

**EAST HAGBOURNE PARISH COUNCIL
CEMETERY COMMITTEE**

Minutes of meeting held on 2nd July 2024

- 1) **Appointment of Cemetery Committee Chairman for 2024-25:** It was confirmed that R. Jaboor will be Chairman for 2024-25. J. Freeland was introduced as the new councillor member for West Hagbourne.
- 2) **Attendance, apologies, declarations of pecuniary interest and vacancies:** Present: R. Jaboor (Chairman), J. Freeland, D. Button, R. Dawson, C Napper, L. Lloyd (Parish Clerk)
Apologies were received from P. Dixon
- 3) **Public Forum and Questions:** None
- 4) **Confirmation of minutes of the meeting of 5th March 2024:** The minutes of the meeting held on 5th March 2024 were approved and signed by R. Jaboor.
- 5) **Cemetery Drainage and Expansion**
 - a) **To review information following the assessment of a recently dug grave:** A report from P. Dixon who visited the cemetery on 26th April to see the ground conditions with Les Tyler when a grave was dug in the central part of the cemetery was discussed. This clearly showed a 20cm rock layer at around 80cm-1m depth, and there is also evidence of a historical field drain at the same level as the rock layer. The grave itself was dry.
 - b) **To consider the need to appoint CDS to conduct a T2 (onsite) drainage survey at a cost of £1,500:** L. Lloyd confirmed that she had spoken to ICCM (The Institute of Cemetery & Crematorium Management) about the flooding issue and they recommended an onsite survey as the best course of action. This requires a specialist company to carry out the survey so there is a very limited choice, and CDS come recommended by ICCM. The report may indicate that significant sums of money would be required to have any real impact on the flooding situation, but this is unknown at present. The survey will require the digging of several profile pits, which would ideally be done by the grave digger, Les Tyler, as he knows the site well. He may need to charge for this service, depending on how many pits are required. It was agreed that the cemetery fund would cover the costs for the initial survey (including those associated with profile pit digging). It was further agreed that it should be reported at the next Parish Council meetings that if measures are required to improve the site, additional funding will likely be needed from both Parish Councils. Use of CIL money or a grant may also be funding options.
- 6) **Lych gate:** Terry Taylor is spending more time away from the village at present, but hopes to take a look next week. D. Button offered to accompany Terry to carry out his inspection safely.
- 7) **Memorials and plot management:** A request for a full burial plot to be used initially for an ashes interment, then further interments at a later stage, has been made. Eligibility has been confirmed, and it was agreed that a full plot could be offered when the family make a formal enquiry.
- 8) **Waste bin management**
 - a) **To review quotes received and consider appointing a contractor to lay a path from the existing bin hardstanding to the Lych Gate:** Following confirmation from Terry Taylor that he is no longer undertaking heavier manual jobs, L. Lloyd sought quotes from 3 alternative local contractors. 2 quotes have been received for laying a paved path from the existing hardstanding to the Lych Gate. The quotes were considered and the committee agreed to appoint J Williams Garden Services to carry out the work at a cost of £855.00, with the intention to carry out works over the summer months.
- 9) **Wildflower Meadow**
 - a) **Wildflower meadow update:** C. Napper reported that the meadow has been thriving this summer, and around 40 orchids have been counted. It is coming to the time of year to cut and burn. C. Napper noted the need to purchase additional yellow rattle to plant in the meadow. A discussion ensued over funding costs for the wildflower meadow as it is under the management of the Cemetery Committee, and quite a lot of work is involved to maintain the rear section. It was agreed that C. Napper should come to the committee with a request for funds for the yellow rattle ahead of the November meeting.
 - b) **Consideration for future open invite activities in the Wildflower meadow and their prior approval:** C. Napper reported that HUGS held a successful open event in the Wildflower meadow on 15th June, with around 18 attendees including a local photographer and an artist. There were also cake and plant sales for donations. This has been an annual occurrence but previous years have not been advertised as widely as this year and the original enquiry for the date was for HUGS to be working in the meadow. It is wonderful that the wildflower

meadow is thriving and important that it is enjoyed by the community, but it was agreed that any events should be subject to prior approval from the cemetery committee as this could have an impact for cemetery visitors.

