

MINUTES of the Haxby and Wigginton Cemetery Committee meeting held on Monday 24 May 2021 in The Old School House, Wigginton, at 10.00 am.

PRESENT:

Cllr D Rice (Chairman)	Cllr S Finch
Cllr N Wyatt	Cllr R Denton
Cllr M Harrison	Cllr T Richardson
Cllr P Lakey	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. None.

DECLARATIONS OF INTEREST

3. None.

MINUTES

4. **RESOLVED that the Minutes of the Haxby and Wigginton Cemetery Committee videoconference meeting held via zoom on 22 March 2021 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 Lakey and Cllr J Gates.

UPDATE ON PEST CONTROL

6. The Chairman reported that rabbit and mole control had taken place during the Months of April 2021 to May 2021.

UPDATE ON OUTSTANDING WORKS FROM PREVIOUS CEMETERY INSPECTIONS

7. The Chairman gave an update on the necessary work required following the last cemetery inspection. The following was reported:
 - The Chairman updated members of the committee regarding the modifications to the works to erect a rabbit proof fence with gate around the Garden of

Remembrance. The fencing would now be horizontal as opposed to upright to cut down on the cost of wood, as supplies were harder to obtain due to the covid pandemic. An extra gate would be erected to fill in the gap between the fence and the hedge. This gate would be made wide enough for the Grounds Maintenance Contractor to gain access to cut the grass and for wheelchair users to gain access to the Garden of Remembrance. Paving slabs would now be laid up to and around the statue.

RESOLVED to accept the additional cost of £742 plus VAT for the extra paving slabs.

- The Winter tidy had been carried out by the Grounds Maintenance Contractor and the wet leaves had been removed. The cost of £350.00 plus Vat was approved but it was agreed that in future the Grounds Maintenance Contractor should provide a quotation before the work is carried out.
- The committee viewed the contents of the old hut during the site visit on 18th May 2021. Several items needed to be removed and either recycled or thrown out. It was agreed to recycle as much as possible before ordering a skip. The skip would also be used to empty the compounds.
- A site for a wildflower area was discussed and it was agreed that there was no need to establish an additional site as the far end of the cemetery was already left to grow wild.
- The hawthorn hedge to the north of the new part of the cemetery (Plot 17 to Plot 28) was growing back nicely and it was agreed that no further action was required.
- The memorial wooden marker found in the compound near the old cemetery had been removed by the Funeral Director.
- An advert for a joiner, to replace the kissing gate at the front entrance of the cemetery, had been placed on the Haxby Town Council Facebook page. No joiners had come forward. The Deputy Clerk was asked to contact joiners to provide quotations.
- 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. Councillor Richardson agreed to go and inspect them.
- The Chairman reported that the urgent works to the Willow tree by the statue had been carried out.

REQUEST FROM RESIDENT TO CUT HEDGE

8. The Chairman reported that an elderly resident, living in a property on Oaken Grove and whose garden backs onto the cemetery, had asked for the cemetery hedge to be cut back from his side of the boundary. The Committee were sympathetic with the request but agreed that it was the responsibility of the owner to cut back the hedge which had grown over his side of the boundary. The Deputy Clerk was asked to contact the Grounds Maintenance Contractor to discuss the cost of cutting the hedge from the residents side of the boundary and ask for a preferential rate for the resident to be charged.

BROKEN TAP IN OLD PART OF CEMETERY

9. The Chairman reported that the tap near to Plot 4 was not working and had to be mended. This was an urgent Health and Safety matter.

REQUEST FOR RESERVED GRAVES

10. A request had been received from a resident to reserve two graves for her and her husband but asked for permission from the committee to reserve two more graves for her sons who are non-residents. The resident was already aware that there is a double fee charged for non-residents.
RESOLVED that this request is granted.

CEMETERY INSPECTION

11. Some members of the Committee carried out an inspection of the cemetery as well as a topple test on 18th May 2021. The following issues were noted for action:
- There was a small, variegated holly tree in the Garden of Remembrance which had grown up into a larger tree. The Deputy Clerk was asked to contact Trevor Coates to arrange for it to be removed as it had become misshapen and spindly. It was agreed to consider planting a replacement holly tree in a more suitable location in the cemetery. The location to be decided during the next site visit.
 - There were a number of neglected old, unattended plant containers scattered around the cemetery. The Chairman and Cllr R Denton agreed to arrange to meet at the cemetery to inspect and remove them.
 - Three headstones in the old part of the cemetery were found to be loose to the ground and in need of re-fixing. Two of the headstones were laid down as they were found to be completely unstable and unsafe. This was done as a matter of Health and Safety.

