EAST & WEST HAGBOURNE CEMETERY COMMITTEE

Minutes of meeting held on 6th July 2026

1) **Attendance, apologies, declarations of pecuniary interest and vacancies**: Present: Cllr R. Jaboor (Chair), Cllr P. Dixon, Cllr J. Freeland, D. Button, R. Dawson, L. Lloyd (Parish Clerk).
   Apologies received from C. Napper.

2) **Public Forum and Questions:** None

3) **Confirmation of minutes of the meeting of 2nd March 2026:** The minutes of the meeting held on 2nd March 2026 were approved and signed by R. Jaboor.

4) **Cemetery Drainage**
   i) **To ratify the expenditure in respect of the Lawful Development Certificate application and consider any further planning requirements associated with the application:** R. Jaboor reported that the Lawful Development Certificate application had been submitted in mid-June and is awaiting validation and confirmation of the consultation period. It was hoped that the proposal will be approved as Lawful Development, avoiding the need for a full planning application. The committee ratified expenditure of £245.50 for the application.
   ii) **To review tender quotes and determine a recommendation to both Parish Councils regarding the appointment of a contractor for the cemetery drainage works, funded from the previously approved CIL allocations and subject to receipt of a Lawful Development Certificate (or other necessary consent):** The committee noted that, as discussed at the previous meeting, all three contractors who quoted for the project had preferred Option 1, retaining the drainage works within the cemetery site, thereby removing the need for third-party permission to utilise the Main Road drainage ditch, with an enlarged soakaway forming part of the solution. When considering the original quotations, the Committee took account of price, completeness and previous experience; SCS Oxon Ltd was identified as the preferred contractor. As permission to use the drainage ditch had not been received, the drainage scheme was amended accordingly and SCS Oxon Ltd was invited to submit a revised quotation for the amended specification. The revised quotation from SCS Oxon Ltd totalled £14,846.25. It was noted that the final specification and contract value may require minor amendment following determination of the Lawful Development Certificate application (or other planning consent), including any reasonable planning-related amendments and changes in material costs prior to the commencement of the works. Clarification will also be sought regarding the warranty for the completed works. The committee resolved to recommend to East Hagbourne Parish Council and West Hagbourne Parish Council that SCS Oxon Ltd be appointed to undertake the cemetery drainage works, subject to necessary planning consent being obtained and the final contract value remaining within the approved CIL budget for the project.
   iii) **To consider arrangements for progressing the project, including authorising the Clerk, in consultation with the Chair, to commission planning related surveys or advice required, where the cost does not exceed the Committee's delegated financial limit and sufficient budget is available:** It was resolved to authorise the Clerk, in consultation with the Chair of the Cemetery Committee, to commission any planning-related surveys, reports or professional advice necessary to progress the project, provided the cost of any individual commission does not exceed the Committee's delegated financial limit of £5,000 and sufficient budget is available. The committee discussed the potential implications if planning consent is not granted or if mitigation requirements rendered the proposed scheme unviable. It was suggested that, in such circumstances, discussions may be required with South Oxfordshire District Council regarding the long-term management of the cemetery. The committee noted that the local district councillors would be kept informed of the progress of the application and the importance of achieving a workable drainage solution for the cemetery.

5) **Lych gate:** D. Button reported the central slab in the Lych Gate paving is standing proud and is a trip hazard. It was also noted that the bolt hole for the gate is still outstanding. It was agreed that the Clerk would speak to Terry Taylor to see if he could action both these items; in the meantime, it was agreed that the Clerk would place a warning cone on the central slab until it is reset.

6) **Memorials and plot management, including consideration of the need to formalise guidance on the management of planting on plots, and circumstances where the cemetery committee may cut back if required:** The committee reviewed the plot management section of the Cemetery Regulations to determine whether additional clarity is required. It was agreed that the regulations already allow the committee to cut back

plots in need of attention; it was agreed that the Clerk would draft a plot management notice based on the regulations to place in the cemetery for increased awareness. R. Jaboor suggested a more attractive form of notice with these details should be considered for longevity (a plaque or similar).

