# EAST & WEST HAGBOURNE CEMETERY COMMITTEE

## Minutes of meeting held on 2nd November 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, C. Napper, L. Lloyd (Parish Clerk).
No apologies received.

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

3) **Confirmation of minutes of the meeting of 6th July 2026:** The minutes of the meeting held on 6th July 2026 were approved and signed by R. Jaboor.

4) **Cemetery Drainage**
**i) To note the formal approval by East Hagbourne Parish Council and the written agreement from West Hagbourne Parish Council regarding funding contributions and the appointment of SCS Oxon Ltd to complete the project:** Noted. The project has received full authorization from both councils and is cleared to move forward.
**ii) To note the submission of the full planning application P26/S4226/FUL and ratify the expenditure:** The expenditure of £253.50 was formally ratified. Although the final decision is pending, the consultation period has now closed. The committee noted comments from South Oxfordshire District Council (SODC) Drainage suggesting a Sustainable Drainage Systems (SUDS) report may be required as a final condition; it was agreed that any such cost should be added to the project expenses requested from EHPC and WHPC and would be eligible for CIL expenditure. The Environment Agency raised no objections and submitted only an advisory note.
**iii**) **To agree on a timeline for the commencement of works post-consultation, pending planning determination:** The Clerk confirmed she has been in contact with SCS Oxon Ltd to keep them updated on the planning situation and they are still able to complete the works this late in Autumn, subject to weather conditions and the outcome of the planning application.

5) **Lych gate:** Terry Taylor has replaced the access hatch under the proud paving slab at the Lych gate, at a cost of £75.00. The Clerk will double check whether the bolt hole for the gate has also been completed or if further action is needed.

6) **Memorials and plot management:** The Clerk circulated proposed wording for an on-site plot management notice following the July meeting which was approved. A more durable sign option is still being investigated.

7) **Waste bin management:** The Clerk confirmed that recent collections have been subject to lower or no extra weight surcharges; continue to monitor.

8) **Wildflower meadow update:** C. Napper provided the following update**:**
The meadow showed less variety this year than in previous seasons. The yellow rattle struggled in last year's wet weather and did not flourish. Only 27 orchids were recorded this year.
Abandoned clothing was discovered at the rear of the meadow in mid-August. The Police were informed and originally advised leaving the items in place. However, after recently being disturbed (likely by animals) they have been removed from the site.
Traveller's joy is causing an issue in the front hedge. C. Napper has cut this back but it will require annual maintenance to keep under control. Some impressive fungi are currently growing near the front hedge.

9) **Relationship with PCC:** An email from the PCC on water use is still anticipated. It was agreed that a discussion on water, bin use and grass cutting would be beneficial following a discussion with BGG (see item 13).

10) **Trees and Hedges:** The Clerk reported that the tree at the end of the central tree line that had been progressively bending lower over Main Road has been dealt with by Jane Drewe's team, which is good news. R. Dawson reported that there have been branches coming down from the trees alongside the eastern boundary of the cemetery, some of them quite large. Reg has been clearing these to keep the cemetery tidy and the Committee thanked him for his efforts.

11) **Annual Tree Assessment:** The Clerk noted that this was requested ahead of the meeting, but feedback has not yet been received; it was agreed that should any urgent action be required, it would be ratified at the next meeting.

12) **Cemetery Hedge Cutting:** The cemetery hedges were cut at the end of October, with no accidental lopping of the whitebeam saplings**.** J. Freeland noted that there were cuttings and thorns etc left over the cremated remains plots alongside the eastern boundary and this should have been tidied up and removed by BGG. Clerk to feed back to BGG.

13) **Grass Cutting:** The grass cutting had a significant break over the very dry summer months, but could do with a cut ahead of the end of the season. Clerk to arrange. It has become clear that BGG are currently cutting part of the old cemetery at the same time as the new cemetery and it was agreed that the Clerk would clarify whether the Committee is paying for this to be completed within the agreed charge, as the contract is for the new cemetery only.

