

MINUTES of the Haxby and Wigginton Cemetery Committee Zoom videoconference meeting held on Monday 22 March 2021 at 10.00 am.

PRESENT:

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

Also Present: One member of the public joined the meeting at 10.36am

APOLOGIES

1. There were no apologies.

DECLARATIONS OF INTEREST

2. None.

MINUTES

3. **RESOLVED that the Minutes of the Haxby and Wigginton Cemetery Committee videoconference meeting held via Zoom on 25 January 2021 be signed as a true and accurate record.**

UPDATE ON PEST CONTROL

4. The Chairman reported that no pest control had taken place during the months of February 2021 to March 2021.

WORKS TO TREES IN CEMETERY

5. Discussion regarding this matter was moved to later on in the meeting to enable Committee members to wait for the member of the public to join the meeting.

WILLOW TREE NEAR STATUE

6. The Chairman reported that the Willow tree near to the statue has deteriorated in health since the last inspection was carried out. It had dead branches, fungal brackets and had become very brittle. The Chairman and the Clerk had granted permission for the tree to be pollarded to a 12ft stump to promote healthy growth. The work to the tree was an urgent matter of Health and Safety and would cost £360.00. This was approved and it was agreed that a notice should be erected at a safe distance to the tree to inform members of the public that the tree required urgent work. Red tape would also be used to keep the area around the tree clear.

## 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 Chairman had met the contractor to discuss modifications to the works to erect a 500mm high rabbit proof fence with gate around the Garden of Remembrance. This was done to ensure that the statue was kept easily accessible to members of the public. A revised plan had been sent to members of the committee and the new plan was approved. The Chairman informed the committee that there would be an extra cost involved as additional paving had been added and the fencing would now be pointed to make it more aesthetically pleasing.
  - The Winter tidy had been carried out by the Grounds Maintenance Contractor. He informed the committee that he would check that the wet leaves, which had been stuck to the ground, had been removed and he would report back.

## PERMISSION GRANTED FOR BURIAL OF NON-PARISHIONER COUPLE

8. The Chairman reported on permission granted for a non-parishioner couple to be buried in Plot 32 Grave No's 23 and 24. This was approved.

## EMPTYING OF COMPOUNDS

9. The Chairman reported on the current debris in the compounds.  
**RESOLVED to arrange the compounds to be emptied by a local farmer before they got too full.**

## CEMETERY INSPECTION

10. Members of the committee were asked to look round the cemetery a few days prior to the meeting. Areas of concern were:
- A memorial wooden marker with brass plaque had been found in the compound near the old cemetery hut. The Deputy Clerk was asked to contact the Funeral Director to arrange for it to be removed.
  - A gap had appeared in the hedge by the kissing gate at the front entrance to the cemetery. A discussion took place regarding filling in the gap. It was felt that a new wider kissing gate would be the best solution as the existing kissing gate was in a poor state of repair and it was also very narrow. It was agreed to ask the Clerk to advertise for a joiner on the Haxby Town Council Facebook page and copy the advert onto the Haxby Facebook page and report back to the next Cemetery Committee meeting with a list of available joiners.
  - The metal catch on the wooden gates at the Oaken Grove entrance was very bent and the hole in the tarmac for the bolt was no longer visible. It was agreed to leave them for the time being. Councillor Richardson agreed to go and inspect them.

- The new bench near to Plot 32 Grave No: 18 had been put in place and looked very nice. Two LED lights had also been placed either side of the bench.

