

EAST & WEST HAGBOURNE CEMETERY COMMITTEE

Minutes of meeting held on 3rd March 2025

- 1) **Attendance, apologies, declarations of pecuniary interest and vacancies:** Present: R. Jaboor (Chairman), P. Dixon, J. Freeland, D. Button, R. Dawson, C. Napper, L. Lloyd (Parish Clerk)
- 2) **Public Forum and Questions:** None
- 3) **Confirmation of minutes of the meeting of 12th November 2024:** The minutes of the meeting held on 12th November 2024 were approved and signed by R. Jaboor.
- 4) **Confirmation of Cemetery Committee Chairman for 2025-26:** R. Jaboor proposed P. Dixon for Chair, in accordance with the rotation in the committee's terms of reference. J. Freeland seconded the proposal and P. Dixon agreed to take the role of Cemetery Committee Chairman for 2025-26.
- 5) **Cemetery Drainage**
 - a) **Confirmation of support from East and West Hagbourne Parish Councils:** R. Jaboor confirmed that East Hagbourne and West Hagbourne Parish Councils have both formally confirmed their support for the continuation of the cemetery drainage project and committed to contributions to cover the estimated project costs if alternative funding is not available. The contributions would be split 75% for East Hagbourne Parish Council and 25% for West Hagbourne Parish Council.
 - b) **Decision to instruct The CDS Group to undertake the following:**
 - i) **A Topographical Survey of the site and surrounds at a cost of £1350.00:** The committee resolved to proceed with the survey.
 - ii) **Production of a detailed design drawing for the proposed French Drains at a cost of £2400.00:** The committee resolved to proceed with the design drawing following the results of the Topographical Survey. Both the survey and the design drawing will be paid for using Cemetery Committee funds. It was noted that the possible impact on existing trees should be considered, as well as any permissions required for draining into the ditch on Main Road. It was agreed that L. Lloyd would investigate with SODC/OCC in relation to the ditch/possible routes for external drainage from the site.
- 6) **Lych gate:** L. Lloyd confirmed that Terry Taylor's availability and the winter weather have meant that the cement filling has been delayed and will be completed in the Spring.
- 7) **Memorials and plot management:** L. Lloyd confirmed she received a request to reserve a plot in front of an existing ashes plot, from the deceased's daughter. This request was approved, at non-resident rate on the understanding that this does not extend to eligibility for further generations.
- 8) **Waste bin management:** There have been no issues with the green bin over the winter period. The flooding incidents have led to part of the new paved area being submerged while the surface water drained away, but the new path has meant that the bin can be emptied easily without damage to the grassy area. Concerns over the black bins in the layby were discussed. These are emptied weekly by SODC, but the bins are not fixed, and due to the open tops, they have been used to dispose of larger items, and occasionally subject to fly tipping in the past. It was agreed that L. Lloyd would enquire whether the bins within the layby can be improved: a covered design would prevent larger items being disposed of, and the bins fixed in place close to the Lych gate for visitors would be preferable to prevent fly tipping/overflow. It was agreed that L. Lloyd would contact the SODC waste team.
- 9) **Wildflower meadow update:** C. Napper reported that the yellow rattle has been planted, but is not in an ideal location. There is considerable run off from the front section of the cemetery which has left the planting area submerged, so there may need to be further planting in an alternative location. The two whitebeams to the front of the cemetery are doing well. Brambles from the embankment are encroaching the wildflower meadow and will need cutting back. C. Napper also noted that the lower hanging branches of the central cedar trees prevent wind coming through to the cemetery and wildflower meadow – if these were removed, this could potentially help dry out the cemetery after flood events. The bench in the wildflower meadow is still in situ and a plan to remove it is required.
- 10) **Relationship with PCC:** P. Dixon confirmed that he has spoken to Trevor Goss who confirmed the PCC's lack of available funds. L. Lloyd made contact with J. Drewe relating to discuss a potential burial plot in the new cemetery; eligibility was not granted.
- 11) **Trees and Hedges:** The Eastern hedge in the cemetery has not been cut this winter, as the ground in the adjacent school field has remained too wet to allow the machinery access without damaging the field. BGG are aware that this still needs completing. BGG have mentioned that it could be completed without the usual heavy

machinery although as it is now March any works would need to be carried out sensitively due to nesting season. It may be necessary to leave the cut until Autumn.

