

MINUTES of a Meeting of the Cemetery Committee held on Tuesday 21 August 2018 in the Memorial Hall, Haxby, at 7.30 pm

PRESENT:

Cllr D Rice (Chairman)	Cllr P Vaughan
Cllr N Wyatt	Cllr R Denton
Cllr S Finch	Cllr T Richardson
Mark Scott (Clerk)	

Prior to the meeting a number of the committee members had met at the Cemetery in order to carry out a topple test and general inspection.

APOLOGIES

1. None.

DECLARATIONS OF INTEREST

2. None.

MINUTES

3. **RESOLVED that the Minutes of the meeting held on 12 June 2018 be signed as a true and accurate record.**

UPDATE ON PEST CONTROL

4. The Clerk reported that rabbit control during the month of July had resulted in a total of 4 rabbits being eliminated.

MEMORIAL BENCH REQUEST

5. The Committee once again considered a request for a Memorial Bench to be placed by Plot 21 near to Grave 17. A decision on this request had not been made previously as the Committee wanted to look in to the feasibility of having a Commemorative Recycled plastic bench instead of the traditional wooden bench. After discussion it was decided to recommend this type of bench in a brown finish. The bench is to be either 1.5 or 1.8 metres in length. The new bench will need to be secured to the same standard as other benches in the Cemetery. Once confirmed the applicant is to meet with the Chairman to determine where the new bench should be sited.

CEMETERY GRASS

6. The Committee were far happier during their general inspection of the Cemetery with the condition of the grass compared to its condition during their last visit.

MOOR LANE HEDGE

7. The Chairman reported that he had trimmed the hedge at the Moor Lane entrance to the Cemetery and that the sign was now visible. This had been noticed by members of the Committee during their general inspection of the Cemetery earlier in the evening.

LOOSE MEMORIALS

8. The Clerk read out details of 3 quotes relating to the repair of loose headstones. After which it was decided to continue to use the stonemason who currently fixes loose memorials.

GENERAL OBSERVATIONS FROM CEMETERY INSPECTION

9. The general state of the cemetery was discussed following the site visit to the Cemetery which had taken place prior to the meeting by members of the Committee. A topple test took place which resulted in 2 graves stones having to be laid flat and a further 3 needing to be re-fixed due to being unstable. It was also noticed that there were a number of shrubs growing on certain graves which were not in-keeping and needed cutting back.

OVERHANGING TREES NEAR PLOT 18

10. The Chairman read out a request to have trees cut back which were overhanging a footpath adjacent to Plot 18. Prior to the meeting the trees in question had been inspected by the Committee during their general inspection of the cemetery grounds.
RESOLVED that the Clerk is to contact the gentleman who has previously crown lifted trees in the Cemetery, requesting that he arranges to meet the Chairman at the Cemetery in order to discuss the work required. This is namely to remove the overhanging branches of 4 pine trees adjacent to Plot 18.

REQUEST TO REPOSITION A MEMORIAL BENCH

11. Prior to the meeting, members of the Committee had met with a parishioner to discuss the possibility of repositioning a memorial bench to a site on the corner of Plot 30. It was felt the current position of facing the new hut meant that the bench was very rarely used and that it would be better, particularly for those tending to graves of loved ones, if it could be moved.
RESOLVED to reposition the bench currently facing the new Cemetery hut to a position on the corner of Plot 30.

REQUEST FROM A NON-PARISHIONER

12. The Chairman read out a letter from a non-parishioner requesting the right to purchase a cremated remains space in the Cemetery. The letter explained that he had many existing family members interred in Haxby & Wigginton Cemetery. **RESOLVED to grant permission to the applicant to purchase a cremated remains space within the Cemetery adjacent to existing family members.**

ADMINISTRATION FEES

13. The Clerk advised that the total administration costs due to be paid to Haxby Town Council for the months of June 2018 and July 2018 totalled £248.40.

FINANCIAL STATEMENTS

14. The Financial Statement to 30 June 2018 detailing payments of £779.27 including VAT and receipts of £1180 was copied to Committee members. In addition the Financial Statement to 31 July 2018 detailing payments of £815 including VAT and receipts of £3656.28 was also copied to Committee members.
RESOLVED that the Financial Statements to 30 June 2018 and 31 July 2018 be approved. The Chairman also asked for grid lines to be inserted on future reports to make for easier reading.