ANNUAL FIGURES FOR DEATHS FOR 2000-2021 FOR HAXBY AND WIGGINTON

12. ONS (Office for National Statistics) figures released for the period 2000 to 2017 were copied to members prior to the meeting. Statistics relating to figures for the period 2018 to 2021 were not available on the ONS site. The figures, which were available showed that the average deaths per annum for the Haxby and Wigginton Ward were 144 compared with the average figure of 50 per annum for interments in the Haxby and Wigginton Cemetery. The results showed that only a third of residents in Haxby and Wigginton are interred in the cemetery. Committee members agreed that the figures were a lot lower than expected.

ACQUISITION OF LAND TO EXTEND THE CEMETERY

13. An estimation of the length of time the cemetery had before it was at full capacity was circulated to members of the committee prior to the meeting. Figures showed that it would take approximately 16 years, plus a further 8 years using the unconsecrated land for the cemetery to be at full capacity. Members agreed that it was time to start looking into the acquisition of land for future use for the cemetery. The Committee were reminded that a strip of land had already been identified for the cemetery in the City of York Council Draft Local Plan. The Deputy Clerk was asked to write to the City of York Council to ask for an update to enable the Cemetery Committee to start making plans for the extension of land required for the cemetery.

ADMINISTRATION FEES

14. Administration costs from April 2021 to May 2021 totalled £754.40.

FINANCIAL STATEMENTS

15. The Financial Statement to 31 March 2021 detailing payments of £1,150.28 including VAT and receipts of £2,915.00 and to 30 April 2021 detailing payments of £531.50 No VAT and receipts of £2,885.00 were copied to Committee members prior to the meeting.

RESOLVED that the Financial Statements to 31 March 2021 and 30 April 2021 be approved.

BUDGET FIGURES FOR THE YEAR ENDING 31 MARCH 2021

16. Budget figures as at 31 March 2021 were as follows:

	BUDGET			
	Budgeted Income	Actual Income to date	Estimated Income - Year	Budgeted Income
	2020/2021	31/03/2021	2020/2021	2021/2022
<u>INCOME</u>				
Burials }	18,000.00	24,480.00	24,480.00	23,000.00
Reserved Graves }	5,000.00	6,820.00	6,820.00	6,000.00
Memorials	6,000.00	5,880.00	5,880.00	5,000.00
Bank Interest	1,000.00	880.20	880.20	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				

Total exc VAT	30,840.00	38,900.20	38,900.20	35,900.00
VAT Refunds		1,050.80	1,050.80	
TOTAL inc VAT	30,840.00	39,951.00	39,951.00	35,900.00
	Actual	Actual	Estimated	Budgeted
	Budget	Expenditure	Expenditure	Expenditure
<u>EXPENDITURE</u>	2020/2021	31/03/2021	2020/2021	2021/2022
Maintenance	4,000.00	7,494.80	7,494.80	6,500.00
General Admin		0.00	0.00	
Buy Back Scheme		0.00	0.00	
Burials		1,050.00	1,050.00	
Memorials		330.00	330.00	
Grass Cutting	5,250.00	4,900.00	4,900.00	5,250.00
Council Tax	1,697.94	1,697.94	1,697.94	1,700.00
Water	60.00	38.93	38.93	60.00
Audit	300.00	300.00	300.00	300.00
Insurance	1,400.00	1,322.79	1,322.79	1,400.00
Haxby TC Admin Costs	3,000.00	4,250.40	4,250.40	5,000.00
Miscellaneous/Contingency	500.00	0.00	0.00	500.00
TOTAL exc VAT	16,207.94	21,384.86	21,384.86	20,710.00
VAT Paid		2,046.80	2,046.80	
TOTAL inc VAT	16,207.94	23,431.66	23,431.66	20,710.00
<u>SURPLUS/DEFECIT</u> (EX VAT)	14,632.06	17,515.34	17,515.34	15,190.00

The end of year budget figures to 31 March 2021 were circulated to Committee members prior to the meeting and approved.

