

**EAST HAGBOURNE PARISH COUNCIL
CEMETERY COMMITTEE**

Minutes of Meeting held on 2nd November 2021

- 1) Attendance, apologies, declarations of pecuniary interest and vacancies**
Present: D. Button (Chair), J. Elliott, C. Napper, R. Dawson and L. Lloyd (EHPC Clerk).
No apologies received.
- 2) Public Forum and Questions** - None
- 3) Confirmation of minutes of the meetings of 6th July 2021** – The minutes were approved and signed.
- 4) Lych gate including paving repair** – The Lych gate is now back in its original position and the permanent repair has been completed on the paving. D. Button proposed that a letter should be sent to Terry Taylor thanking him for his efforts with the Lych gate in recent years and this was agreed.
- 5) Eastern Gate Repair** – D. Button confirmed that the East gate has now been repaired and welded so it functions fully. L. Lloyd confirmed that she has received the invoice for this work and will forward to D. Button for payment.
- 6) Confirmation of Consecration Documentation and approval for inclusion of this information in the Cemetery Regulations** – D. Button reported that an exhumation request in August prompted clarification of the exact status of the cemetery regarding consecration. The consecration documents were located in the Oxford History Centre archives and these confirm that the cemetery was consecrated on 15th April 1984. This information means that there are very strict circumstances under which an exhumation can take place and the applicant has not moved forward with the request. Consecrated ground is bound by the rules of the Church of England and as such certain permissions are required to carry out work within the cemetery – see item 12. C. Napper asked how much of the cemetery was consecrated and L. Lloyd confirmed that the whole area of the new cemetery was consecrated including the wildflower meadow. A simple amend to the cemetery regulations was circulated ahead of the meeting. It was agreed that the fact that the cemetery is consecrated should be added to the cemetery regulations as some people may not wish to be buried in consecrated ground.
- 7) Digital Mapping progress** – L. Lloyd confirmed that the map is being checked for accuracy against the physical plot locations. A site visit is needed to assess the future plot layout in line with the map.
- 8) Memorials** – L. Lloyd confirmed that she has not yet received a written request from a stonemason regarding one of the non-compliant plots so has been unable to discuss the potential amends to the plot ahead of a memorial stone installation.
- 9) Waste bin management** – D. Button confirmed that the new hardstanding is being used properly. L. Lloyd reported that a missed collection in July resulted in an erroneous excess weight charge, this was queried and credited against the following August payment.
- 10) Wildflower meadow update** – C. Napper confirmed that the cut and clearance of the wildflower meadow has been completed. It was complicated by rainfall immediately after the first cut. The Rosa Rugosa hedge would benefit from a trim as well and C. Napper is looking into possible helpers for this task. D. Button noted that BGG have carried out some work at the recreation ground recently and would be able to do this job if volunteers are not forthcoming.
Regarding BGG, the grass cutting issues have continued and following the latest Parish Council meeting, L. Lloyd confirmed she has sent another email outlining the less than satisfactory service provided at the cemetery this year and asking for confirmation that this will be resolved moving forward. A cut was promised in late October but has still not been done. This means that the cemetery is looking uncared for again despite repeated requests to cut regularly. A further email has been sent today asking for urgent attention.
- 11) Relationship with PCC** – D. Button confirmed that he has not contacted the PCC again since the last meeting as no replies were ever forthcoming. There are still issues to discuss so a response would be appreciated.
- 12) Trees** – Following approval from both Parish Councils to proceed with the BGG quote for raising the crown and removal of three dead trees in the central tree line, L. Lloyd contacted the Church Benefice office to inform them of the intended works. An immediate response indicated that a List B application must be made to the Diocese before the agreed tree works can be carried out, so further details have been requested from BGG to facilitate this. D. Button reported that while the Ash trees have been assessed and are currently healthy, this should be

carried out annually. The committee also need to consider a replacement plan for the large Ash that was removed by the East gate.