### WORKS TO TREES IN CEMETERY

11. The Chairman reported that the works to the trees in the cemetery had been carried out as a matter of Health and Safety. This was done following an Inspection Report which had been carried out by a qualified tree surgeon. Haxby Town Council had referred a complaint onto the Cemetery Committee from a resident whose property backs onto the cemetery. The Deputy Clerk had also received a similar complaint from the wife of the gentleman who had complained to the Council. Both residents were upset that the work had been carried out on a large tree adjacent to the rear of his property without prior notification. They were also upset that the work to the tree had created a considerable amount of noise and there was a large amount of debris which had fallen into their garden causing them a lot of time and effort to clear away. Committee members agreed that in future residents should be contacted by means of a leaflet drop to warn them about any tree work which was due to be carried out and the leaflet would include a contact number to phone if any debris caused by the tree work needed to be cleared away by the contractor.

At this point, the gentleman who had made the complaint to the Council joined the meeting and the Chairman then suspended the meeting to enable him to speak to the Committee. The Chairman informed the gentleman of the agreement which had just been made by the committee. The gentleman commented that he would have liked this arrangement to have taken place in the first instance, but he was happy with the new agreement. The gentleman then left the meeting. The meeting then re-commenced.

### COVID-19 PANDEMIC FIGURES FOR HAXBY AND WIGGINTON

12. The latest ONS figures released for the period March 2020 to February 2021 showed that the number of deaths related to Covid-19 for Haxby and Wigginton totalled 25. The Deputy Clerk reported that the number of burials relating to Covid-19 which had taken place in the Haxby and Wigginton Cemetery for the same period was 3. The York Registry Office had been contacted to ask for the total number of deaths for Haxby and Wigginton Middle Layer Super Output Areas (MSOA) for the last five years' but a reply had not been received. The Deputy Clerk reported that the number of burials, including the interment of cremated remains, figures for the last five years for the Haxby and Wigginton Cemetery were:

2016-2017 – 49	2019-2020 – 38
2017-2018 – 47	2020-2021 – 52
2018-2019 – 50	

The committee concluded that the impact on the cemetery during the Coronavirus pandemic had been lower than expected.

ADMINISTRATION FEES

13. The Deputy Clerk reported that the administration costs from January 2021 to March 2021 totalled £1,140.80 bring the total charge from January 2020 to March 2021 as £4,250.40.

FINANCIAL STATEMENTS

14. Financial Statements to 28 February 2021 were copied to Committee members prior to the meeting. These were as follows:  
 Payments of £2,326.32 including VAT and receipts of £2,195.00 to 31 January 2021  
 Payments of £1,950.00 No VAT and receipts of £7,920.80 to 28 February 2021  
**RESOLVED that the Financial Statements to 31 January 2021 and 28 February 2021 be approved.**

BUDGET UPDATE FIGURES AS AT 28 FEBRUARY 2021

15. Budget update figures to 28 February 2021 were as follows:

	<b>BUDGET</b>			
	<b>Budgeted Income</b>	<b>Actual Income to date</b>	<b>Estimated Income - Year</b>	<b>Proposed Budgeted Income</b>
	<b>2020/2021</b>	<b>28/02/2021</b>	<b>2020/2021</b>	<b>2021/2022</b>
<b><u>INCOME</u></b>				
Burials }	18,000.00	23,195.00	23,195.00	19,000.00
Reserved Graves }	5,000.00	6,380.00	6,380.00	6,000.00
Memorials	6,000.00	4,690.00	6,000.00	5,000.00
Bank Interest	1,000.00	880.20	1,000.00	1,000.00
Allowance/Grants	840.00	840.00	840.00	900.00
Administrative Charges		0.00	0.00	
Buy Back Scheme		0.00	0.00	
Council Tax Refund				
<b>Total exc VAT</b>	<b>30,840.00</b>	<b>35,985.20</b>	<b>37,415.00</b>	<b>31,900.00</b>
VAT Refunds		1,050.80		
<b>TOTAL inc VAT</b>	<b>30,840.00</b>	<b>37,036.00</b>	<b>37,415.00</b>	<b>31,900.00</b>

