

MINUTES of the Haxby and Wigginton Cemetery Committee videoconference meeting held on Tuesday 11 August 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 P Vaughan	
Mrs J Bell (Deputy Clerk)	

APOLOGIES

1. Apologies were received from Cllr J Gates and approved.

DECLARATIONS OF INTEREST

2. None.

MINUTES

3. **RESOLVED that the Minutes of the Haxby and Wigginton Cemetery Committee videoconference meeting held via Cisco Webex on 26 May 2020 be signed as a true and accurate record.**

UPDATE ON PEST CONTROL

4. The Deputy Clerk reported that rabbit control during the months of June to July had resulted in 2 rabbits being eliminated. There was no evidence of Mole activity.

UPDATE ON OUTSTANDING WORKS FROM PREVIOUS CEMETERY INSPECTIONS

5. The Chairman gave an update on the necessary work required following the last cemetery inspection. He reported that:
 - The holly tree with berries had been removed.
 - 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 at the Moor Lane entrance to the cemetery needs be amended as the Clerk to Wigginton Parish Council had retired. It was agreed not to change the sign at the moment.
 - The works to erect a 500mm high rabbit proof fence with gate around the Garden of Remembrance would be carried out as soon as possible. The gate to be of a suitable width to permit access for grasscutting.
 - The levelling of the graves with soil had been completed but the grass had not grown through and it was necessary for grass seed to be put down. It was agreed that great care on the type of grass seed required for a suitable ground covering and the right weather conditions for the seed to grow would need to be

given. Committee members asked for this matter to be included on the next agenda for further discussion.

- The hawthorn hedge to the north of the new part of the cemetery (Plot 17 to Plot 28) had been inspected by Askham Bryan College and a detailed report was copied to all members prior to the meeting. It was agreed to leave the hedge as it is but consider replenishing the soil with well rotted mulch.
- A comprehensive Tree Inspection Report for the cemetery and the tree adjacent to 96 Oaken Grove had been received from J Ulliott. An information sheet on neighbouring trees had been received from the City of York Council. Both documents were copied to committee members prior to the meeting.

Resolved that quotations should be sought for all the necessary tree work. The tree work for 96 Oaken Grove to go ahead subject to the approval of the Chairman and the cost being reasonable. It was also agreed that the information sheet on neighbouring trees should be adopted by the Cemetery Committee.

REQUEST FOR WILD FLOWER AREA

6. The Chairman reported on a request to have a wild flower area running alongside the hedge which divided the old and the new part of the cemetery close to Plot 16. There were some concerns about the hedge taking up all the moisture and not permitting wild flowers to grow. It was agreed that a more suitable area should be considered during the next site meeting.

RE-BRONZING AND TIDY UP OF STATUE

7. The Chairman reported that the artist who had created the statue was going to tidy the statue area and re-bronze the statue at her own cost. This was approved.

REQUEST FOR RESERVED CREMATED REMAINS GRAVE

8. A request had been received from a Funeral Director to reserve a grave for cremated remains and inter the ashes of a non-parishioner baby who had a family member already buried in the cemetery.

RESOLVED that this request is granted.

PERMISSION GRANTED BY OFFICE STAFF FOR A CREMATED REMAINS GRAVE

9. The Deputy Clerk reported on permission granted by Office Staff for a resident to reserve a grave for cremated remains and inter the ashes of her parents who were non-parishioners in Plot 20 Grave No: 95. This was approved.

CEMETERY INSPECTION

10. Four Committee members carried out a socially distanced inspection of the cemetery which included a Topple Test on 28th July 2020. The Chairman reported that:
- The hedge to the front of the cemetery on Moor Lane needed cutting back and branches needed removing from the trees as they were overhanging the footpath. The Deputy Clerk reported that this work had been carried out on 10th August 2020 by the Grounds Maintenance Contractor.
 - There was vegetation growing in front of the Cemetery sign on Moor Lane which needed cutting back. The Deputy Clerk reported that this work had been carried out on 10th August 2020 by the Grounds Maintenance Contractor.
 - The moss on the footpath from Plot 1 to Plot 15 on the old cemetery hut side was in need of treatment and clearing. The Chairman reported that the moss had been cleared and the Deputy Clerk reported that the Grounds Maintenance Contractor would be spraying the area in the Autumn.
 - There was a broken branch hanging from a tree near Plot 15. This work had been ordered as this was an urgent Health and Safety matter. The Deputy Clerk also reported that a large branch on the same tree had split and was dangerous. This work had also been ordered on the approval of the Chairman as an urgent Health and Safety matter.
 - A drain cover was needed for the drain by the new cemetery hut. This needed to be ordered.
 - The top of the hawthorn hedge running alongside Plot 17 to Plot 26 was in need of trimming and the sides needed a light trim. The Deputy Clerk reported that the side of the hedge had been trimmed but the top of the hedge was still to be done by the Grounds Maintenance Contractor.
 - The Topple Test resulted in finding that two memorial headstones were in need of fixing (Plot 3 Grave No: 3 and Plot 17 Grave No: 42) and a double book type headstone in Plot 16 Grave No: 8 and 9 needed fixing back to its two uprights. Quotation had been sought to fix the two headstones and this was awaited. The stonemason had been informed about the book type headstone and had promised to re-fix it on the day before this meeting. The Chairman agreed to check that this work had been done.
 - There were several graves found which were left proud and needed levelling. **RESOLVED that the gravedigger is asked to level all graves which had been left proud and that in future no grave should be more than 100mm(4inches) above ground level.**

ADMINISTRATION FEES

11. Administration costs were not yet available.

FINANCIAL STATEMENTS

12. Financial Statements to 31 July 2020 were copied to Committee members prior to the videoconference meeting. These were as follows:
 Payments of £1,010.00 including VAT and receipts of £1,165.00 to 31 May 2020
 Payments of £1,859.15 including VAT and receipts of £3,555.00 to 30 June 2020
 Payments of £1,042.16 including VAT and receipts of £4,300.20 to 31 July 2020
RESOLVED that the Financial Statements to 31 May 2020, 30 June 2020 and 31 July 2020 be approved.

