

EAST & WEST HAGBOURNE CEMETERY COMMITTEE

Minutes of meeting held on 15th July 2025

- 1) **Attendance, apologies, declarations of pecuniary interest and vacancies:** Present: P. Dixon (Chairman), R. Jaboor, 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 3rd March 2025:** The minutes of the meeting held on 3rd March 2025 were approved and signed by P. Dixon.
- 4) **Cemetery Drainage Progress:** P. Dixon confirmed that The CDS Group have now completed the Topography Report and Design Drawing, which is relatively simple but does require usage of the Main Road ditch. There has been some progress with OCC regarding permissions required for usage of the ditch but this has not been confirmed, and contractor quotes for the drainage installation are reliant on this approval. Leigh Travers (SODC) reviewed the drainage and ditch on 29th April and Carl Stallwood (OCC) has referred the matter to the Estate Management team, who have indicated that an easement will be required. P. Dixon confirmed he will draft an initial proposal for the drainage ditch to progress the easement scenario, although this would also require the Parish Council to take on future maintenance responsibility for the ditch and piping connection.
- 5) **Lych gate:** D. Button reported that now the roof tiling has been replaced, the only outstanding job is to drill a hole in the paving slab at the gate to allow the gate bolt to fit in the ground.
- 6) **To discuss and approve the following proposals, to be paid for using East Hagbourne and West Hagbourne Parish Council funds:**
 - i) **Installation of a curved bench in the wildflower meadow:** As part of the Village Sparkle category for CIL expenditure, East Hagbourne Parish Council put forward proposals for a new bench and refurbishment of the sign at the cemetery at their June meeting. The proposal was also approved at the West Hagbourne Parish Council meeting and both councils committed to cover the expenditure from Parish Council funds, subject to final approval from the Cemetery Committee. The committee approved the bench proposal. Following discussion, it was agreed that the damaged plastic Bennet plaque removed from the central tree bench cannot be affixed to the new bench. It was agreed that if there is a plaque on the bench, should say East & West Hagbourne Cemetery 2025.
 - ii) **Refurbishment of the wooden sign on the Eastern Gate:** The committee approved the proposal and agreed that the sign would be better relocated to the Lych Gate as it is the main entrance to the cemetery.
- 7) **Approval for the clerk's ICCM Cemetery Management Training at a cost of £145.00:** The committee approved the clerk's training; the cost will be paid for using the Cemetery Fund.
- 8) **Memorials and plot management:** L. Lloyd reported on a recent situation where two memorial masons have applied for approval for the same memorial – the first paid the memorial fee in October but is not progressing with the plot owner due to issues – a second memorial approval has now been received for essentially the same memorial. It was agreed that there should not be a second charge made, as the committee has already received a fee for this plot.
- 9) **Waste bin management:** No issues with the commercial bin collections at present. L. Lloyd noted that following the request for review and possible repositioning of the two general waste bins in the layby that are emptied by SODC, one of them has since been removed, leaving only the fixed one at the Eastern gate. There has been no feedback from the waste team on this matter. R. Dawson confirmed that litter quantities vary considerably when he undertakes a monthly litter and branch clearance around the cemetery. The committee voiced their appreciation that R. Dawson makes this ongoing commitment to the cemetery. It was agreed that the situation should be monitored, but should any change to the bin provision be required, the Cemetery fund will need to cover costs.
- 10) **Wildflower meadow update:** The most recent grass cut is very low and causing issues, it was agreed that L. Lloyd would provide feedback to BGG. Yellow rattle is doing very well despite initial concerns that it may have suffered with the waterlogging following planting, and the grass variation is also good. The Meadow open day in

June had 18 attendees. Over 50 orchids have been counted which have spread nicely throughout the meadow. The meadow is due to be cut by Jeff Powell later this month. It was suggested that due to the hay shortage Jeff could take the hay away after the cut; alternatively it would be advertised for locals to collect. R. Dawson noted that there has been some dumping of soil to the rear of the cemetery – this may be the result of people levelling their plots and disposing of the topsoil. The arch of the central rosa hedge needs attention as the brambles are making access difficult.

11) Relationship with PCC: J. Freeland reported a query on overhanging trees in the PCC owned cemetery; L. Lloyd confirmed that burial queries for the old cemetery should be directed to the Churn Benefice and other enquiries including those relating to maintenance would be the responsibility of the PCC.

12) Trees and Hedges: C. Napper reported that the whitebeams at the front of the cemetery are doing well. BGG will assess the trees ahead of the November meeting and hedges will be cut in Sept/Oct.

13) Grass Cutting: While the grass has not been cut every 2 weeks, due to the dry weather it has largely been maintained at a short length and no direct complaints have been received. D. Button confirmed it was looking worse for wear at May half term, particularly due to partial mowing around individual plots. Continue to monitor.

14) Finance Report:

a) Payments Since last meeting

Payee	Item	Auth	Net	VAT	Total	Date
Grundon Waste Management Ltd	PSI-PSI-1215513 Cemetery bin collection February	DD	£57.30	£11.46	£68.76	20/03/2025
L Lloyd	March Salary Contribution	C Gover / D Rikeard	£65.30	£0.00	£65.30	31/03/2025
Grundon Waste Management Ltd	PSI-1255726 Cemetery bin collection March	DD	£63.99	£12.80	£76.79	22/04/2025
The CDS Group	INV75540 Cemetery Topography Survey	C Shaikh / C Gover	£1,350.00	£270.00	£1,620.00	28/04/2025
L Lloyd	April Salary Contribution	C Shaikh / C Gover	£65.30	£0.00	£65.30	30/04/2025
Grundon Waste Management Ltd	PSI-1277820 Cemetery bin collection April	DD	£58.64	£11.73	£70.37	20/05/2025
BGG Garden and Tree Care Ltd	INV0094.25 Inc Cemetery Grass Cutting April	C Gover / D Rikeard	£75.00	£15.00	£90.00	02/06/2025
L Lloyd	May Salary Contribution	C Gover / D Rikeard	£65.30	£0.00	£65.30	02/06/2025
Grundon Waste Management Ltd	PSI-1283306 Cemetery bin collection May	DD	£59.78	£11.96	£71.74	20/06/2025
L Lloyd	June Salary Contribution	C Gover / D Rikeard	£65.30	£0.00	£65.30	30/06/2025
Total			£1,925.91	£332.95	£2,258.86	

b) Receipts since last meeting

Item	Amount	Date
M&J Didcock - EROB and Ashes Interment CM085	£176.00	14/03/2025
Haven Memorials - Memorial 2nd Inscription F158	£26.00	19/06/2025
Total	£202.00	

Balance of Cemetery fund as of 14/07/2025	£12,923.04
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15) Activity Report:

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
Lucas-Tooth C	Ashes Interment	27/03/2025	CM085	£176.00

16) **Correspondence:** None

17) **Items for report and inclusion on the agenda of the next meeting:** Cemetery Drainage

18) **Date of next meeting:** Monday 10 November 2025.

Signed: _____ Date: _____

DRAFT