13) Finance report -

a) Payments Since last meeting

Payee	Item	Cheque No.	Net	VAT	Total	Date
BGG	Cemetery grass cutting 16/06/2021	Online Payment	£60.00	£12.00	£72.00	09/07/2021
Pear Technology	Digital Cemetery Map and Heritage Setup	Online Payment	£650.00	£130.00	£780.00	19/07/2021
Terry Taylor	Terry Taylor - June Invoice for cemetery works	Online Payment	£656.00	£0.00	£656.00	19/07/2021
Grundon Waste Management	Cemetery Bins - June	DD	£26.67	£5.33	£32.00	20/07/2021
L. Lloyd	Cemetery contribution to Clerk's Salary - July	Online Payment	£52.85	£0.00	£52.85	28/07/2021
EDGE IT	Annual Fee for the Epitaph Cemetery Database	Online Payment	£212.00	£42.40	£254.40	18/08/2021
BGG	Cemetery grass cutting 23/07	Online Payment	£60.00	£12.00	£72.00	18/08/2021
Grundon Waste Management	Cemetery Bins - July	DD	£66.91	£13.38	£80.29	20/08/2021
L. Lloyd	Cemetery contribution to Clerk's Salary - August	Online Payment	£52.85	£0.00	£52.85	27/08/2021
Oxford History Centre	Consecration Records search	Online Payment	£20.00	£0.00	£20.00	01/09/2021
Oxford History Centre	Consecration Records - copy charge	Online Payment	£10.20	£0.00	£10.20	01/09/2021
Grundon Waste Management	Cemetery Bins - August (NB this had a credit applied for overcharge on July invoice)	DD	£4.46	£0.89	£5.35	20/09/2021
L. Lloyd	Cemetery contribution to Clerk's Salary - September	Online Payment	£52.85	£0.00	£52.85	28/09/2021
BGG	Cemetery grass cutting 25/09	Online Payment	£60.00	£12.00	£72.00	15/10/2021
Grundon Waste Management	Cemetery Bins - September	Online Payment	£62.47	£12.49	£74.96	22/10/2021
L. Lloyd	Cemetery contribution to Clerk's Salary -October	Online Payment	£52.85	£0.00	£52.85	28/10/2021
			Total	£2,100.11	£240.49	£2,340.60

b) Receipts since last meeting

Item	Amount	Date
R Barker Funeral Services - Edmondson EROB and interment CM075	£176.00	22/07/2021
MJ Didcock - Allin 2nd interment CM074	£86.00	26/07/2021
Reeves Memorials - Bishop F156 2nd inscription	£52.00	25/08/2021
L. Benton - R Phipps EROB and ashes interment CM076	£176.00	28/09/2021
MJ Didcock - Napper burial C088	£220.00	01/10/2021
Reeves Memorials - Edmondson memorial CM075	£87.50	13/10/2021

Set in Stone - Freemantle memorial CM070 (this should be £175.00 non-resident fee so have asked for the top-up amount)	£87.50	20/10/2021	
Co-operative Funeral Care - Cox burial D114	£176.00	01/11/2021	Cheque not cleared so not included in cemetery fund balance
	£1,061.00		
Balance of Cemetery fund £9776.19			

The cemetery committee noted that the finances are looking healthy. Following the review and increase of fees in April 2021, it was agreed that no fee increase would be implemented in 2022.

14) Activity report

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
Edmondson, DE	Ashes Interment	24/07/2021	CM075	£176.00
Allin, R	Ashes Interment	27/07/2021	CM047	£86.00
Phipps, R	Ashes Interment	30/09/2021	CM076	£176.00
Napper, R	Full Burial	03/10/2021	C088	£220.00

15) Correspondence – None noted

16) Items for report and inclusion on the agenda of the next meeting – None noted

17) Date of next meeting – Tuesday 1st March 2022 at Hagbourne Village Hall

Signed _____ Date _____