

MINUTES of the Haxby and Wigginton Cemetery Committee videoconference meeting held on Tuesday 13 October 2020 at 6.30 pm.

PRESENT:

Cllr D Rice (Chairman)	Cllr S Finch
Cllr N Wyatt	Cllr P Vaughan
Cllr M Harrison	Cllr T Richardson
Mrs J Bell (Deputy Clerk)	

APOLOGIES

1. Apologies were received from Cllr J Gates and Cllr R Denton 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 11 August 2020 be signed as a true and accurate record.**

UPDATE ON PEST CONTROL

4. The Chairman reported that rabbit control during the months of August to October had resulted in 5 rabbits being eliminated. Evidence of mole activity had been reported to the Mole Contractor who visited the cemetery on 26 September 2020 to deal with the matter.

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 old hut would be cleared out as soon as possible but due to the current Coronavirus pandemic the work was on hold.
 - The works to erect a 500mm high rabbit proof fence with gate around the Garden of Remembrance would be carried out before the next cemetery committee meeting.
 - The levelling of the graves with soil, the spraying of weeds and the sewing of grass seed had been completed. This was a Health and Safety matter. The cost of £250.00 plus Vat for spraying the weeds was approved.
 - The hawthorn hedge to the north of the new part of the cemetery (Plot 17 to Plot 28) would be looked at during the next cemetery inspection to consider if replenishing the soil with well rotted mulch was needed.
 - Two quotations had been received for the works to the trees and the tree adjacent to 96 Oaken Grove.

RESOLVED to accept the quotation from J Ulliott for £1,570.00 to carry out necessary work on the trees in the cemetery and to accept the quotation for £380.00 for work to the tree on the boundary of 96 Oaken Grove which included the overhanging branches on the neighbours side. The neighbour to be informed that any future overhanging branches would not be the responsibility of the Cemetery Committee.

- A site for a wildflower area would be considered during the next inspection of the cemetery.
- The tidying and re-bronzing of the statue would take place in the Spring.
- The broken branch hanging down from a tree near to Plot 15 and the large split branch on the same tree had been removed. This was a Health and Safety matter.
- The drain cover had been replaced.
- The trimming of the top and light trim of the side of the hawthorn hedge running alongside Plot 17 to Plot 26 has been done by the Grounds Maintenance Contractor.
- The re-fixing of two memorials (Plot 3 Grave No: 3 and Plot 17 Grave No:42 were in the process of being done. The double book type headstone on Plot 16 Grave No: 8 and 9 found to be loose had now been fixed.
- The gravedigger had been reminded about the graves which were left proud and required levelling.

REQUEST TO PLANT A MEMORIAL DWARF LILAC TREE

6. A request had been received from the family to plant a dwarf lilac tree in the grass area opposite the new cemetery hut in front of plot 30 in memory of a relative interred in Plot 30 Grave No: 79.

RESOLVED that this request is granted on the condition that the ownership of the tree is taken over by the Cemetery Committee for maintenance purposes and the memorial plaque is no larger than 6inches(150mm) high x 8inches(200mm) wide. The wording on the plaque to clearly state that the tree was planted in memory of the family member who is interred in Plot 30 Grave No: 79 and no metal cage is to be erected around the tree.

PERMISSION GRANTED FOR THE BURIAL OF A NON-PARISHIONER CHILD

7. The Chairman reported on permission granted for a non-parishioner child to be buried in Plot 32 Grave No: 18. This was approved.

REQUEST FOR RESERVED CREMATED REMAINS GRAVE

8. A request had been received from a grandmother who is a non-parishioner to reserve a grave for cremated remains to be in the same cemetery as her late granddaughter (buried) and late son-in law (cremated remains) in Plot 8 Grave No: 54.

RESOLVED that this request is granted.

REQUEST FOR CREMATED REMAINS GRAVE

9. A request had been received for a late Auntie who was a non-parishioner to reserve a grave for cremated remains and be interred in the same cemetery as her late niece (buried) and late brother-in law (cremated remains) in Plot 8 Grave No: 54.

RESOLVED that this request is granted.

REQUEST FOR CREMATED REMAINS GRAVE

10. A request had been received for a late daughter who was a non-parishioner to reserve a grave for cremated remains and be interred in the same cemetery as her late mother in Plot 30 Grave No: 92.

RESOLVED that this request is granted.

SCANNING OF DOCUMENTS

11. The Chairman spoke about the current arrangements regarding the scanning of documents. Documents were archived with the City of York Council and the burial register held by them had been scanned. A second burial register had now been completed and the Deputy Clerk was asked to contact the City of York Council to archive and scan this register.

