

Haxby and Wigginton Joint Cemetery Committee

Minutes of a meeting of Haxby and Wigginton Joint Cemetery Committee held on 24 June 2024 at 7.15pm in the Oaken Grove Community Centre.

In attendance: Cllrs Ruth Pearson (chairman), Tony Fisher, John Gates (vice-chairman), Linda Pepper, Alan Draper (Haxby town clerk) and Jane Grant (cemetery clerk).

C1 Election of chairman

RESOLVED that Cllr R. Pearson be elected to chair this item.

RESOLVED that Cllr R. Pearson be elected as chair of the committee for the ensuing year.

C2 Apologies for absence

Apologies for absence were received from Cllrs C. Hogg and P. Lakey.

RESOLVED to accept and approve the apologies and the reasons for absence.

C3 Chairman's welcome

The chairman welcomed everyone to the first cemetery committee meeting of the new council year.

C4 Declarations of interest

Cllr R. Pearson declared an interest in that her father in law's grave is one of those for which the headstone was laid down as part of the topple testing conducted last year.

Cllr T. Fisher declared an interest in that his former father in law's grave is one of those for which the headstone was laid down as part of the topple testing conducted last year.

Cllr T. Fisher declared an interest in that he is a member of Strensall with Towthorpe Parish Council's cemetery committee.

C5 Public question time and participation

No members of the public were present.

C6 Election of vice-chairman

RESOLVED that Cllr J. Gates be elected as vice-chairman of the committee for the ensuing year.

C7 Committee membership

RESOLVED to reaffirm the membership of the committee as follows:

- Cllr C. Cooper (Haxby Town Council)
- Cllr T. Fisher (Haxby Town Council)
- Cllr C. Hogg (Haxby Town Council)
- Cllr R. Pearson (Haxby Town Council)
- Cllr J. Gates (Wigginton Parish Council)
- Cllr P. Lakey (Wigginton Parish Council)
- Cllr L. Pepper (Wigginton Parish Council)
- Vacancy (Wigginton Parish Council)

C8 Minutes

RESOLVED to approve the minutes of the previous committee meetings held on the following dates:

- 13 November 2023
- 24 January 2024

C9 Cemetery extension

RESOLVED to accept the advice of the planning consultant and to respond to the developer's correspondence accordingly.

C10 Recent burials / interments

The cemetery clerk reported that in the period 1 January to 31 March 2024 there were nine interments consisting of four burials and five cremations. The cemetery clerk also provided an update on the high number of reservations.

RESOLVED to:

- Accept and approve the cemetery clerk's reports.
- Suspend all reservations until further notice (other than for partners), pending a review to be conducted in six months' time.

C11 Financial matters

a) Signatories on the bank and building society mandates

RESOLVED that the following persons be included / added to the mandates for all bank and building society accounts:

- Cllr R. Pearson
- Cllr J. Gates
- Alan Draper
- Jane Grant

b) Monies owed to Haxby Town Council

RESOLVED to approve a payment of £12,481.97 to Haxby Town Council to reimburse for the invoices paid on behalf of the committee in 2023-24.

c) Fireproof safe

RESOLVED that:

- A fireproof safe be procured.
- Haxby Town Council be allowed to store documents in the fireproof safe, provided it agrees to pay half of the cost of the safe.

d) Fallen branch

RESOLVED that a further quote be obtained to remove the whole tree and reported back for the committee's consideration.

e) Review of fees

RESOLVED to:

- Increase all fees by 10%.
- Refer a recommendation to the constituent councils to increase the fee charged to non-residents by a further 10%, in accordance with the committee's governance agreement.

C12 Removal of bush

RESOLVED that having received advice on the potential replacement of a bush with an oak sapling, the matter is not pursued any further.

C13 Request for decoration of graves

RESOLVED that in response to the request:

- Only one (regular) bench is allowed.

- The matter of the gravestone be deferred, pending receipt of further information so that the committee can make a fully informed decision.

C14 Tree inspections

RESOLVED that the cemetery clerk be authorised to procure an inspection of the trees in the cemetery.

C15 Rules and regulations

RESOLVED that:

- A working party be set up to review the rules and regulations and to report back for the committee's consideration.
- The working party consist of Cllrs T. Fisher and R. Pearson and the cemetery clerk.

C16 Plot preparation

RESOLVED that the services of Haxby Town Council's groundsmen be procured to assist with the plot preparation and the committee be charged accordingly.

C17 Sheds

RESOLVED that:

- A quote be obtained from Paul Smith to decorate the sheds and that the decision whether to accept the quote be delegated to the cemetery clerk in consultation with the chairman.
- The services of Haxby Town Council's groundsmen be procured to assist with the clearing of the sheds and the committee be charged accordingly.
- A skip be procured to assist with the shed clearance.

C18 Signage

RESOLVED that:

- Quotes for a new noticeboard be obtained and reported back for the committee's consideration.
- New signs for the car park be procured.

C19 Epitaph records system

The cemetery clerk reported that the new Epitaph records system is now in place and in use.

RESOLVED to accept and approve the cemetery clerk's report.

C20 Road at Moor Lane side

RESOLVED that quotes be obtained to pave the road in from Moor Lane and reported back for the committee's consideration.

C21 Yellow lines

The chairman reported that City of York Council has been asked to introduce yellow lines on the road at the Oaken Grove entrance to the cemetery.

RESOLVED to accept and approve the chairman's report.

C22 Tidying up of graves

RESOLVED that the cemetery clerk will arrange a site visit with committee members to assess the state of graves and to identify those which need tidying up.

C23 Mole hills

RESOLVED that the services of the mole management contractor continue to be procured.

C24 Grass cutting

RESOLVED that:

- The grass cutting be put out to tender for a period of three years.
- There be six cuts from April to September.
- Weed killing be included.

C25 Mothers' Day / Fathers' Day

RESOLVED that the offer from a local florist to provide (free of charge) small crosses and/or hearts on special days such as Mothers' Day and/or Fathers' Day be accepted and approved.

C26 Volunteer group

RESOLVED that a request for volunteers for a 'friends of the cemetery' group be publicised.

C27 Exclusion of public and press

RESOLVED that in view of the confidential nature of the business to be transacted it is in the public interest that the press and public be excluded and that they are instructed to withdraw.

COMMITTEE IN PRIVATE SESSION

C28 Reinstatement of headstones

a) Reinstatement of headstones from the informal topple testing

RESOLVED that the services of Graham Pickering be procured to assess those headstones which were informally topple tested.

b) Future topple testing of headstones

RESOLVED that quotes be obtained for the future, regular topple testing of all the headstones in the cemetery and reported back for the committee's consideration.

C29 Next meeting

RESOLVED that the committee will next meet on Monday 21 October 2024 at 7.15pm in the Oaken Grove Community Centre.

The meeting closed at 8.55pm.

Signed.....

Date.....

Chairman