

# Haxby and Wigginton Joint Cemetery Committee

Minutes of a meeting of Haxby and Wigginton Joint Cemetery Committee held on 21 October 2024 at 7.15pm in the Oaken Grove Community Centre.

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

## **C30 Apologies for absence**

Apologies for absence were received from Cllr C. Hogg.

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

## **C31 Chairman's welcome**

The chairman welcomed everyone to the meeting.

## **C32 Declarations of interest**

Cllr T. Fisher declared a non-pecuniary interest in agenda item 8(b) (Review of fees – update).

## **C33 Public question time and participation**

No members of the public were present.

## **C34 Minutes**

RESOLVED to approve the minutes of the previous committee meeting held on 24 June 2024.

## **C35 Cemetery extension**

RESOLVED to seek the advice of the planning consultant with regard to following up the committee's concerns regarding the cemetery extension within City of York Council's local plan.

## **C36 Recent burials / interments**

The cemetery clerk reported that in the period 1 April 2024 to 30 June 2024 there were twelve interments consisting of eight burials and four cremations.

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

## **C37 Financial matters**

### **a) Quote to remove a fallen branch**

RESOLVED to accept the quote from Howard Gill to remove a fallen branch.

### **b) Review of fees - update**

*Cllr T. Fisher chose to take no part in this item.*

The cemetery clerk confirmed that the new fees have been approved by the two constituent councils and as such the fees are now in place.

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

### **c) Approval to pay invoices (ongoing)**

RESOLVED that:

- The cemetery clerk and the Haxby town clerk be authorised to pay all invoices up to a maximum of £3,000 per invoice.
- A full list of all payments made to be reported at the next committee meeting.

**d) Accounts software**

RESOLVED that:

- Accounts software be procured from Edge IT Systems for the cemetery's accounts.
- Overtime up to a maximum of four days be approved for the cemetery clerk to update the accounts software from 1 April 2024 to date.

**C38 Request for decoration of graves**

RESOLVED that a reminder be issued to the client with clarification of the guidelines.

**C39 Bench requests**

RESOLVED that the two requests regarding benches be approved.

**C40 Relocation of existing benches**

RESOLVED to accept the quote from Michael Lambert to relocate eight existing benches.

**C41 Sunken graves**

RESOLVED that the grave owners be notified of the intended remedial work and that notices be placed on the graves stating "Grave under restoration".

**C42 Soil tip**

RESOLVED that the soil tip be mowed towards the bottom right hand side of the cemetery.

**C43 Tree inspections**

RESOLVED to accept the quote from City of York Council for the professional inspection of all the trees in the cemetery.

**C44 Rules and regulations**

RESOLVED that the working group will meet to review the rules and regulations and report back to the committee accordingly.

**C45 Sheds**

The cemetery clerk confirmed that the smaller shed has now been cleared.

RESOLVED that:

- The cemetery clerk's report be accepted and approved.
- The Haxby Town Council groundsmen be thanked for their assistance.

**C46 Signage**

The cemetery clerk confirmed that she is currently seeking quotes for the signage.

RESOLVED that the cemetery clerk's report be accepted and approved.

**C47 Road at Moor Lane side**

The cemetery clerk confirmed that she is currently seeking quotes (including tarmac) to resurface the road.

RESOLVED that the cemetery clerk's report be accepted and approved.

**C48 Tidying up of graves**

The cemetery clerk confirmed that the tidying up of graves has been completed.

RESOLVED that the cemetery clerk's report be accepted and approved.

#### **C49 Pest control**

The cemetery clerk confirmed that rabbits are not a problem but molehills are a problem.

RESOLVED that the cemetery clerk will procure the services of a professional pest control contractor to (humanely) deal with the moles.

#### **C50 Volunteer group**

The cemetery clerk confirmed that seven people have volunteered.

RESOLVED that:

- The cemetery clerk's report be accepted and approved.
- The volunteer work be limited to litter picking and weeding.
- A risk assessment be conducted.
- PPE be issued.
- The insurer be notified.

#### **C51 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**

#### **C52 Reservation issue**

RESOLVED that a new plaque be offered to resolved the situation.

#### **C53 Reinstatement of headstones**

##### **a) The completed reinstatement of all headstones from the topple testing**

RESOLVED to confirm that all headstones affected by the topple testing have now been professionally reinstated.

##### **b) Those headstones which were informally topple tested**

RESOLVED to confirm that headstones which were informally topple tested have since been checked by the contractor and were found to be in a satisfactory condition.

##### **c) The future topple testing of headstones**

RESOLVED that this item be deferred pending receipt of training from YLCA.

#### **C54 Next meeting**

RESOLVED that the committee will next meet on Monday 20 January 2025 at 7.15pm in the Oaken Grove Community Centre.

The meeting closed at 8.35pm.

Signed.....

Date.....

Chairman