

**EAST HAGBOURNE PARISH COUNCIL
CEMETERY COMMITTEE**

Minutes of meeting held on 12th November 2024

- 1) **Attendance, apologies, declarations of pecuniary interest and vacancies:** Present: R. Jaboor (Chairman), P. Dixon, J. Freeland, D. Button, R. Dawson, L. Lloyd (Parish Clerk)
Apologies were received from C. Napper
- 2) **Public Forum and Questions:** None
- 3) **Confirmation of minutes of the meeting of 2nd July 2024:** The minutes of the meeting held on 2nd July 2024 were approved and signed by R. Jaboor.
- 4) **Cemetery Drainage and Expansion**
 - a) **To review the findings of the Drainage Survey completed by The CDS Group on 10th September:** R. Jaboor summarised the drainage report received from The CDS Group, which confirmed that French Drains would be the most viable solution to the surface drainage issue. A number of considerations were discussed, including the existing drainage network, ownership of the ditch in front of the school field (it is believed that it is part of the school field parcel of land), and the need to consider the existing cemetery plan for future plots when planning the drainage design. It was agreed that East and West Hagbourne Parish Councils should be involved at this stage in the decision-making process for approval, before making any commitment to spend more of the cemetery fund on the topographical survey and design drawing. In principle, the committee agreed to continue with the drainage plan, subject to council approvals. R. Jaboor agreed to prepare an update for both Parish Councils outlining the Drainage Survey findings and potential further costs, with the aim of securing approval and confirmed support for funding the project from both councils ahead of the next Cemetery Committee meeting in March. It was also noted that Grove cemetery has had drainage works completed in the past to tackle flooding, but it is unclear what works were done or to what extent the flooding has improved. It was agreed that L. Lloyd would contact the Grove Clerk for further information.
 - b) **To ratify the additional cost of £975.00 incurred for the WLS rig and crew supplied by The CDS Group to dig bore holes at the cemetery:** R. Jaboor confirmed the cost incurred for the WLS rig and noted it was both cheaper and less disruptive to the cemetery than the grave digger digging several larger profile pits at the site. Councillors ratified the decision to use a WLS rig and approved the expenditure.
 - c) **To consider the need to instruct The CDS Group to carry out the following:**
 - i) **A Topographical Survey of the site and surrounds at a cost of up to £1000.00:** This item was deferred pending approval from East and West Hagbourne Parish Councils.
 - ii) **Production of a detailed design drawing for the proposed French Drains at a cost of up to £2000.00:** This item was deferred pending approval from East and West Hagbourne Parish Councils.
- 5) **Lych gate:** L. Lloyd confirmed that Terry Taylor replaced the broken tiles on the Lych Gate roof with non-matching temporary replacements in late July. These have now been replaced with matching tiles following a successful search. Terry does have some cement filling to complete on the roadside elevation. A piece of slate is needed to complete this task - D. Button confirmed he likely has a piece of the correct size for the project.
- 6) **Memorials and plot management:** Nothing to report.
- 7) **Waste bin management:** The new path linking the waste bin hardstanding to the Lych Gate paving has now been completed. The waste bin has been subject to some overweight charges (in excess of the standard 80kg allocation) in recent months, although the extra charges are still less than changing to a weekly collection. Two charges, one in particular where a large quantity of waste was collected from beside the bin (possibly fly tipped) have been challenged and fully credited. L. Lloyd is monitoring the bin contents sporadically.
- 8) **Wildflower meadow update:** C. Napper sent a brief report ahead of the meeting, confirming that HUGS have sown the yellow rattle seed in the wildflower meadow, using a soil strimmer which proved very effective. The cost of the yellow rattle seed was £43.50; councillors approved the expenditure.
- 9) **Wildflower meadow bench – to consider options for a replacement tree bench:** It is not clear how often the tree bench is used by visitors, and the history of the bench was not known to those at the meeting beyond the memorial plaque to Steve and John Bennett. As the cemetery is not managed, memorial benches are purchased by individuals following approval from the committee. The rear part of the cemetery will need to be planned to accommodate graves in the future, and a tree bench may not be the best option for the space. R. Jaboor proposed and the committee agreed that at this stage, the bench should be removed before it becomes a liability.

10) Relationship with PCC: It was agreed that reestablishing communication would be beneficial to enable discussion on any items of mutual interest. R. Jaboor suggested writing a memorandum to clarify the current situation for both parties. It is understood that the members of the Parochial Church Council are J. Drewe, J. Garlick, T. Goss and J. Powell. It was agreed that P. Dixon would approach T. Goss in the first instance.

11) Trees and Hedges: No update from C. Napper concerning trees and hedges.

12) Annual Tree Assessment: Ben from BGG completed an annual assessment of the ash and other trees in the cemetery in late October. He reported that no remedial works are required at this stage. He did comment that the tree at the southern end of the central tree line is leaning at an angle towards the road and should be dealt with – L. Lloyd confirmed that this is the PCC's responsibility and that she had reiterated this during her discussion with Ben.

13) Cemetery Hedge Cutting: Following a delay due to the wet weather, BGG cut the front hedge on 2nd November, however the eastern hedge could not be completed as the access via the school field was still too wet. BGG are hoping to return to complete this during a drier spell.

14) Grass Cutting: Grass cutting has generally been more consistent this year. Delays to the scheduled cuts have been related to the spells of particularly wet weather.