7) **Waste bin management:** The Clerk confirmed that the May and June bin collection invoices are higher than previous months, with significant excess weights recorded. Grundon have confirmed that the collections included higher volumes of grass cuttings and flower arrangements which accounted for the weight charges. Some of the additional weight charges are comparable to the cost of an additional collection. One option discussed with Grundon would be to change to weekly collections during the summer months, but it was confirmed that the weight is not causing the driver problems as the paved path allows for safe manoeuvring of the bin, and at present weekly collections would be more expensive overall than the excess weight charges. It was agreed that this should continue to be monitored.

8) **Wildflower meadow update:** C. Napper circulated the following report ahead of the meeting:
We have had no luck with giving the hay to the Donkey Sanctuary. Jeff Powell, who cuts the meadow, has confirmed that the area is too small for a baler to turn in it. Pony owners only want it if baled. He felt that burning was our only option to clear it. So far, we have only had one objection to that.
The section nearer the railway line which has been left uncut for a couple of years will be cut by scythe and cleared this year, by HUGS. If all else fails, in the future, I wonder if we should simply leave the meadow uncut and clear it when it is required for graves, sometime in the future.
The committee agreed to ask BGG for a quote to cut and clear the wildflower meadow to help wildflowers regrow next year. It was agreed to speak to C. Napper about this approach.

9) **Relationship with PCC:** D. Button confirmed he has spoken to Trevor Goss and an email to the Clerk is anticipated regarding water supply. P. Dixon to chase.

10) **Trees and Hedges:** R. Dawson reported that the central hedge is in need of significant cutting back and queried whether the plan is to remove it improve access when the wildflower area of the cemetery is required for plots in the future. It was agreed that BGG should be asked to quote for a maintenance cut of the hedge to make ongoing ad-hoc trimming more manageable. It was agreed to speak to C. Napper about this approach. The Annual Tree Assessment will be carried out in Autumn ahead of the November meeting, to include ash with concerns over potential branches. The Clerk confirmed that BGG will be sent a reminder to take care not to lop the whitebeam saplings when the annual hedge cut is completed in Autumn.

11) **Grass Cutting:** Grass cutting is being monitored and there is a new BGG contact this year who has been very responsive to requests. It was noted that the cemetery grass is currently looking well maintained and cuttings are not present: The Clerk will investigate whether these are being taken offsite or distributed elsewhere within the cemetery.

12) **Finance Report:**

a) Payments Since last meeting

Payee	Item	Authorisation	Net	VAT	Total	Date
Grundon Waste Management Ltd	PSI-1458388 Cemetery bin collection February	DD	£59.77	£11.95	£71.72	20/03/2026
L Lloyd	March Salary Contribution	DR / RJ	£74.77	£0.00	£74.77	31/03/2026
Grundon Waste Management Ltd	PSI-1470673 Cemetery bin collection March	DD	£62.15	£12.43	£74.58	22/04/2026
L Lloyd	April Salary Contribution	DR / CS	£74.78	£0.00	£74.78	30/04/2026
Grundon Waste Management Ltd	PSI-1489248 Cemetery bin collection April	DD	£60.15	£12.03	£72.18	22/05/2026
L Lloyd	May Salary Contribution	DR / CG	£74.78	£0.00	£74.78	29/05/2026
BGG Garden and Tree Care Ltd	INV 26243 Cemetery grass cutting May	RJ / CG	£80.00	£16.00	£96.00	17/06/2026
The Planning Portal	PP-14987210-V1 - LDP Cemetery Drainage	RJ / CS	£245.50	£0.00	£245.50	23/06/2026
L Lloyd	June Salary Contribution	DR / CS	£74.78	£0.00	£74.78	30/06/2026
		Total	£806.68	£52.41	£859.09	

b) Receipts since last meeting

Item	Amount	Date
Squires Interment C082	£186.00	10/03/2026
Jackson Memorial G193	£184.00	28/04/2026
Slater Memorial CM083	£184.00	11/05/2026
Brooke Taylor Memorial CM086	£184.00	13/05/2026
Total	£738.00	

Balance of Cemetery fund as of 05/07/2026	**£10,008.43**

13) Activity Report:

Name	**Type**	**Date of burial**	**Plot**	**Fees**
Bailey	Full Burial	27/03/2026	G194	£186

14) Correspondence: None

15) Items for report and inclusion on the agenda of the next meeting:
Central Hedge Cutting
Annual Tree Assessment
Budget 2027/28

16) Date of next meeting: Monday 2nd November 2026

Signed _____ Date _____