

EAST & WEST HAGBOURNE CEMETERY COMMITTEE

Minutes of meeting held on 2nd March 2026

- 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 10th November 2025:** The minutes of the meeting held on 10th November 2025 were approved and signed by P. Dixon.
- 4) **Confirmation of Cemetery Committee Chair for 2026-27:** All three councillors confirmed their intentions to remain on the cemetery committee for 2026-27. The agreed Chair rotation would ordinarily fall to West Hagbourne for 2026-27 but J. Freeland declined the position for the year. In light of this, R. Jaboor was unanimously elected as Chair of the Cemetery Committee for 2026-27.
- 5) **Cemetery Drainage**
 - i) **To update on progress with contractor quotes and permissions required to remediate the ditch on Main Road:** P. Dixon confirmed that the tender specification documents were sent to a shortlist of 4 suitable local contractors in November; 3 contractors subsequently quoted and all have visited the site to discuss the requirements. All contractors favoured completing Option 1, which retains all the works within the cemetery site, and would therefore remove the requirement for permissions for the ditch. In order to do this, it would be advisable to enlarge the soakaway (if possible, given the proximity to the graves). The Clerk has made further contact with RET regarding the permissions required for works along the Main Road ditch, but has not received a response.
 - ii) **To consider and, if appropriate, approve expenditure for a soakaway test to establish soil permeability:** P. Dixon confirmed he is awaiting a quote from CDS for the testing. The committee resolved to commit up to £1500 for testing to inform possible redesign of soakaway 1, although it was recognised that the testing cost is unknown and may exceed this.
- 6) **Lych gate:** Nothing to report.
- 7) **Memorials and plot management:** Nothing to report. R. Dawson reported an overgrown rose bush on one of the plots and asked for guidance on whether he could cut it as the plot has been untended for some time. As the plots are owner managed, it was agreed that the grave owner should be contacted in the first instance. D. Button suggested it would be beneficial to formalise guidance on the management of planting on plots, including circumstances where the cemetery committee may cut back if required.
- 8) **Waste bin management:** The Clerk reported that additional weight charges where applicable are still less than adding in extra collections, and Grundon have not raised concerns. The collections will continue to be monitored. The layby bin is still often overfull – it was noted that it would be worth considering purchasing another bin which would need to be added to the Parish Council's current collection schedule and paid for by the cemetery fund.
- 9) **Wildflower meadow update:** C. Napper reported that the wildflower meadow is very wet underfoot, but looking fine overall. It was agreed that a small amount of trimming of the lower level branches along the central tree line would be beneficial to air the ground in the wildflower meadow. C. Napper noted that HUGS are considering options for removal of the meadow cuttings (local horses etc), as well as the potential to compost on site after the next meadow cut. The orchids are currently flourishing. The committee approved the HUGS meadow morning at 10-12 on 13th June.
- 10) **Relationship with PCC:** No recent communications over the winter period.
- 11) **Trees and Hedges:** It as reported that the whitebeams at the front of the cemetery are being damaged by the hedge cutting – The Clerk will inform BGG to be more careful and only cut the hedge.
- 12) **Grass Cutting:** The grass cutting will need to resume shortly, as soon as the ground dries out sufficiently.

13) Finance Report:**a) Payments Since last meeting**

Payee	Item	Auth:	Net	VAT	Total	Date
BGG Garden and Tree Care Ltd	INV 0981/25 Cemetery Grass Cutting and Hedge Cutting October	CG / RJ	£360.00	£72.00	£432.00	20/11/2025
Grundon Waste Management Ltd	PSI-1374081 Cemetery bin collection October	DD	£65.91	£13.18	£79.09	20/11/2025
L Lloyd	November Salary Contribution	CG / RJ	£75.99	£0.00	£75.99	28/11/2025
Hagbourne Village Hall	INV1813 Meeting Room Hire November 2025	DR / CG	£6.00	£0.00	£6.00	16/12/2025
Grundon Waste Management Ltd	PSI-1397678 Cemetery bin collection November	DD	£64.38	£12.88	£77.26	19/12/2025
L Lloyd	December Salary Contribution	DR / CG	£75.99	£0.00	£75.99	31/12/2025
Grundon Waste Management Ltd	PSI-1408902 Cemetery bin collection December	DD	£93.41	£18.68	£112.09	20/01/2026
L Lloyd	January Salary Contribution	DR / CG	£74.77	£0.00	£74.77	30/01/2026
Grundon Waste Management Ltd	PSI-1430211 Cemetery bin collection January	DD	£60.24	£12.07	£72.41	20/02/2026
L Lloyd	February Salary Contribution	CG / DR	£74.77	£0.00	£74.77	27/02/2026
Total			£951.46	£128.81	£1,080.37	

b) Receipts since last meeting

Item	Amount	Date
EROB CM089	£190.00	30/12/2025
Memorial 2nd Inscription A048	£55.00	25/02/2026
Total	£245.00	

Balance of Cemetery fund as of 02/03/2026	£10,077.11
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14) Activity Report:

<u>Name</u>	<u>Type</u>	<u>Date of burial</u>	<u>Plot</u>	<u>Fees</u>
Brooke-Taylor	Ashes Interment	22/12/2025	CM086	£190

15) Correspondence: Concerns over surface water flooding were raised again on the village Facebook page following heavy rains in January; responses from D. Button and the Clerk sympathized with affected visitors and explained the delay is due to permissions required for part of the drainage design proposal. A report of possible mole activity in the wildflower meadow – to be monitored.

16) Items for report and inclusion on the agenda of the next meeting: Cemetery plot management procedure – to review on site

17) Date of next meeting: 13th July 2026 (at the Cemetery Lych Gate)

Signed _____ Date _____