

**EAST HAGBOURNE PARISH COUNCIL
CEMETERY COMMITTEE**

Minutes of Meeting held on 8th March 2022

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

Present: D. Button (Chair), J. Elliott, M. Butler, C. Napper, R. Dawson and L. Lloyd (EHPC Clerk).
No apologies received as all present.

2) Public Forum and Questions - None

3) Confirmation of minutes of the meetings of 2nd November 2021 – The minutes were approved and signed.

4) Cemetery Committee Chairman for 2022-23 – D. Button asked for volunteers to take up the position of Chairman for the coming year. None were forthcoming and the committee agreed that D. Button will continue as Chairman until May 2023.

5) Confirmation of Fees Review - It was noted at the November 2021 meeting that the finances are looking healthy and as such the fees should remain the same for the coming year. The committee formally agreed to this course of action and as such the fees will remain the same for 2022-23. D. Button noted that the next review should take place in November and will consider whether to increase fees on 1st April 2023.

6) Lych gate – The Lych gate remains in the correct position despite some significant storms and high winds in the last few months.

7) Digital Mapping progress – L. Lloyd confirmed that she has not prioritised the cemetery mapping over the winter months. There is a DEFRA Consultation being undertaken with the objective to update the Environmental Permitting Regulations to improve the way in which groundwater activities and some related surface water discharge activities are regulated. This could have an impact on future plots within East & West Hagbourne Cemetery if the regulations require larger plot sizing and ground water clearance. NALC have responded to this consultation and there will hopefully be an update ahead of the next cemetery committee meeting. As part of the cemetery mapping process is to plan future plot spacing, L. Lloyd will speak to Pear Technology about this matter.

8) Memorials and plot management – L. Lloyd confirmed that following a recent burial, she now has a direct contact to speak to about plot F157 with non-conforming décor. A new letter will be sent with the EROB details for the new plot. A report has been received that plot D113 has a very tall sapling growing in it, but the holder of EROB has moved so no way to contact them. D. Button plans to visit the cemetery to assess this week. The next memorial inspection is due in July this year.

9) Waste bin management – There have been no issues with the cemetery bins since the last meeting.

10) Fly tipping – D. Button confirmed that a report of fly tipping 2 tyres and 3 lumps of concrete was received on 18th February. L. Lloyd reported this via FixMyStreet and the items were removed by SODC by 24th February.

11) Wildflower meadow update – C. Napper confirmed that there are plans to use the meadow as an educational site for Hagbourne CE Primary School, supervised by the teachers. These trips will be agreed with the clerk ahead of time to ensure there is no clash with interments.

12) Relationship with PCC – D. Button confirmed that following a conversation with I. Duff, Father Jason gave the Cemetery Committee full permission to proceed with the crown lifting and tree removal along the central tree line and confirmed that this should not have been referred to the Diocese. There is currently no ongoing communication with the PCC but it would be beneficial to change this situation moving forward if possible.

13) Communication with Funeral Directors and Stonemasons – L. Lloyd confirmed that an email was sent on 25th January to all funeral directors and stonemasons with the cemetery regulations, interment form template, fees table, new bank details and a reminder that the clerk should be contacted in the first instance to confirm eligibility for a plot in the cemetery ahead of any discussions with the family or Church. This should hopefully mean we no longer receive requests from funeral directors where the families have already made arrangements ahead of receiving approval for a plot or a diary slot.

14) Trees works – Following the approval from Father Jason in November, the central tree line was undercrowded on 25th January and some dead trunks were removed at the same time. The front of the cemetery is looking quite bare on the east side so it would be wise to consider a suitable tree to plant a little further from the gate. BGG confirmed that the remaining ash trees should be assessed annually so this should be arranged with BGG for later this year.

15) Finance report

a) Payments Since last meeting

Payee	Item	Cheque No.	Net	VAT	Total	Date
Terry Taylor	East Gate Repair works	Online Payment	£121.00	£0.00	£121.00	15/11/2021
Grundon Waste Management	Cemetery Bins - October	DD	£9.81	£1.96	£11.77	22/11/2021
L. Lloyd	Cemetery contribution to Clerk's Salary - November	Online Payment	£52.85	£0.00	£52.85	26/11/2021
Grundon Waste Management	Cemetery Bins - November	DD	£43.67	£8.73	£52.40	20/12/2021
L. Lloyd	Cemetery contribution to Clerk's Salary - December	Online Payment	£52.85	£0.00	£52.85	21/12/2021
BGG	Cemetery grass cutting 04/11/21	Online Payment	£60.00	£12.00	£72.00	18/01/2022
Grundon Waste Management	Cemetery Bins - December	DD	£43.81	£8.76	£52.57	20/01/2022
L. Lloyd	Cemetery contribution to Clerk's Salary - January	Online Payment	£52.85	£0.00	£52.85	28/01/2022
BGG	Cemetery Hedge Cutting 14/01/22	Online Payment	£250.00	£50.00	£300.00	14/02/2022
BGG	Cemetery Tree Works (central tree line)	Online Payment	£650.00	£130.00	£780.00	14/02/2022
Grundon Waste Management	Cemetery Bins - Cemetery Bins - January	Online Payment	£40.85	£8.17	£49.02	21/02/2022
L. Lloyd	Cemetery contribution to Clerk's Salary - February	Online Payment	£52.85	£0.00	£52.85	28/02/2022
Total			£1,430.54	£219.62	£1,650.16	

b) Receipts since last meeting

Item	Amount	Date
Set In Stone - Freemantle memorial CM070 – non-resident top up fee and Noble memorial fee CM075	£262.50	04/11/2021
Reeves Memorials - Campbell D099 memorial additional inscription	£26.00	23/11/2021
Howard Chadwick Funeral Services - Upston EROB and interments x 2 - CM77	£524.00	01/12/2021
MJ Didcock - Joyce EROB and full burial F177	£616.00	06/12/2021
MJ Didcock - O'Gorman EROB and Interment F178	£616.00	01/02/2022
MJ Didcock - Coster Interment CM57	£86.00	01/02/2022
MJ Didcock - Coster 2nd inscription CM57	£26.00	01/02/2022
MJ Didcock - Rogers ashes interment D117	£172.00	04/02/2022
Spurrett EROB and ashes interment (plot TBC)	£352.00	04/03/2022
Total	£2,680.50	

Balance of Cemetery fund as of 08/03/2022	£11,202.15
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16) Activity report

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
Cox, NA	Full Burial	04/11/2021	D114	£176.00
Upston, DV	Ashes Interment	08/12/2021	CM077	£352.00
Upston, JA	Ashes Interment	08/12/2021	CM077	£172.00
Joyce, FA	Full Burial	17/12/2021	F177	£616.00
O’Gorman, W	Full Burial	11/02/2022	F178	£616.00
Coster, MBEM	Ashes Interment	25/02/2022	CM057	£86.00
Rogers, MP	Ashes Interment	05/03/2022	D117	£172.00

17) **Correspondence** – L. Lloyd confirmed that she has received a request from a plot owner to change the intended occupants of three plots in the cemetery. Once a plot has been purchased, the owner decides who can be interred, so this request was approved and paperwork will be amended accordingly.

18) **Items for report and inclusion on the agenda of the next meeting** - None noted.

19) **Date of next meeting** - Tuesday 5th July 2022 at the Lych Gate.

Signed _____ Date _____