QUOTATION TO CUT THE COPSE AREA

12. A quotation of £200.00 plus VAT had been received from the Grounds Maintenance Contractor to cut the copse area at the rear of the cemetery. This area was not included in the Grounds Maintenance Contract.

RESOLVED to accept the quotation for £200.00 plus VAT for cutting the copse area.

RENEWAL OF ANNUAL INSURANCE

13. The Deputy Clerk reported that the annual insurance for the cemetery had been renewed.

CEMETERY INSPECTION

14. Members of the committee were asked to look round the cemetery a few days prior to the meeting. There was nothing to report.

ADMINISTRATION FEES

15. The Deputy Clerk reported that the administration costs from January 2020 to September 2020 totalled £2,005.60.

FINANCIAL STATEMENTS

16. Financial Statements to 30 September 2020 were copied to Committee members prior to the videoconference meeting. These were as follows:
 Payments of £1,492.79 including VAT and receipts of £635.00 to 31 August 2020
 Payments of £2,942.01 including VAT and receipts of £4,840.00 to 30 September 2020
RESOLVED that the Financial Statements to 31 August 2020 and 30 September 2020 be approved.

BUDGET UPDATE FIGURES AS AT 30 SEPTEMBER 2020

17. Budget update figures as at 30 September 2020 were as follows:

	BUDGET			
	Budgeted Income	Actual Income to date	Estimated Income - Year	Budgeted Income
	2020/2021	30/09/2020	2020/2021	2021/2022
<u>INCOME</u>				
Burials }	18,000.00	10,215.00	18,000.00	
Reserved Graves }	5,000.00	3,840.00	5,000.00	
Memorials	6,000.00	2,020.00	6,000.00	
Bank Interest	1,000.00	880.20	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	16,955.20	30,840.00	0.00
VAT Refunds		0.00		
TOTAL inc VAT	30,840.00	16,955.20	30,840.00	0.00
	Actual Budget	Actual Expenditure	Estimated Expenditure	Budgeted Expenditure
	2020/2021	30/09/2020	2020/2021	2021/2022
<u>EXPENDITURE</u>				
Maintenance	4,000.00	994.32	4,000.00	
General Admin		0.00		
Buy Back Scheme		0.00		

Burials		0.00		
Grass Cutting	5,250.00	4,200.00	5,250.00	
Council Tax	1,697.94	1,017.94	1,697.94	
Water	60.00	21.00	60.00	
Audit	300.00	300.00	300.00	
Insurance	1,400.00	1,322.79	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	7,856.05	16,207.94	0.00
VAT Paid		958.00		
TOTAL inc VAT	16,207.94	8814.05	16207.94	0.00
<u>SURPLUS/DEFECIT (EX VAT)</u>	14,632.06	9,099.15	14,632.06	0.00

The budget figures to 30 September 2020 were copied to Committee members prior to the videoconference meeting and approved.

INTERMENTS AND MEMORIALS

18.

BURIAL MATTERS - 12 August 2020 – 13 October 2020

Interments

Jessie Hall Plot 19 Grave No: 32 (Reserved)
Richard Philip David Hutchinson (Reserved)
June Annette Simmons Plot 30 Grave No: 96 Exclusive Right of Burial Certificate No: 1995
Harry Simmons Plot 30 Grave No: 96 (Reserved)
Susan Taylor Plot 30 Grave No: 49 (Reserved)
Keith Fox Plot 25 Grave NO: 21 (Reserved)
Betty Milner Plot 32 Grave No: 17 Exclusive Right of Burial Certificate No: 1996
Ronald Milner Plot 32 Grave No: 17 (Reserved)
Norman Slight Plot 19 Grave No: 190 (Reserved)
Jean Bone Plot 30 Grave No: 97 Exclusive Right of Burial Certificate No: 1997
Doreen Sollitt Plot 19 Grave No: 29 (Reserved)

Interments in Garden of Remembrance

None

Reserved

Plot 30 Grave No: 115 Exclusive Right of Burial Certificate No:1994

Memorials

John Joseph Gilmartin Plot 23 Grave No: 33
Alan James Bodill Plot 30 Grave No: 78
Eric William Mackman Plot 23 Grave No: 58
George Samuel Freeman Plot 2 Grave No: 66
Lucy Freeman Plot 10 Grave No: 58
Ellie-Jessica Mill Plot 30 Grave No: 98

Additional Inscriptions

Jessie Hall Plot 19 Grave No: 32
Susan Ann Taylor Plot 30 Grave No: 49
Doreen Sollitt, Plot 19 Grave No: 29

MATTERS FOR INCLUSION ON THE NEXT AGENDA

19. 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

20. It was agreed that the next videoconference meeting of the Cemetery Committee will take place on Monday 25 January 2021 at **10.00am**.

There being no further business the meeting closed at 7.16pm.

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Chairman

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