

MINUTES of the Haxby and Wigginton Cemetery Committee videoconference meeting held on Tuesday 26 May 2020 at 11.00 am.

PRESENT:

Cllr D Rice (Chairman)	Cllr S Finch
Cllr N Wyatt	Cllr R Denton
Cllr M Harrison	Cllr T Richardson
Cllr J Gates	
Mrs J Bell (Deputy Clerk)	

ELECTION OF CHAIRMAN

1. **RESOLVED that Cllr D Rice was elected as Chairman for the next 12 months.**

APOLOGIES

2. Apologies were received from Cllr P Vaughan and approved.

DECLARATIONS OF INTEREST

3. None.

MINUTES

4. **RESOLVED that the Minutes of the meeting held on 28 January 2020 be signed as a true and accurate record.**

COUNCILLORS APPOINTED TO CEMETERY COMMITTEE

5. The following Councillors had been elected by their respective Councils to serve on the Cemetery Committee:
Haxby Town Council - Cllr D Rice, Cllr, T Richardson, Cllr M Harrison and Cllr N Wyatt.
Wigginton Parish Council - Cllr R Denton, Cllr S Finch, Cllr P Vaughan and Cllr J Gates.

UPDATE ON PEST CONTROL

6. The Chairman reported that rabbit control during the months of January to May had resulted in 5 rabbits being eliminated. Mole activity was reported to the mole contractor and this had been dealt with.

UPDATE ON OUTSTANDING WORKS FROM PREVIOUS CEMETERY INSPECTIONS

7. The Chairman gave an update on the necessary work required following the last cemetery inspection. He reported that:

- The holly tree with berries was not urgent but would be removed as soon as possible.
- The conifer tree and one stem from the Silver Birch tree had been removed at a cost of £50.00. This cost was approved.
- The old hut would be cleared out as soon as possible but due to the current Coronavirus pandemic the work was on hold.
- The laminated sign had been screwed on to the existing wooden frame of the Cemetery sign. However, the Chairman reported that the Clerk to Wigginton Parish Council was retiring and the sign would need to be amended.
- The overgrown hawthorn hedge to the north of the new part of the cemetery (Plot 17 to Plot 28) had been cut back by the Grounds Maintenance Contractor as part of the existing contract.
- The stonemason had been asked to lower the 24inch square plinths, placed below memorial plaques in Plot 30 and the work had been carried out.
- The new 'No Dogs' signs had been erected on both entrances to the cemetery at a cost of £120.00 plus Vat for four new signs (two spare). This cost was approved.
- The Mole Contractor had dealt with the problem of moles and mole hills.

96 OAKEN GROVE

8. A tree specialist had been contacted and an inspection of the trees in the cemetery including the tree on the boundary of this property had been carried out. The report had not yet been received.

GARDEN OF REMEMBRANCE – FENCE, GATE AND PATH

9. Two quotations had been received to supply a 500mm high rabbit proof fence with gate in order to fence off the area. A quotation was also received for laying a path.
RESOLVED to accept the quotation from T Coates for the erection of a 500mm timber fence and rabbit net plus gate at a cost of £1,290 plus VAT and also accept the quotation from T Coates to lay a path with concrete slabs at a cost of £564.00 plus VAT.

GARDEN OF REMEMBRANCE – RESTRICTIONS ON PLAQUE SIZE

10. Following a recommendation in the annual internal audit report for the Committee to consider a restriction on the size of plaques placed in the Garden of Remembrance, this matter was discussed.
RESOLVED that the size of a memorial plaque placed in The Garden of Remembrance must be no larger than 8inches (200mm) long x 6inches (150mm) wide and to include this information in the Rules and Regulations Booklet.

GARDEN OF REMEMBRANCE – FEE

11. Following a recommendation in the annual internal audit report for the Committee to consider reviewing the current fee for the Garden of Remembrance, the matter was discussed.

RESOLVED to continue to charge £295 from 1 April 2020 for a space in the Garden of Remembrance, as the fee was only introduced in September 2019.

CEMETERY INSPECTION

12. Most Committee members had been unable to inspect the cemetery prior to the meeting due to the current Coronavirus pandemic and the Government guidelines to stay at home. One Councillor had managed to visit the cemetery. The Chairman reported that:

- The sunken graves in the old part of the cemetery had been levelled following concerns raised by the Grounds Maintenance Contractor. The work to the old part of the cemetery had been carried out as an urgent Health and Safety matter. This was approved and it was agreed that further urgent work should go ahead to level graves in the new part of the cemetery which was also considered to be an urgent Health and Safety matter.
- Evidence of holes in the dead wood of the Hawthorn hedge running alongside Plots 17 to 28 had been found. The holes had been caused by wood burrowing beetles. Two inspections of the hedge had been carried out and it was reported that there was no cause for concern. The wooden benches would not be affected as they would have been treated prior to installation. There was concern expressed about the aesthetic look of the hedge and the amount of dead wood in amongst it. It was agreed to contact Askham Bryan College to ask if any necessary remedial work could be carried as a project for their pupils. The Chairman also spoke to the Committee about the ownership of the hedge as this would need to be investigated before any work was carried out.

ADMINISTRATION FEES

13. Administration costs were not available.

FINANCIAL STATEMENTS

14. The Financial Statement to 31 January 2020 detailing payments of £7,002.13 including VAT and receipts of £2,564.61, to 29 February 2020 detailing payments of £345.60 including VAT and receipts of £2,273.00, to 31 March 2020 detailing payment of £7.65 No VAT and receipts of £1,270.00 and to 30 April detailing payments of £467.94 No VAT and receipts of £2,460.00 were copied to Committee members prior to the videoconference meeting.