BUDGET UPDATE FIGURES AS AT 31 JULY 2020

13. Budget update figures as at 31 July 2020 were as follows:

	BUDGET			
	Budgeted Income	Actual Income to date	Estimated Income - Year	Budgeted Income
	2020/2021	31/07/2020	2020/2021	2021/2022
<u>INCOME</u>				
Burials }	18,000.00	5,780.00	18,000.00	
Reserved Graves }	5,000.00	3,840.00	5,000.00	
Memorials	6,000.00	980.00	6,000.00	
Bank Interest	1,000.00	0.00	1,000.00	
Allowance/Grants	840.00	0.00	840.00	
Administrative Charges		0.00	0.00	
Buy Back Scheme		0.00	0.00	
Council Tax Refund				
Total exc VAT	30,840.00	10,600.00	30,840.00	0.00
VAT Refunds		0.00		
TOTAL inc VAT	30,840.00	10,600.00	30,840.00	0.00
-	Actual Budget	Actual Expenditure	Estimated Expenditure	Budgeted Expenditure
-	2020/2021	31/07/2020	2020/2021	2021/2022
<u>EXPENDITURE</u>				
Maintenance	4,000.00	754.32	4,000.00	
General Admin		0.00		

Buy Back Scheme		0.00		
Burials		0.00		
Grass Cutting	5,250.00	2,100.00	5,250.00	
Council Tax	1,697.94	677.94	1,697.94	
Water	60.00	8.99	60.00	
Audit	300.00	300.00	300.00	
Insurance	1,400.00	0.00	1,400.00	
Haxby TC Admin Costs	3,000.00	0.00	3,000.00	
Miscellaneous/Contingency	500.00	0.00	500.00	
TOTAL exc VAT	16,207.94	3,841.25	16,207.94	0.00
VAT Paid		538.00		
TOTAL inc VAT	16,207.94	4379.25	16207.94	0.00
<u>SURPLUS/DEFECIT (EX VAT)</u>	14,632.06	6,758.75	14,632.06	0.00

The budget figures to 31 July 2020 were copied to Committee members prior to the videoconference meeting and approved.

INTERMENTS AND MEMORIALS

14.

BURIAL MATTERS - 27 May 2020 – 11 August 2020

Interments

John Joseph Gilmartin Plot 23 Grave No: 33 (Reserved)
Susan Janice Childs Plot 32 Grave No: 13 (Reserved)
Jacqueline Mary Ellis Plot 30 Grave No: 73 (Reserved)
Francis Thomas Smith Plot 19 Grave No: 147 (Reserved)
Eric William Mackman Plot 23 Grave No: 58 (Reserved)
Janet Paton Campbell Lockyer Plot 19 Grave No: 134 (Reserved)
Betty Jackson Plot 30 Grave No: 74 Exclusive Right of Burial Certificate No:1990
William Jackson Plot 30 Grave No: 74 (Reserved)
Ann Elizabeth Calvert Plot 26 Grave No: 61 (Reserved)

Interments in Garden of Remembrance

None

Reserved

Plot 30 Grave No: 76 Exclusive Right of Burial Certificate No: 1985
 Plot 30 Grave No: 75 Exclusive Right of Burial Certificate No: 1986
 Plot 32 Grave No: 16 Exclusive Right of Burial Certificate No: 1987
 Plot 32 Grave No: 15 Exclusive Right of Burial Certificate No: 1988
 Plot 30 Grave No: 102 Exclusive Right of Burial Certificate No:1989
 Plot 30 Grave No: 95 Exclusive Right of Burial Certificate No:1991
 Plot 30 Grave No: 93 Exclusive Right of Burial Certificate No:1992
 Plot 30 Grave No: 94 Exclusive Right of Burial Certificate No:1993

Memorials

Philip Knight Plot 15 Grave No: 35
 Jacqueline Mary Ellis Plot 30 Grave No: 73
 Joan Ann Mc Donald Plot 30 Grave No: 77
 Anne Patricia Ward Plot 32 Grave No: 6
 William and Betty Jackson Plot 30 Grave No: 74
 Ruth Jane Catherine Dow Plot 18 Grave No: 43

Additional Inscriptions

Janet Paton Campbell Lockyer Plot 19 Grave No: 134
 Janet Smith Plot 30 Grave No: 87

MATTERS FOR INCLUSION ON THE NEXT AGENDA

15. 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

16. It was agreed that the next videoconference meeting of the Cemetery Committee will take place on Tuesday 13 October 2020 at **6.30pm**.

There being no further business the meeting closed at 11.56am.

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 Chairman

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