12) Grass Cutting: The grass has not been cut since October but will be due a first cut soon as the grass is now growing – the timing of the cut will be weather dependent.

13) Finance Report:

a) Payments Since last meeting

Payee	Item	Authorisation	Net	VAT	Total	Date
EDGE IT	INV38043 Epitaph Cemetery Database and HeritEdge Digital Mapping Annual Fee	D Rickeard / C Gover	£337.00	£67.40	£404.40	14/11/2024
HUGS	Expenses - Yellow Rattle Seed for Cemetery Wildflower Meadow	D Rickeard / C Gover	£36.25	£7.25	£43.50	15/11/2024
J Williams Garden Services	INV JWGS Cemetery bin path	D Rickeard / C Gover	£855.00	£0.00	£855.00	15/11/2024
BGG Garden and Tree Care Ltd	INV 949/24 Cemetery cut October	D Rickeard / C Gover	£70.00	£14.00	£84.00	15/11/2024
Grundon Waste Management Ltd	PSI-1171867 Cemetery bin collection October	DD	£63.96	£12.79	£76.75	20/11/2024
L Lloyd	November Salary contribution inc 50% Apr-Oct backpay	D Rickeard / C Gover	£74.48		£74.48	29/11/2024
Hagbourne Village Hall	INV1764 Q1 Hall hire charges	C Gover / C Shaikh	£6.00		£6.00	13/12/2024
Grundon Waste Management Ltd	PSI-1175151 Cemetery bin collection November	DD	£54.55	£10.91	£65.46	20/12/2024
L Lloyd	December Salary contribution inc 50% Apr-Oct backpay	C Gover / C Shaikh	£74.48		£74.48	27/12/2024
Grundon Waste Management Ltd	PSI-1198065 Cemetery bin collections December 2024	DD	£54.73	£10.95	£65.68	20/01/2025
L Lloyd	January Salary contribution	C Gover / D Rickeard	£65.30		£65.30	31/01/2025
Grundon Waste Management Ltd	PSI-1215513 Cemetery bin collections January 2025	DD	£62.27	£12.45	£74.72	20/02/2025
L Lloyd	February Salary Contribution	C Shaikh / C Gover	£65.30		£65.30	28/02/2025
Total			£1,819.32	£135.75	£1,955.07	

b) Receipts since last meeting

Item	Amount	Date
Set In Stone - Memorial F179 Dodd	£87.50	13/11/2024
Set In Stone - Memorial CM082 Carter	£175.00	13/11/2024
Set in Stone - Memorial CM093 James	£175.00	13/11/2024
R Slater - EROB for CM083	£180.00	15/11/2024
M&J Didcock Funeral Services - Hedges memorial G188	£175.00	16/01/2025
MJ Didcock Funeral Services - EROB and Interment Collins CM084	£352.00	06/02/2025
Total	£1,144.50	

Balance of Cemetery fund as of 02/03/2025	£14,646.95
--	-------------------

14) Activity Report

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
Collins, P J	Ashes Interment	07/02/2025	CM084	£352.00

15) Correspondence: Further concerns have been raised over the flooding in the central rows. There is now an explanation notice on the Cemetery Gate to inform all visitors of the situation. J. Freeland noted that she had received a query concerning a tent in the old cemetery and had passed the query on to the PCC to investigate.

16) Items for report and inclusion on the agenda of the next meeting: Cemetery Drainage – It was also noted that it may be necessary to hold an additional meeting to progress with the cemetery drainage ahead of the scheduled July meeting.

17) Date of next meeting: Monday 7th July

Signed: _____ Date: _____