

## EAST & WEST HAGBOURNE CEMETERY COMMITTEE

### Minutes of meeting held on 10<sup>th</sup> November 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 15<sup>th</sup> July 2025:** The minutes of the meeting held on 15<sup>th</sup> July 2025 were approved and signed by P. Dixon.
- 4) **Cemetery Drainage Progress:** P. Dixon confirmed that since July he has carried out some investigations with a local hydraulics and SUDS expert who has provided input into the drainage design. The CDS Group have now completed the drainage design and prepared the tender documentation for contractors. The committee reviewed the design and confirmed that the intention is to complete the main drainage to a soakaway within the cemetery boundary as a first stage, then review the need for additional works after installation. C. Napper noted that there may be an opportunity for reuse of water for watering graves; while it is not yet known whether this would be viable, it could be a consideration once the drainage system is established. The committee approved the design for issue to contractors and agreed to request the necessary easement from OCC for use of the ditch on Main Road at the same time.
- 5) **Lych gate:** D. Button confirmed he has spoken with Terry Taylor and confirmed that the gate bolt hole is on his to-do list.
- 6) **Memorials and plot management:** L. Lloyd confirmed a recent request from a family to purchase three ashes plots was considered and approved last month. The interment has been booked just before Christmas.
- 7) **Waste bin management:** L. Lloyd confirmed there are no issues to report with the green bin. The waste bin in layby is sometimes overflowing or has waste left next to it; the second unsecured bin has been removed by SODC. Monitor.
- 8) **Wildflower meadow update:** C. Napper reported that the wildflower meadow has been very successful this year. Due to lack of collection from locals, the cuttings were ultimately burned as per previous years. Following local concerns raised about burning, potential solutions for managing the cuttings next year are needed.
- 9) **Cemetery Benches:** A suggestion from EHPC to consider an additional memorial bench in the cemetery was circulated for discussion ahead of the meeting. The committee agreed that an additional bench was not required and noted that memorial plaques could potentially be added to the recently installed bench in the wildflower meadow as an alternative. R. Dawson reported that litter is often present around the existing benches, and it was agreed that adding further benches may exacerbate this issue.
- 10) **Relationship with PCC:** L. Lloyd confirmed that she had contacted the PCC to report a broken bench and also raised the lack of seating in the old cemetery. The PCC confirmed that they have no plans to replace benches that have deteriorated and asked whether the Parish Council might like to provide one. The benches in the old cemetery did not appear to be well used, if at all; and in light of the discussion under item 9, the cemetery committee agreed that providing seating would not be a priority at present based on the available evidence.
- 11) **Trees and Hedges:** R. Dawson noted that the older cemetery hedges were cut in August and an offer was extended to cut the front cemetery hedge at the same time. While the offer is much appreciated, it was agreed that the cemetery committee wishes to continue with its existing hedge cutting schedule outside of bird nesting season.
- 12) **Annual Tree Assessment:** BGG carried out the annual tree inspection and confirmed that the remaining ash tree does not currently require remedial work, although this is likely to be needed within the next couple of years. No other works to trees within the new cemetery were recommended. However, a tree leaning over Main Road at an angle has been flagged for removal. This tree is located at the end of the central tree line, which is the responsibility of the PCC. The quoted cost is £200+VAT and L. Lloyd will contact the PCC to request that this is actioned as soon as possible.
- 13) **Cemetery Hedge Cutting:** The annual hedge cutting was completed on 16<sup>th</sup> October.
- 14) **Grass Cutting:** There have been far fewer grass cuts this year than budgeted for, largely due to the dry weather.

**15) Finance Report:**

<b>a) Payments Since last meeting</b>						
<b>Payee</b>	<b>Item</b>	<b>Authorisation</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Date</b>
Grundon Waste Management Ltd	PSI-1301115 Cemetery bin collection June	DD	£67.25	£13.45	£80.70	21/07/2025
BGG Garden and Tree Care Ltd	INV0369-25 Inc Cemetery Grass Cutting June	D Rickeard / R Jaboor	£75.00	£15.00	£90.00	29/07/2025
OALC	INV5737 ICCM Cemetery Management Training	D Rickeard / R Jaboor	£145.00	£29.00	£174.00	22/07/2025
L Lloyd	July Salary Contribution	D Rickeard / R Jaboor	£136.10	£0.00	£136.10	31/07/2025
Grundon Waste Management Ltd	PSI-1316936 Cemetery bin collection July	DD	£96.86	£19.37	£116.23	20/08/2025
L Lloyd	August Salary Contribution	C Gover / R Jaboor	£82.63	£0.00	£82.63	29/08/2025
Hagbourne Village Hall	INV1792 Meeting Room Hire	C Gover / R Jaboor	£6.00	£0.00	£6.00	17/09/2025
Grundon Waste Management Ltd	PSI-1344674 Cemetery bin collection August	DD	£57.87	£11.57	£69.44	19/09/2025
EDGE IT	Cemetery Database and Heritedge Annual Fees	C Shaikh / D Rickeard	£345.00	£69.00	£414.00	29/09/2025
L Lloyd	September Salary Contribution	C Shaikh / D Rickeard	£75.99	£0.00	£75.99	30/09/2025
The CDS Group	INV 75877 Cemetery Drainage Design Drawing	D Rickeard / C Gover	£2,400.00	£480.00	£2,880.00	10/10/2025
Grundon Waste Management Ltd	PSI-1358804 Cemetery bin collection September	DD	£57.68	£11.54	£69.22	20/10/2025
L Lloyd	October Salary Contribution	C Shaikh / D Rickeard	£75.99	£0.00	£75.99	31/10/2025
		<b>Total</b>	<b>£3,621.37</b>	<b>£648.93</b>	<b>£4,270.30</b>	

**b) Receipts since last meeting**

<b>Item</b>	<b>Amount</b>
Memorial G191	£184.00
Memorial CM028	£92.00
Ashes Interment B024	£90.00
Ashes Interment CM083	£180.00
Full Burial A048	£186.00
EROB CM086, CM087, CM088 and Interment CM086	£750.00
<b>Total</b>	<b>£1,482.00</b>

<b>Balance of Cemetery fund as of 09/11/2025</b>	<b>£10,783.67</b>
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**16) Budget Review for 2026/27:** The Cemetery Budget was circulated ahead of the meeting for discussion. It was agreed that the presented figures were realistic and no changes were proposed.

**17) Cemetery Fees for 2026/27:** It was agreed to review the fees again in November 2026.

**18) Activity Report:**

<b>Name</b>	<b>Type</b>	<b>Date of burial</b>	<b>Plot</b>	<b>Fees</b>
Waldron	Ashes Interment	15/09/2025	B024	£90
Slater	Ashes Interment	11/10/2025	CM083	£180
Roberts	Full Burial	15/10/2025	A048	£186

**19) Correspondence:** None noted.

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

**21) Date of next meeting:** 2<sup>nd</sup> March 2026

Signed: \_\_\_\_\_ Date: \_\_\_\_\_