10) Relationship with PCC: D. Button noted that there had been no communication with the PCC concerning the water supply. C. Napper noted that the central tree line of red cedar is very dense in the rear section of the cemetery, and suggested that they may need thinning out.

11) Trees and hedges: The cemetery hedge is due for its annual cut in September. The trees including the ash will be reviewed by BGG ahead of the November meeting.

12) Grass cutting: The grass cutting at the cemetery has improved significantly now the ground is no longer saturated, and the more consistent cutting has been complimented by cemetery visitors. The last cut was completed on 1st July.

13) Ratification for the expenditure of £53.00 incurred for urgent replacement of the cemetery tap: A visitor reported that the cemetery tap had broken in late May – the tap was replaced as an urgent matter. Councillors ratified the expenditure of £53.00 which covered the new tap and labour cost for replacement.

14) Finance report:

a) Payments Since last meeting

Payee	Item	Authorisation	Net	VAT	Total	Date
Grundon Waste Management	PSI-1027745 - Cemetery waste collection February 2024	DD	£54.37	£10.87	£65.24	20/03/2024
L. Lloyd	March Salary Contribution	C Gover / C Shaikh	£61.60	£0.00	£61.60	28/03/2024
Grundon Waste Management	PSI-1039415 Cemetery waste collection March 2024	DD	£54.73	£10.95	£65.68	23/04/2024
L. Lloyd	April Salary Contribution	C Shaikh / C Gover	£61.60	£0.00	£61.60	30/04/2024
Grundon Waste Management	PSI-1061553 Cemetery waste collection April 2024	DD	£39.95	£7.99	£47.94	21/05/2024
L. Lloyd	May Salary Contribution	D Rickeard / C Gover	£61.60	£0.00	£61.60	31/05/2024
Pipes-Wires Ltd	INV1030 Cemetery tap replacement	C Gover / D Rickeard	£53.00	£0.00	£53.00	11/06/2024
Hagbourne Village Hall	INV1740 Q3 Meeting room hire 05/03/2024	C Gover / D Rickeard	£6.00	£0.00	£6.00	11/06/2024
BGG Garden & Tree Care Ltd	INV113.24 Cemetery Cuts 12 (inc collect and removal of cuttings) and 23 April	C Gover / D Rickeard	£190.00	£38.00	£228.00	11/06/2024
BGG Garden & Tree Care Ltd	INV163.24 Cemetery Cuts 17 and 31 May	C Gover / D Rickeard	£140.00	£28.00	£168.00	11/06/2024
Grundon Waste Management	PSI-1080067 Cemetery waste collection May 2024	DD	£86.53	£17.31	£103.84	24/06/2024
L. Lloyd	June Salary Contribution	C Gover / D Rickeard	£61.60	£0.00	£61.60	31/05/2024
Total			£870.98	£113.12	£984.10	

b) Receipts since last meeting

Item	Amount	Date
DL Hancock Ltd - Memorial O'Neill A040	£175.00	20/03/2024
Central England Coop - Lamerton Interment C078	£88.00	23/04/2024
MJ Didcock - Hill EROB and interment G189	£308.00	25/04/2024
MJ Didcock - Jones interment F168	£88.00	25/04/2024
Oxfordshire Memorials - Cosson memorial G185	£175.00	23/05/2024
Total	£834.00	

Balance of Cemetery fund as of 01/07/2024	£15,515.30
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15) Activity report:

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
Carter, D	Ashes	28/03/2024	CM082	£352.00
Lamerton, MG	Full Burial	24/04/2024	C078	£88.00
Hill, CA	Full Burial	29/04/2024	G189	£308.00
Jones, DA	Full Burial	02/05/2024	F168	£88.00

16) Correspondence: None

17) Items for report and inclusion on the agenda of the next meeting:
Wildflower meadow bench replacement

18) Date of next meeting: Tuesday 12th November

Signed _____ Date: _____