15) Finance Report:

a) Payments Since last meeting

Payee	Item	Auth:	Net	VAT	Total	Date
BGG Garden and Tree Care Ltd	INV 302.24 Cemetery cut June	C Shaikh / D Rickeard	£70.00	£14.00	£84.00	22/07/2024
Grundon Waste Management Ltd	PSI1098812 Cemetery bin June (Credit note PSCM-0023995 for excess weight charge has been deducted from the invoice total)	DD	£57.45	£11.49	£68.94	23/07/2024
L Lloyd	July Salary Contribution	C Shaikh / D Rickeard	£62.67	£0.00	£62.67	31/07/2024
BGG Garden and Tree Care Ltd	INV 449.24 Cemetery cuts July	C Gover / C Shaikh	£140.00	£28.00	£168.00	09/08/2024
Grundon Waste Management Ltd	PSI-1111406 Cemetery bin July (Credit note for this month has been deducted from August invoice)	DD	£85.32	£17.06	£102.38	20/08/2024
L Lloyd	August Salary Contribution	C Shaikh / D Rickeard	£62.67	£0.00	£62.67	30/08/2024
BGG Garden and Tree Care Ltd	INV 643.24 Cemetery cut August	C Gover / C Shaikh	£70.00	£14.00	£84.00	17/09/2024
Grundon Waste Management	PSI-1133962 Cemetery Bins August OFFSET BY JULY CREDIT NOTE PSCM-0024623	DD	£32.47	£6.49	£38.96	20/09/2024
L Lloyd	September Salary Contribution	C Gover / C Shaikh	£62.67	£0.00	£62.67	30/09/2024
The CDS Group Limited	INV 75160 - Cemetery Drainage Site Survey	D Rickeard / C Gover	£2,475.00	£495.00	£2,970.00	16/10/2024
Grundon Waste Management	PSI-1151873 Cemetery bin collections September	DD	£72.11	£14.42	£86.53	18/10/2024
BGG Garden and Tree Care Ltd	INV 799/24 Cemetery Cut September 2024	D Rickeard / C Gover	£70.00	£14.00	£84.00	28/10/2024
L Lloyd	October Salary Contribution	D Rickeard / C Gover	£62.67	£0.00	£62.67	31/10/2024
		Total	£3,323.03	£614.46	£3,937.49	

b) Receipts since last meeting

Item	Amount	Date
Reeves Memorials - 2nd inscription C078 Lamerton	£26.00	02/07/2024
M&J Didcock - 2nd inscription Jones F168	£26.00	24/07/2024
Stockman and Loram - EROB and interment Cleverly G191	£616.00	25/07/2024
Stockman and Loram - EROB and interment Cleverly G191	£616.00	05/08/2024
Refund to Stockman and Loram - EROB and interment Cleverly G191 due to duplicate payment	-£616.00	09/08/2024
M J Didcock Funeral Services - Ashes Interment CM028 Newman	£86.00	21/08/2024
Funeral Partners (Chadwick) - EROB and 1st Ashes Interment G190 Biddell	£612.00	03/09/2024
M J Didcock Funeral Services - Bishop memorial F162	£87.50	12/09/2024
M J Didcock Funeral Services - E149 Napper 2nd inscription	£52.00	20/09/2024
Reeves Memorials - Biddell Memorial G190	£175.00	03/10/2024
M J Didcock - EROB and interment Corderoy G192	£308.00	14/10/2024
Set in Stone - Memorial F173 Walker	£175.00	01/11/2024
M&J Didcock - EROB & Interment Jackson G193	£616.00	01/11/2024
Set in Stone - Memorials F157 and F178 O'Gorman	£350.00	04/11/2024
Total	£3,129.50	

Balance of Cemetery fund as of 11/11/2024	£15,321.77
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16) Budget Review for 2025/26: The committee were in agreement with the Budget Review circulated ahead of the meeting, which confirmed a likely small surplus of funds next year based on the projected figures. L. Lloyd noted that there were two categories in expenditure with unknown costs – maintenance and cemetery drainage. It was agreed that these should remain unallocated at this time as the balance is healthy.

17) Cemetery Fees for 2025/26: R. Jaboor noted that the last fee increase was implemented in April 2021. It was agreed that regular increases in smaller increments would be appropriate for the cemetery fees, rather than a leaving it for several years which could necessitate a significant increase. The indicative income for 3%, 5% and 10% increases to the current fees, as well as comparative fees for other local cemeteries, were discussed. The committee was unanimous in its decision to increase all fees by 5%, with the new rates applicable from 1st April 2025. L. Lloyd to calculate the new fees ahead of circulating to local Funeral Directors and Stonemasons in the New Year.

18) Activity Report:

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
Cleverly, D	Full Burial	09/08/2024	G191	£616.00
Biddell, M	Ashes Interment	07/08/2024	G190	£88.00
Newman, V	Ashes Interment	04/10/2024	CM028	£86.00
Corderoy, J	Full Burial	24/10/2024	G192	£308.00
Jackson, P	Full Burial	29/10/2024	G193	£616.00

19) Correspondence: The member of public who attended the March meeting to discuss flooding at the cemetery emailed for an update in September. They have been advised that an initial Cemetery Drainage Survey has been completed, but further progress will take time due to potential cost and practicalities.

20) Items for report and inclusion on the agenda of the next meeting: Drainage Works

21) Date of next meeting: Monday 3rd March 2025