BUDGET UPDATE FIGURES FOR THE YEAR TO DATE AS AT 31 JULY 2018

15. Budget update figures as at 31 July 2018 were as follows:

	Budgeted Income	Actual Income to date	Estimated Income - Year
	2018/2019	31/07/2018	2018/2019
<u>INCOME</u>			
Burials }	21,000.00	5,385.00	21,000.00
Reserved Graves }	7,000.00	1,125.00	7,000.00
Memorials	4,500.00	2,560.00	4,500.00
Bank Interest	750.00	946.28	750.00
Allowance/Grants	830.00	0.00	830.00
Administrative Charges		25.00	
Buy Back Scheme		0.00	
Council Tax Refund		0.00	
Total exc VAT	34,080.00	10,041.28	34,080.00

VAT Refunds		962.00	0.00
TOTAL inc VAT	34,080.00	11,003.28	34,080.00
-	Actual	Actual	Estimated
-	Budget	Expenditure	Expenditure
<u>EXPENDITURE</u>	2018/2019	31/07/2018	2018/2019
Maintenance	4,000.00	572.16	4,000.00
General Admin		0.00	0.00
Buy Back Scheme		710.00	0.00
Burials		0.00	0.00
Grass Cutting	4,200.00	0.00	4,200.00
Council Tax	1,291.41	489.15	1,291.41
Water	40.00	14.93	40.00
Audit	300.00	300.00	300.00
Insurance	1,500.00	1,322.60	1,500.00
Haxby TC Admin Costs	2,200.00	0.00	2,200.00
Miscellaneous/Contingency	500.00	0.00	500.00
TOTAL exc VAT	14,031.41	3,408.84	14,031.41
VAT Paid		108.00	920.00
TOTAL inc VAT	14,031.41	3516.84	14951.41
<u>SURPLUS/DEFECIT (EX VAT)</u>	20,048.59	6,632.44	20,048.59

The budget figures to 31 July 2018 were circulated to Committee members and approved.

HAXBY & WIGGINTON CEMETERY RULES AND REGULATIONS

16. **RESOLVED to approve the updated version of the Haxby & Wigginton Cemetery Rules and Regulations.**

ACQUISITION OF EXTRA CEMETERY LAND

17. It was decided not to take any action on this topic at this stage but to discuss again in December 2018.

INTERMENTS AND MEMORIALS

18.

BURIAL MATTERS - 13 June 2018 - 21 August 2018Interments

Michael Taylor Plot 30 Grave No: 49 (Reserved)
 Peter David Jones Pot 22 Grave No: 31(Reserved)
 Irene Phillippa Patricia Box Plot 13 Grave No: 4 (Reserved)
 John Fallon Plot 25 Grave No: 58 Exclusive Right of Burial Certificate No: 1925
Reserved

Plot 25 Grave No: 59 Exclusive Right of Burial Certificate No: 1926

Memorials

Kevin Hodgson Plot 30 Grave No: 1
 Susan Newton Plot 30 Grave No: 54
 Steven William Bonney Plot 25 Grave No: 51
 Yvonne Marjorie Thompson Plot 19 Grave No: 206
 Stephen Flanagan Plot 30 Grave No: 25
 Joy Wilkinson Plot 30 Grave NO: 51
 Arline Alice Elliott Plot 30 Grave No: 32
 John Michael Russell Plot 25 Grave No: 43
 Michael Taylor Plot 30 Grave No: 49
 Margaret and David John Spink Plot 23 Grave No: 54
 Janet Hammond Plot 24 Grave No: 43

Additional Inscriptions

Muriel Fussey Plot 19 Grave No: 67
 Peter Rhodes Plot 24 Grave No: 34,33
 Richard Norman Herbert Plot 19 Grave No: 122
 Margaret Geraldine McArthur on memorial to William Scott McArthur Plot 19 Grave No: 110 (please note CR for Mgt G McArthur are not interred in the H & W Cemetery)
 Desmond Goodwill Plot 23 Grave No's 26,27

MATTERS FOR INCLUSION ON THE NEXT AGENDA

19. The Chairman advised that items for inclusion on the agenda should be sent to the office no later than one week before the meeting. He also added that all future agendas should include an item for member observations relating to the condition of the Cemetery.

DATE OF NEXT MEETING

20. It was agreed that the next meeting of the Cemetery Committee will take place on Tuesday 23 October 2018 at 7.30pm in the Haxby Town Council Office. Members will be required to meet in the Cemetery before the meeting at 7pm to carry out topple testing and a general review of the Cemetery (Daylight permitting).

There being no further business the meeting closed at 8.30pm.

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Chairman

(These Minutes are displayed 'unsigned' and are subject to correction at the next Committee Meeting.)