

**EAST HAGBOURNE PARISH COUNCIL
CEMETERY COMMITTEE**

Minutes of meeting held on 4th July 2023

This meeting was held in the meeting room at Hagbourne Village Hall due to poor weather. A notice was placed on the Lych Gate ahead of the meeting, alerting members of the public to the change of venue.

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

Present: M. Butler (Chairman), P. Dixon, R. Hewat-Jaboor, R. Dawson and L. Lloyd (Parish Clerk)

It was noted that there is still a vacancy for a layperson to represent West Hagbourne and M. Butler confirmed there has been no interest from West Hagbourne Parish. Councillors noted the wealth of experience that D. Button has relating to cemetery matters and were of the view that the committee would benefit from his continued involvement with the cemetery as a layperson in the future if he would accept the position.

2) Public Forum and Questions - None

3) Confirmation of minutes of the meeting of 14th March 2023 - The minutes of the meeting held on 14th March 2023 were approved and signed.

4) Lych Gate – L. Lloyd reported that she has spoken with Terry Taylor, who confirmed that as it is made of oak, the Lych Gate should not need any preservation treatment.

5) Agreement to continue using the Epitaph Cemetery Management database beyond September 2023 when the initial 5-year contract ends, at an annual cost of £218.00 (subject to an increase of 3% or CPI) – L. Lloyd explained that the Epitaph database is the recently digitised cemetery record and contains all details of the plots and burials. Councillors agreed to continue the contract with EDGE IT.

6) Digital Mapping progress

- i) **Committee members to review the suggested future plots ahead of submission to Pear Technology** – L. Lloyd presented the large-scale cemetery map, marked up with future plots for the front half of the cemetery. The layout was approved and the map will be sent to Pear Technology.
- ii) **Approval of the £83.00 annual fee (subject to an increase of 3% or CPI) for maintenance of the HeritEDGE digital mapping service to link to the cemetery database once setup is complete** – Councillors approved the HeritEDGE fee. R. Hewat-Jaboor queried the mapping and cemetery database costs, and L. Lloyd confirmed it was c.10% of last year's expenditure.

7) Memorials and plot management including children's burial plots – L. Lloyd confirmed there have been no issues with memorials since the last meeting. Children's burial plots were discussed following the recent use of one of the half plots in row B. The cemetery fees table notes there is no charge to the family in relation to the burial of a baby stillborn after 24 weeks up to age 18, however it is possible to claim the costs from the Children's Funeral Fund (a government scheme) if the burial authority wishes to do so. L. Lloyd reported that on speaking with the funeral director, they confirmed that typically local cemeteries do not make a claim for a child's burial. Councillors agreed that as the cemetery budget is healthy and this type of burial is infrequent, a claim would not be made on this occasion.

8) Waste bin management – No issues have been reported since the last meeting. R. Dawson noted that the bin is well used and often full or nearly full ahead of collection.

9) Wildflower meadow update – No update this time.

10) Relationship with PCC – Nothing to report

11) Trees and hedges – L. Lloyd confirmed that the ash trees will be assessed in Autumn, and the boundary hedges are cut by BGG in September after nesting season. R. Dawson confirmed that he has recently trimmed back the front hedge and the front of the central hedge, including bramble and ivy removal and cleared a considerable amount of accumulated debris at ground level. He also trimmed back the archway between the PCC and new cemetery which was overgrown. It was recognised that this is a significant job, and councillors agreed that this kind of undertaking would benefit from some extra volunteers to help in the future.

12) Grass cutting – L. Lloyd confirmed that following some confusion over the schedule requirement for the cemetery during May, the 2-3 week cutting regime has recommenced and the cemetery was last cut on 22nd June. This will be monitored ongoing with regular communication with BGG.

13) Finance report –

a) Payments Since last meeting

Payee	Item	Cheque No	Net	VAT	Total	Date
Grundon Waste Management	PSI-0790725 Cemetery bin February	DD	£50.81	£10.16	£60.97	20/03/2023
Laura Lloyd	Salary March 2023	Auth O/L	£57.68	£0.00	£57.68	31/03/2023
Grundon Waste Management	PSI-0815795 Cemetery bin March 2023	DD	£71.72	£14.34	£86.06	20/04/2023
Laura Lloyd	Salary April 2023	Auth O/L	£57.68	£0.00	£57.68	28/04/2023
Grundon Waste Management	PSI-0841885 Cemetery bin April 2023	DD	£51.13	£10.23	£61.36	22/05/2023
Laura Lloyd	Salary May 2023	Auth O/L	£57.68	£0.00	£57.68	30/05/2023
Grundon Waste Management	PSI-0853997 Cemetery bin emptying - May	DD	£53.49	£10.70	£64.19	20/06/2023
BGG Garden and Tree Care	INV 214/23 Cemetery Grass Cutting April 2023	Auth O/L	£60.00	£12.00	£72.00	28/06/2023
Laura Lloyd	Salary June 2023	Auth O/L	£57.68	£0.00	£57.68	30/06/2023
Total			£517.87	£57.43	£575.30	

b) Receipts since last meeting

Item	Amount	Date
M J Didcock Funeral Service - Davies ashes interment C79	£172.00	14/03/2023
Strange - 2nd inscription for Strange memorial E143	£26.00	14/03/2023
CEC Ltd (Cooperative Funeral Services) - Cox burial D118	£176.00	17/03/2023
Doran - Second inscription Marr CM079	£52.00	20/04/2023
Capocci - EROB for Plot G187	£440.00	02/05/2023
Reeves Memorials - 2nd Inscription Bishop	£26.00	23/05/2023
Total	£892.00	

Balance of Cemetery fund as of 03/07/2023	£14,687.78
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14) Activity report –

Name	Type	Date of burial	Plot	Fees
Cox, IM	Full Burial	14/03/2023	D118	£176.00
Greer, C	Full Burial (CH)	27/06/2023	B060A	N/A

15) Correspondence – L. Lloyd confirmed that D. Button had raised a query regarding the grass cutting at the cemetery towards the end of May as it was looking long. At that time, it was thought that the cemetery was being cut on the requested 2-3 week schedule, but it was not cut until 9th June after several chase emails. Please also see item 12.

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

17) Date of next meeting – Tuesday 7th November

SIGNED..... DATED.....