

# **Haxby and Wigginton Joint Cemetery Committee**

Minutes of a meeting of Haxby and Wigginton Joint Cemetery Committee held on 30 June 2025 at 7.15pm in the Oaken Grove Community Centre.

In attendance: Cllrs Ruth Pearson (chairman), Tony Fisher, John Gates (vice-chairman), Linda Pepper, Jane Roberts, Gemma Stow, Peter Lakey, 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.

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**

No declarations of interest.

## **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 G. Stow (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)
- Cllr J. Roberts (Wigginton Parish Council)

## **C8 Minutes**

RESOLVED to approve the minutes of the previous committee meeting held on the 24 March 2025.

## **C9 Plot 31**

### **a) decoration of graves in a more ornate style**

RESOLVED to uphold the existing cemetery rules and regulations regarding memorials. An

additional memorial plaque, installed flush to the grass and no bigger than 18"x18" is permissible.

**b) Exclusive Rights of Burial details for 2x already pre-purchased graves**

The cemetery clerk recommended the committee refund the 2x pre-purchased graves from October 2023. RESOLVED to accept the cemetery clerk's recommendation.

**C10 Recent burials / interments**

The cemetery clerk reported that in the period 1 January to 31 March 2025 there were thirteen interments consisting of six burials and seven cremations.

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

**C11 Financial matters**

**a) To receive the internal auditor's report**

RESOLVED to accept and approve the internal auditor's report.

**b) To receive the statement of accounts**

RESOLVED to accept and approve the statement of accounts.

**c) Monies owed to Haxby Town Council for Q3 & Q4**

RESOLVED to approve a payment to Haxby Town Council for £9,993.45 to reimburse invoices paid in 2024-25.

**d) Payments since March meeting**

RESOLVED to approve payments made since the last cemetery committee meeting in March 2025. Bank checks to commence in October 2025.

**e) Payments for approval**

RESOLVED to approve the cemetery clerk's expenses since November 2024 for £95.91.

**C12 Trees**

**a) Quotes received following up City of York Council Tree Report**

RESOLVED to accept the quote received from HPL Tree Surgeons to remove the dead prunus tree to ground level and reduce branch from cherry tree leaving as a 1.5m stub over footpath for £500.

**b) Request to trim trees/reduce crowns on main path through newer section of cemetery**

RESOLVED to obtain further quotes for this work.

**C13 Reservations**

**a) The pre-purchase of graves**

The cemetery clerk reported that drainage investigations were ongoing and some progress had been made.

RESOLVED to accept the cemetery clerk's report and keep the pre-purchase of graves on hold. To be reviewed again in 6 months.

**b) A request to scatter ashes on an existing burial grave P11, G47**

RESOLVED to approve the request.

**C14 Cemetery Safety & Maintenance**

The cemetery clerk reported on the following:

**a) Sunken graves**

The work has been completed successfully.

RESOLVED to accept the cemetery clerk's report.

**b) Drainage**

Investigations are ongoing and next steps are to look at clearing the main drain.

RESOLVED to accept the cemetery clerk's report.

**c) Unsafe Headstone P6, G52**

The headstone has been made safe with clear signage,

RESOLVED to leave in place for a period of 12 months as no family contact details held.

#### **d) Soil Tip**

The soil tip has been moved to the far end of the cemetery. The cleared area can be marked up for car parking.

RESOLVED to revisit the car park marking at the next meeting.

#### **e) Signage**

RESOLVED that:

- New signage be procured for the Moor Lane entrance "Caution uneven surface".
- Two new signs be procured for both entrances to the cemetery and quotes obtained.

#### **C15 Training**

The cemetery clerk has completed the following training courses:

- Headstone Management (In person)
- Garden of Remembrance (Online)
- Groundwater Protection (Webinar)

The cemetery clerk is attending a Soil and Drainage Seminar in July.

Following the Headstone Management course, attended by the cemetery clerk and a councillor, it was RESOLVED to procure the services of Haxby Town Council Groundsmen to undergo training and assist.

RESOLVED to accept the cemetery clerk's report.

#### **C16 Rules & Regulations**

RESOLVED that a working group be set up on a regular basis to look at existing rules and regulations and make any recommendations to be discussed at the next meeting in September.

#### **C17 Exclusion of public & press**

There were no members of the public present.

#### **C18 Cemetery clerk's hours**

RESOLVED to keep at 20 hours per week for a further 6 month period from the end of August 2025 and review again in March 2026.

#### **C19 Next meeting**

RESOLVED that the committee will next meet on Monday 15 September 2025 at 7.15pm in the Oaken Grove Community Centre.

The meeting closed at 8:35pm.

Signed.....

Date.....

Chairman