAL BROTHERS - HUTCHINGS EROB AND INTERMENT CM72	£170.00	12/08/2020
MJ DIDCOCK - WALKER EROB AND INTERMENT F173	£600.00	17/08/2020
MJ DIDCOCK - COOPER EROB AND INTERMENT F174	£600.00	20/08/2020
HIGHWORTH MEMORIALS - SECOND INSCRIPTION COX CM55	£25.00	21/08/2020
GILES MACDONALD STONEMASON - HUGHES MEMORIAL F167	£85.00	14/09/2020
MJ DIDCOCK - EROB AND BURIAL R AND Y PARSLEY F175	£385.00	09/10/2020
HIGHWORTH MEMORIALS - WICKENS MEMORIAL CM68	£170.00	12/11/2020
ABINGDON STONE AND MARBLE - HUTCHINGS MEMORIAL CM72	£85.00	12/11/2020
	£2,120.00	

**BALANCE OF CEMETERY
FUND £10,122.54**

16) Approval to align fee increases with the financial year, and review accordingly in March 2021 for implementation on 1st April 2021 - D. Button proposed that the cemetery fee review should be aligned with the financial year. Financial reports have been produced and will be refined with breakdown of expenditure in preparation for a meeting in January to review.

17) Activity report

NAME	TYPE	DATE OF BURIAL	PLOT	FEES
C. HUTCHINGS	ASHES INTERMENT	12/08/2020	CM72	£170.00 (EROB AND 1 ST INTERMENT)

P. WALKER	FULL BURIAL	28/08/2020	F173	£600.00 (EROB AND 1 ST INTERMENT – NON-RESIDENT)
J. COOPER	FULL BURIAL	08/09/2020	F174	£600.00 (EROB AND 1 ST INTERMENT – NON-RESIDENT)
R. PARSLEY	FULL BURIAL	12/10/2020	F175	£300.00 (EROB AND 1 ST INTERMENT)
Y. PARSLEY	ASHES INTERMENT	12/10/2020	F175	£85.00 (SECOND INTERMENT)
J. NAPPER	FULL BURIAL	14/11/2020	A044	£85.00 (SECOND INTERMENT)

18) Correspondence – D. Button brought up the possibility of Digital Mapping for the cemetery – L. Lloyd has received an up to date quote from Pear Technology for digital mapping of the cemetery to link with the existing Epitaph database. L. Lloyd and D. Button plan to write a report to propose the purchase of digital mapping at the January meeting.

19) Items for report and inclusion on the agenda of the next meeting -

- Cemetery Fees Review
- Digital Mapping Proposal
- Report on Communication with PCC

20) Date of next meeting – 19th January 2021