

**EAST HAGBOURNE PARISH COUNCIL
CEMETERY COMMITTEE**

Minutes of meeting held on 1st November 2022

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

Present: D. Button (Chair), M. Butler, J. Elliott, R. Dawson and L. Lloyd (Parish Clerk)
Apologies received from C. Napper

2) Public Forum and Questions - None

3) Confirmation of minutes of the meeting of 7th July 2022 – L. Lloyd noted that the agenda incorrectly stated the 7th July as the date of the last meeting. The minutes of the meeting held on 12th July were approved and signed.

4) Lych gate – No movement has been recorded in the last few months.

5) Digital Mapping progress – L. Lloyd confirmed that the consultation results have still not been published.

6) Memorial Inspection update – to include:

i) **Decisions on actions for plots A48 and C81:** Two plots remain unrectified and the committee discussed at length the options of laying down the stones or reinstatement at cost to the cemetery committee. A vote was taken and it was agreed 2 to 1 in favour that both memorials will be reinstated and paid for out of the cemetery fund on this occasion. D. Button reiterated that the regulations do state that memorial upkeep is the responsibility of the grave owner. It was agreed that both the regulations and Memorial Management policy would be revised to ensure this is 100% clear to avoid a recurrence of this scenario.

ii) **Approval for expenditure of £180.00 per plot for memorial reinstatement on the above plots:** Following the 2:1 vote in favour of reinstatement; the costs were approved.

L. Lloyd confirmed that following conversations with the stonemason and plot owner, the plot in row F157 has been levelled and turfed.

7) Waste bin management – L. Lloyd confirmed there have been no issues with missed deliveries although there have been a couple of occasions where there has been an excessive weight charge made on collection.

8) Wildflower meadow update – C Napper provided an update before the meeting and confirmed the following:

The meadow has been successfully cut, raked and burnt. Jeff Powell did a great job as usual. An energetic band of six raked the hay up into 5 rows, then Kay Hardie and C. Napper rang the Fire Brigade as required and did the burn.

HUGS are about to seed the meadow with yellow rattle kindly given from an Oxford University meadow. Yellow rattle parasitises on grass, which will allow for more flowers to grow in the meadow.

A small amount of subsoil has been dumped on the graves side of the Rosa hedge. L. Lloyd confirmed that she was also notified of this last week. It is likely that one of the grave owners has put it there when refreshing their plot.

9) Relationship with PCC – No communication since July.

10) Communication with Funeral Directors and Stonemasons – There have only been two burials arranged since July, both happening this week. Communication has improved with regards to memorials although there are still questions raised on the memorial sizing. It was agreed that L. Lloyd would review the wording in the regulations for clarity.

11) Trees and hedges to include:

- i) **Ash trees - annual assessment** – L. Lloyd confirmed that BGG carried out an assessment of the Ash trees last week and have advised that no remedial works are required at this stage.
- ii) **Tree planting arrangements** – C. Napper advised ahead of the meeting that Caroline Hunt will be ordering trees for this winter for HUGS shortly. Suggestions for suitable trees have not yet been made and C. Napper will advise in the coming weeks. It was agreed that this would be deferred to the next meeting in order to allow discussion regarding the remaining root system and possible impact on new plantings.

12) Finance report

a) Payments Since last meeting

Payee	Item	Cheque No.	Net	VAT	Total	Date
Grundon Waste Management	INV PSI-0651149 Cemetery Bins June	DD	£47.25	£9.45	£56.70	21/07/22
BGG Garden and Tree Care	INV431/22 - cemetery cut 13/06	Auth O/L	£60.00	£12.00	£72.00	26/07/22
Hagbourne Village Hall	Invoice 1624 Q3 Mar-May 2022	Auth O/L	£6.00	£0.00	£6.00	26/07/22
Laura Lloyd	Salary July 2022	Auth O/L	£53.77	£0.00	£53.77	28/07/22
BGG Garden and Tree Care	INV546.22 cemetery cuts 1 and 29 July	Auth O/L	£120.00	£24.00	£144.00	22/08/22
Epitaph	INV36186 Annual Fee Y5 of 5	Auth O/L	£218.00	£43.60	£261.60	22/08/22
Grundon Waste Management	INV PSI-0668465 Cemetery Bins July	DD	£51.88	£10.38	£62.26	22/08/22
Laura Lloyd	Salary August 2022	Auth O/L	£53.77	£0.00	£53.77	26/08/22
Grundon Waste Management	INV PSI-0690182 Cemetery bin August	DD	£73.46	£14.69	£88.15	21/09/22
Laura Lloyd	Salary September 2022	Auth O/L	£53.77	£0.00	£53.77	30/09/22
Grundon Waste Management	INV PSI-0690182 Cemetery bin September	DD	£52.66	£10.53	£63.19	20/10/22
Laura Lloyd	Salary October 2022	Auth O/L	£53.77	£0.00	£53.77	28/10/22
		Total	£844.33	£124.65	£968.98	

b) Receipts since last meeting

Item	Amount	Date
J Ling - EROB's for plots F180, F181 and F182	£1,320.00	13/07/22
Set in Stone - Piggott/Allin memorial CM047	£87.50	20/07/22
S Capocci - EROB for G186	£440.00	15/08/22
J Hillsdon Monumental Mason - Coster 2nd Inscription C066	£52.00	02/09/22
Susanne Doran - Memorial CM079 Marr	£175.00	20/09/22
J Hillsdon Monumental Mason - Cox 2nd inscription D114	£52.00	26/09/22
Tonks Brothers - Bishop Burial F166	£88.00	25/10/22

MJ Didcock - Hill EROB and interment G184	£616.00	31/10/22
Total	£2,830.50	

Balance of Cemetery fund as of 31/10/2022	£13,806.80
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13) Cemetery Fees Review –

The committee reviewed the cemetery budget report that was circulated ahead of the meeting. The cemetery budget is healthy and the fund continues to grow slowly as the income has exceeded expenditure consistently over the last few years.

There have been 2 fee increases since October 2016 -

In October 2018 fees were increased on average by 7.3%

In April 2021 fees were increased on average by 3%.

Looking forward, estimated income and expenditure are based on averages over the last 4 years and indicate that the fund is likely to continue to grow in the coming year.

L. Lloyd recommended at this stage that the fees should remain the same for the coming year 2023-24 with a view to potentially implement an increase for the year 2024-25 at the next review in November 202. The committee agreed with this recommendation and fees will remain the same for 2023-24.

14) Activity report – L. Lloyd confirmed that there has been a full burial in the cemetery today, the first in row G.

15) Correspondence – D. Button confirmed that Deanfield have been informed on several occasions over recent months that the cemetery layby should not be used by vehicles coming to the site. The layby has not been constructed to the same standard as the adjacent road and could easily be damaged by larger lorries. Deanfield have actioned this recently and added notices to the existing layby parking signs confirming that the layby is not for use by Deanfield vehicles.

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

17) Date of next meeting: Tuesday 14th March 2023