RESOLVED that the Financial Statements to 31 January 2020, 29 February 2020 and 31 March 2020 and 30 April 2020 be approved.

BUDGET UPDATE FIGURES FOR THE YEAR ENDING 31 MARCH 2020

15. Budget update figures as at 31 March 2020 were as follows:

	BUDGET			
	Budgeted Income	Actual Income to date	Estimated Income - Year	Budgeted Income
	2019/2020	31/03/2020	2019/2020	2020/2021
<u>INCOME</u>				
Burials }	21,000.00	12,285.00	12,285.00	18,000.00
Reserved Graves }	7,200.00	3,150.00	3,150.00	5,000.00
Memorials	6,200.00	5,185.00	5,185.00	6,000.00
Bank Interest	950.00	1,098.07	1,098.07	1,000.00
Allowance/Grants	830.00	839.61	839.61	840.00
Administrative Charges		30.00	30.00	0.00
Buy Back Scheme		1,720.00	1,720.00	
Council Tax Refund				
Total exc VAT	36,180.00	24,307.68	24,307.68	30,840.00
VAT Refunds		1,072.00	1,072.00	
TOTAL inc VAT	36,180.00	25,379.68	25,379.68	30,840.00
	Actual	Actual	Estimated	Budgeted
	Budget	Expenditure	Expenditure	Expenditure
<u>EXPENDITURE</u>	2019/2020	31/03/2020	2019/2020	2020/2021
Maintenance	4,000.00	1,579.24	1,579.24	4,000.00
General Admin		198.00	198.00	
Buy Back Scheme		550.00	550.00	
Burials		0.00	0.00	
Grass Cutting	4,200.00	4,200.00	4,200.00	5,250.00
Council Tax	1,453.22	1,436.36	1,436.36	1,697.94
Water	50.00	31.17	31.17	60.00
Audit	300.00	300.00	300.00	300.00
Insurance	1,350.00	1,305.98	1,305.98	1,400.00
Haxby TC Admin Costs	3,250.00	1,858.40	1,858.40	3,000.00
Miscellaneous/Contingency	500.00	0.00	0.00	500.00

TOTAL exc VAT	15,103.22	11,459.15	11,459.15	16,207.94
VAT Paid		1,104.29	1,104.29	
TOTAL inc VAT	15,103.22	12563.44	12563.44	16207.94
<u>SURPLUS/DEFECIT (EX VAT)</u>	21,076.78	12,848.53	12,848.53	14,632.06

The end of year budget figures to 31 March 2020 were circulated to Committee members prior to the videoconference meeting and approved.

2020-2021 BUDGET

16. **RESOLVED** that the proposed budget as shown in green in item 15 above was approved.

ANNUAL INTERNAL AUDIT REPORT

17. The annual audit report had been copied to members of the Committee prior to the videoconference meeting and was **RECEIVED**.

ANNUAL ACCOUNTS

18. The 2019/2020 annual accounts were copied to Committee prior to the videoconference meeting and were **RECEIVED**. It was agreed for them to be signed by the Chairman and Clerk.

INTERMENTS AND MEMORIALS

19.

BURIAL MATTERS - 29 January 2020 – 26 May 2020

Interments

Loreto Mary Waind Plot 32 Grave No: 8 Exclusive Right of Burial Certificate No: 1976
 Joan Ann McDonald Plot 30 Grave No: 77 Exclusive Right of Burial Certificate No: 1977
 Ronald Bell Plot 21 Grave No: 16 (Reserved)
 Kathleen Mary Timmis Plot 24 Grave No: 47 (Reserved)
 Vera Henrietta Swanson Plot 22 Grave No: 4 (Reserved)
 James Kenneth Banks Plot 21 Grave No: 68 (Reserved)
 Janet May Ward Plot 32 Grave No: 12 Exclusive Right of Burial Certificate No: 1982
 Joan Sylvia Bush Plot 32 Grave No: 1 (Reserved)
 Rita McMonies Plot 21 Grave No: 41 (Reserved)
Interments in Garden of Remembrance

None

Reserved

- Plot 30 Grave No: 73 Exclusive Right of Burial Certificate No: 1978
- Plot 32 Grave No: 9 Exclusive Right of Burial Certificate No: 1979
- Plot 32 Grave No: 10 Exclusive Right of Burial Certificate No: 1980
- Plot 32 Grave No: 11 Exclusive Right of Burial Certificate No: 1981
- Plot 32 Grave No: 13 Exclusive Right of Burial Certificate No: 1983
- Plot 32 Grave No: 14 Exclusive Right of Burial Certificate No: 1984

Memorials

- Constance Marie Theresa Condon Plot 25 Grave No: 53
- Patricia Main Plot 23 Grave No: 40
- Brenda Smith Plot 19 Grave No: 147
- John McIntosh Plot 19 Grave No: 187
- Dennis Stainforth Plot 32 Grave No: 7
- John McIntosh Plot 19 Grave No: 187

Additional Inscriptions

Stephen Walter Newton Plot 30 Grave No: 54

MATTERS FOR INCLUSION ON THE NEXT AGENDA

- 20. The Chairman advised that items for inclusion on the agenda should be sent to the Deputy Clerk no later than one week before the videoconference meeting.

DATE OF NEXT MEETING

- 21. It was agreed that the next videoconference meeting of the Cemetery Committee will take place on Tuesday 11 August 2020 at **11.00am**.

There being no further business the meeting closed at 11.40am.

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Chairman

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