**14) Finance Report:**

**a) Payments Since last meeting**

| Payee | Item | Auth | Net | VAT | Total | Date |
|---|---|---|---|---|---|---|
| Grundon Waste Management Ltd | PSI-1499559 Cemetery bin collection May | DD | £103.67 | £20.73 | £124.40 | 20/07/2026 |
| Grundon Waste Management Ltd | PSI-1520560 Cemetery bin collection June | DD | £95.85 | £19.17 | £115.02 | 20/07/2026 |
| Edge IT Systems Ltd | INV39550 Epitaph and Heritedge Annual Fee | CS / DR | £358.00 | £71.60 | £429.60 | 23/07/2026 |
| L Lloyd | July Salary Contribution | CS / DR | £74.78 | £0.00 | £74.78 | 31/07/2026 |
| BGG Garden and Tree Care Ltd | INV 26648 Cemetery Grass Cutting July | CG / DR | £80.00 | £16.00 | £96.00 | 14/08/2026 |
| Grundon Waste Management Ltd | PSI-1551444 Cemetery bin collection July | DD | £100.39 | £20.08 | £120.47 | 20/08/2026 |
| L Lloyd | August Salary Contribution | CS / DR | £74.78 | £0.00 | £74.78 | 28/08/2026 |
| Terry Taylor | Replacement Access Hatch for Lych Gate Time Capsule | CG / DR | £75.00 | £0.00 | £75.00 | 11/09/2026 |
| The Planning Portal | PP-15219190-V1 Full Planning Application | CS / RJ | £253.50 | £0.00 | £253.50 | 18/09/2026 |
| Grundon Waste Management Ltd | PSI-1561276 Cemetery bin collection August | DD | £60.34 | £12.07 | £72.41 | 21/09/2026 |
| L Lloyd | September Salary Contribution | CG / DR | £88.60 | £0.00 | £88.60 | 30/09/2026 |
| Grundon Waste Management Ltd | Cemetery bin collection September | DD | £72.35 | £14.47 | £86.82 | 20/10/2026 |
| L Lloyd | October Salary Contribution | CS / RJ | £77.20 | £0.00 | £77.20 | 30/10/2026 |
| | | | £1,514.46 | £174.12 | £1,688.58 | |

**b) Receipts since last meeting**

| Item | Amount | Date |
|---|---|---|
| Full Burial G194 | £186.00 | 09/07/2026 |
| Ashes Interment CM051 | £90.00 | 15/07/2026 |
| Full Burial G185 | £186.00 | 02/09/2026 |
| EROB and Ashes Interment x 2 CM090 | £275.00 | 08/09/2026 |
| Full Burial F174 | £186.00 | 30/09/2026 |
| Memorial 2nd Inscription CM051 | £27.50 | 06/10/2026 |
| Ashes Interment CM024 | £180.00 | 27/10/2026 |
| Total | £1,130.50 | |

| | |
|---|---|
| **Balance of Cemetery fund as of 31/10/2026** | **£9,384.47** |

15) **To consider ICCM Membership at a cost of £110 per year:** The Committee agreed to become members of ICCM; the Clerk noted that as it is November, the initial membership cost would be at the reduced rate of £55 until the 1st April 2027 renewal.

16) **Budget Review for 2027/28:** The Clerk had circulated a draft cemetery budget in advance of the meeting for consideration. The Committee agreed the budget, noting that cemetery income is unpredictable, particularly given the low number of interments each year.

17) **Cemetery Fees for 2027/28:** The Clerk had circulated a review of fees in advance of the meeting for consideration. The Committee considered the proposed increases from 1st April 2027 and agreed the revised fees which represent an average increase of 5.7%, with fees rounded to simplify the schedule.

18) **Activity Report:**

| Name | Type | Date of burial | Plot | Fees |
|---|---|---|---|---|
| Jones, E.M | Ashes Interment | 27/07/2026 | CM051 | £90 |
| Jones, R.A | Ashes Interment | 02/09/2026 | CM090 | £90 |
| Jones, M | Ashes Interment | 02/09/2026 | CM090 | £90 |
| Cosson, R | Full Burial | 23/09/2026 | G185 | £186 |
| Cooper, D.M | Full Burial | 06/10/2026 | F174 | £186 |

19) **Correspondence:** J. Freeland reported that a cemetery visitor had raised concerns following an incident over the summer in which flowers were removed from one grave and placed on another. The Committee noted the concern but recognised that there was little practical action it could take to prevent such incidents.

20) **Items for report and inclusion on the agenda of the next meeting:** None

21) **Date of next meeting:** Monday 1st March 2027

Signed _____ Date _____

DRAFT