

MINUTES of the Haxby and Wigginton Cemetery Committee Zoom videoconference meeting held on Monday 25 January 2021 at 10.00 am.

PRESENT:

Cllr D Rice (Chairman)	Cllr R Denton
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 S Finch 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 13 October 2020 be signed as a true and accurate record.**

UPDATE ON PEST CONTROL

4. The Chairman reported that rabbit and mole control had taken place during the months of October 2020 to January 2021.

YORKSHIRE LCA CEMETERY AND CHURCHYARD MANAGEMENT SEMINAR

5. Councillor Richardson reported that he had attended the seminar on Cemetery and Churchyard Management in October 2020 and had found it very interesting and informative. A copy of the documents relating to the seminar were copied to members prior to the meeting. It was agreed to find out when the next course is available as it would be very worthwhile for all members of the Cemetery Committee to attend. The Chairman suggested that the Committee meet to look at current procedures being followed to ensure the cemetery is running in accordance with guidelines.

UPDATE ON OUTSTANDING WORKS FROM PREVIOUS CEMETERY INSPECTIONS

6. The Chairman gave an update on the necessary work required following the last cemetery inspection. He reported that:
 - The works to erect a 500mm high rabbit proof fence with gate around the Garden of Remembrance had been halted to enable the Committee to discuss the area around the millennium statue. It was agreed that the Chairman should meet the contractor to modify the layout of the fencing to ensure the statue is kept easily accessible to members of the public.

- Works to the trees in the cemetery and works to the tree adjacent to 96 Oaken Grove were due to start today.
- The tidying and re-bronzing of the statue had mostly been carried out and the work would be completed by Spring 2021.
- The re-fixing of two memorials (Plot 3 Grave No: 3 and Plot 17 Grave No:42) had been carried out.
RESOLVED to accept the cost of £95.00 plus VAT to re-fix each headstone.
- The graves which were left proud had now been levelled at no cost to the cemetery.
- The dwarf lilac tree had been planted opposite the new cemetery hut in front of Plot 30.

REQUEST FOR A MEMORIAL BENCH

7. A request had been received for the mother of the late Joshua Reeson In Pot 32 Grave No: 18 for a memorial bench to be placed near to his grave.
RESOLVED that this request is granted and the bench is to be installed and fixed to the ground with paving slabs by the side of Plot 31 and facing Plot 32 with the roadway between. This being subject to the condition that the Cemetery Committee takes over the ownership of the bench once installed for maintenance purposes.

CEMETERY INSPECTION

8. Members of the committee were asked to look round the cemetery a few days prior to the meeting. Areas of concern were:
- Mole activity but this had been dealt with.
 - Tree work which had not yet been carried out but was due to take place today.
 - Fallen leaves which had become slippery. It was agreed to ask the Grounds Maintenance contractor to carry out the Winter Tidy.

CEMETERY FEES

9. **RESOLVED** that fees payable from 1 April 2021 would not be increased and would remain at the current rate as follows:
- Purchase of Grave Space - £440
 - Interment - £285
 - Purchase of a Cremated Remains Space - £305
 - Interment of Cremated Remains - £140
 - Interment of Cremated remains in Garden of Remembrance – £295
 - Purchase of a Child Space (Under 12) - £140
 - Interment of a Child (Under 12) - £140
 - Headstone - £140
 - Additional Inscription - £70

Fees charged to residents who had gone into care homes but still owned a property in Haxby or Wigginton would be charged the normal rate. Double fees would be charged for non-parishioners although it was agreed that there may be some cases where there are exceptional circumstances and in which case the normal residents fee would be charged.

ADMINISTRATION FEES

10. The Deputy Clerk reported that the administration costs from October 2020 to December 2020 totalled £1,104.00 bring the total charge from January 2020 to December 2020 as £3,109.60.

FINANCIAL STATEMENTS

11. Financial Statements to 31 December 2020 were copied to Committee members prior to the meeting. These were as follows:
 Payments of £8,822.56 including VAT and receipts of £2,425.00 to 31 October 2020
 Payments of £190.00 including VAT and receipts of £6,135.00 to 30 November 2020
 Payments of £178.45 including VAT and receipts of £1,405.00 to 31 December 2020
RESOLVED that the Financial Statements at 31 October 2020, 30 November 2020 and 31 December 2020 be approved.

BUDGET UPDATE FIGURES AS AT 31 DECEMBER 2020

12. Budget update figures at 31 December 2020 were as follows:

	BUDGET			
	Budgeted Income	Actual Income to date	Estimated Income - Year	Suggested Budgeted Income
	2020/2021	31/12/2020	2020/2021	2021/2022
<u>INCOME</u>				
Burials }	18,000.00	16,485.00	18,000.00	19,000.00
Reserved Graves }	5,000.00	5,635.00	5,000.00	6,000.00
Memorials	6,000.00	3,920.00	6,000.00	5,000.00
Bank Interest	1,000.00	880.20	1,000.00	1,000.00
Allowance/Grants	840.00	0.00	840.00	900.00
Administrative Charges		0.00	0.00	
Buy Back Scheme		0.00	0.00	
Council Tax Refund				