	Actual	Actual	Estimated	Proposed Budgeted Expenditure
	Budget	Expenditure	Expenditure	Expenditure
<b>EXPENDITURE</b>	<b>2020/2021</b>	<b>28/02/2021</b>	<b>2020/2021</b>	<b>2021/2022</b>
Maintenance	4,000.00	7,494.80	9,284.48	5,000.00
General Admin		0.00		
Buy Back Scheme		0.00		
Burials		1,050.00		
Memorials		330.00		
Grass Cutting	5,250.00	4,900.00	5,250.00	5,250.00
Council Tax	1,697.94	1,697.94	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	3,109.60	3,109.60	5,000.00
Miscellaneous/Contingency	500.00	0.00	500.00	500.00
<b>TOTAL exc VAT</b>	<b>16,207.94</b>	<b>20,234.58</b>	<b>21,602.02</b>	<b>19,210.00</b>
VAT Paid		2,046.80		
<b>TOTAL inc VAT</b>	<b>16,207.94</b>	<b>22281.38</b>	<b>21602.02</b>	<b>19210.00</b>
<b><u>SURPLUS/DEFECIT (EX VAT)</u></b>	<b>14,632.06</b>	<b>15,750.62</b>	<b>15,812.98</b>	<b>12,690.00</b>

The budget figures to 28 February 2021 were copied to Committee members prior to the meeting and approved.

#### 2021-2022 BUDGET

16. **RESOLVED that the proposed budget as shown in green in item 15 was approved subject to the budgeted income for burials being increased from £19,000 to £23,000 and the budgeted expenditure for maintenance being increased from £5,000 to £6,500.**

INTERMENTS AND MEMORIALS

17.

BURIAL MATTERS - 26 January 2021 – 22 March 2021Interments

George Christopher Sharp Plot 23 Grave No: 9 (Reserved)

Stuart Kemp Baker Plot 30 Grave No: 110 Exclusive Right of Burial Certificate No: 2009

Leslie Webb Plot 19 Grave No: 43 (Reserved)

Michael Laister Plot 32 Grave No: 21 Exclusive Right of Burial Certificate No: 2010

Michael Robert Denton Plot 32 Grave No: 23 Exclusive Right of Burial Certificate No: 2012

June Mavis Denton Plot 32 Grave No: 24 Exclusive Right of Burial Certificate No: 2013

Bernadette Barham Plot 32 Grave No: 25 Exclusive Right of Burial Certificate No: 2014

Sheila Evelyn Lyon Plot 30 Grave No: 104 Exclusive Right of Burial Certificate No: 2017

David Wilcox Archibald Plot 30 Grave No: 52 (Reserved)

Audrey Barbara Archibald Plot 30 Grave No: 52 (Reserved)

Interments in Garden of Remembrance

None

Reserved

Plot 30 Grave No: 138 Exclusive Right of Burial Certificate No: 2015

Plot 30 Grave No: 103 Exclusive Right of Burial Certificate No: 2016

Memorials

Janet Backhouse Plot 30 Grave No: 101

Ronald and Betty Milner Plot 32 Grave No: 17

(Dorothy) Christine Martyn Plot 30 Grave No: 111

Rita McMonies Plot 21 Grave No: 41

Rita Beaumont Plot 23 Grave No's 69,68 (centred)

Stuart Kemp Baker Plot 30 Grave No: 110

Peter William Jones Plot 30 Grave No: 113

Joan Sylvia Bush Plot 32 Grave No: 1

David Benjamin Harrison Plot 30 Grave No: 114

Additional Inscriptions

Leslie Webb Plot 19 Grave No: 43

John Joseph Albert Cook Plot 19 Plot 95

22 March 2021

MATTERS FOR INCLUSION ON THE NEXT AGENDA

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

DATE OF NEXT MEETING

19. It was agreed that the next meeting of the Cemetery Committee will take place on Monday 24 May 2021 at **10.00am**. The Committee is to meet during the week prior to this at the cemetery to carry out a Topple Test.

There being no further business the meeting closed at 11.04am.

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Chairman

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