Total exc VAT	30,840.00	26,920.20	30,840.00	31,900.00
VAT Refunds		0.00		
TOTAL inc VAT	30,840.00	26,920.20	30,840.00	31,900.00
	Actual	Actual	Estimated	Suggested
	Budget	Expenditure	Expenditure	Budgeted
<u>EXPENDITURE</u>	2020/2021	31/12/2020	2020/2021	Expenditure
				2021/2022
Maintenance	4,000.00	5,480.48	9,284.48	5,000.00
General Admin		0.00		
Buy Back Scheme		0.00		
Burials		430.00		
Grass Cutting	5,250.00	4,900.00	5,250.00	5,250.00
Council Tax	1,697.94	1,527.94	1,697.94	1,700.00
Water	60.00	29.45	60.00	60.00
Audit	300.00	300.00	300.00	300.00
Insurance	1,400.00	1,322.79	1,400.00	1,400.00
Haxby TC Admin Costs	3,000.00	2,005.60	3,109.60	5,000.00
Miscellaneous/Contingency	500.00	0.00	500.00	500.00
TOTAL exc VAT	16,207.94	15,996.26	21,602.02	19,210.00
VAT Paid		2,008.80		
TOTAL inc VAT	16,207.94	18005.06	21602.02	19210.00
<u>SURPLUS/DEFECIT (EX VAT)</u>	14,632.06	10,923.94	9,237.98	12,690.00

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

2021-2022 BUDGET

- The suggested budget for the Financial Year 2021 – 2022 was copied to members of the Committee prior to the meeting and is shown in green in the above figures. The Chairman asked members to consider any projects which

they felt need to be budgeted for. It was agreed to discuss the budget further at the next meeting.

INTERMENTS AND MEMORIALS

14.

BURIAL MATTERS - 14 October 2020 – 25 January 2021

Interments

Joshua Daniel Reeson Plot 32 Grave No: 18 Exclusive Right of Burial Certificate No: 2000
 Jean Rutherford Pulleyn Plot 13 Grave No: 50 (Reserved)
 Ronald Philpott Plot 22 Grave No; 33 (Reserved)
 Norman Pearson Plot 23 Grave No; 39 (Reserved)
 Geoffrey Walters Plot 30 Grave No: 95 (Reserved)
 Marion Valerie Walters Plot 30 Grave No: 95 (Reserved)
 David Harrison Plot 30 Grave No: 114 Exclusive Right of Burial Certificate No: 1999
 Janet Backhouse Plot 30 Grave No: 101 Exclusive Right of Burial Certificate No: 2005
 Janet Smith Plot 30 Grave No: 87 (reserved)
 Peter William Jones Plot 30 Grave No: 113 Exclusive Right of Burial Cert No: 2006
 James Brack Plot 10 Grave No: 75 (Reserved)
 Dorothy Christine Martyn Plot 30 Grave No: 111 (Reserved)
 Barbara Gray Plot 30 Grave No: 115 (reserved)
 Ida Driffield Plot 19 Grave No: 13 (Reserved)
 Rita Beaumont Plot 23 Grave No: 69 (Reserved)
 Ellie-Jessica Mill Plot 30 Grave No: 98 Exclusive Right of Burial Certificate No: 1998

Interments in Garden of Remembrance

None

Reserved

Plot 32 Grave No: 19 Exclusive Right of Burial Certificate No: 2001
 Plot 32 Grave No: 20 Exclusive Right of Burial Certificate No: 2002
 Plot 30 Grave No: 100 Exclusive Right of Burial Certificate No: 2003
 Plot 30 Grave No: 99 Exclusive Right of Burial Certificate No: 2004
 Plot 30 Grave No: 112 Exclusive Right of Burial Certificate No: 2007
 Plot 30 Grave No: 111 Exclusive Right of Burial Certificate No: 2008

Memorials

Jean Bone Plot 30 Grave No: 97
 Vera Henrietta Swanson Plot 22 Grave No: 4
 Geoffrey & Marion Valerie Walters Plot 30 Grave No: 95

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Ronald Bell Plot 21 Grave No: 16
 Barbara Gray Plot 30 Grave No: 115
 Harry and June Simmons Plot 30 Grave No: 96
 Keith Douglas Wrigglesworth Plot 17 Grave No:19
 David Henry Yardley Plot 9 Grave No: 80
 Hilda Yardley Plot 9 Grave No: 81
 Percy Cook Yardley Plot 4 Grave No: 46

Additional Inscriptions

Francis Thomas Smith Plot 19 Grave No: 147
 Keith Fox Plot 25 Grave No: 21
 Norman Slight Plot 19 Grave No 190
 Ronald Philpott, Plot 22 Grave No: 33,34
 Ida Driffield Plot 19 Grave No: 13

One member of the Committee raised concerns about the current situation regarding the Coronavirus Pandemic. Figures released for Wigginton were considered to be the worst in York. One other Councillor pointed out that these figures included the south side of Haxby and were therefore not a true reflection of numbers for Wigginton. It was agreed that further information should be sought on the forecast for numbers of residents in Haxby and Wigginton who were effected by Covid-19, the forecast in deaths and how this would impact on burials in the cemetery.

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 Monday 22 March 2021 at **10.00am**.

There being no further business the meeting closed at 11.03am.

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 Chairman

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