BUDGET FIGURES AS AT 30 APRIL 2021

Budget update figures as at 30 April 2021 were as follows:

	BUDGET			
	Budgeted Income	Actual Income to date	Estimated Income - Year	Budgeted Income
	2021/2022	30/04/2021	2021/2022	2022/2023
<u>INCOME</u>				
Burials }	23,000.00	1,460.00	23,000.00	
Reserved Graves }	6,000.00	305.00	6,000.00	
Memorials	5,000.00	1,120.00	5,000.00	
Bank Interest	1,000.00	0.00	1,000.00	
Allowance/Grants	900.00	0.00	900.00	
Administrative Charges		0.00	0.00	
Buy Back Scheme		0.00	0.00	
Council Tax Refund				
Total exc VAT	35,900.00	2,885.00	35,900.00	0.00
VAT Refunds		0.00		
TOTAL inc VAT	35,900.00	2,885.00	35,900.00	0.00
	Actual Budget	Actual Expenditure	Estimated Expenditure	Budgeted Expenditure
	2021/2022	30/04/2021	2021/2022	2022/2023
<u>EXPENDITURE</u>				
Maintenance	6,500.00	360.00	6,500.00	
General Admin		0.00		
Buy Back Scheme		0.00		
Burials		0.00		
Grass Cutting	5,250.00	0.00	5,250.00	
Council Tax	1,700.00	171.50	1,700.00	
Water	60.00	0.00	60.00	
Audit	300.00	0.00	300.00	
Insurance	1,400.00	0.00	1,400.00	
Haxby TC Admin Costs	5,000.00	0.00	5,000.00	
Miscellaneous/Contingency	500.00	0.00	500.00	
TOTAL exc VAT	20,710.00	531.50	20,710.00	0.00

VAT Paid		0.00		
TOTAL inc VAT	20,710.00	531.50	20710.00	0.00
<u>SURPLUS/DEFECIT (EX VAT)</u>	15,190.00	2,353.50	15,190.00	0.00

The budget figures to 30 April 2021 were circulated to Committee members prior to the meeting and approved.

ANNUAL INTERNAL AUDIT REPORT

17. The annual audit report had been copied to members of the Committee prior to the meeting. It was noted that although the VAT had been claimed by post it had not been received. It was recommended by the Internal Auditor to re-claim the VAT online. The report was **RECEIVED**.

ANNUAL ACCOUNTS

18. The 2020/2021 annual accounts were copied to Committee prior to the meeting and were **RECEIVED**. It was agreed for them to be signed by the Chairman and Clerk.

INTERMENTS AND MEMORIALS

19.

BURIAL MATTERS - 23 March 2021 – 24 May 2021

Interments

Maurice Bradford Plot 30 Grave No: 103 (reserved)
 Teddy Jones Plot 30 Grave No: 105 Exclusive Right of Burial Certificate No: 2018
 Ronald George Osguthorpe Plot 16 Grave No: 33 (Reserved)
 Jean Alice Finn Plot 21 Grave No: 6 (Reserved)

Interments in Garden of Remembrance

None

Reserved

Plot 32 Grave No: 26 Exclusive Right of Burial Certificate No: 2019
 Plot 30 Grave No: 106 Exclusive Right of Burial Certificate No: 2020
 Plot 30 Grave No: 107 Exclusive Right of Burial Certificate No: 2021 (date of interment awaited)

24 May 2021

Plot 30 Grave No: 116 Exclusive Right of Burial Certificate No: 2022 (date of interment awaited)

Memorials

Sheila Lyon Plot 30 Grave No: 104
 Ann Elizabeth Calvert Plot 25 Grave No: 61
 David and Audrey Archibald Plot 30 Grave No: 52
 Joshua Daniel Reeson Plot 32 Grave No: 18.
 Robert Denton Plot 5 Grave No: 57
 John Raymond Denton Plot 8 Grave No: 61
 Helena Denton Plot 9 Grave No: 42
 Michael Robert and June Mavis Denton Plot 32 Grave No's: 23,24
 John Paul Hysted Plot 30 Grave No: 138 (CR not yet interred)
 Maurice Bradford Plot 30 Grave No: 103
 Keith Raymond Vasey Plot 30 Grave No: 64
 Jean Alice Finn Plot 21 Grave No: 6

Additional Inscriptions

None

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 meeting.

DATE OF NEXT MEETING

21. It was agreed that the next meeting of the Cemetery Committee will take place on Monday 19 July 2021 in The Old School House, Wigginton at **10.00am**. The Committee also agreed to meet on Tuesday 13th July 2021 at the cemetery at 10.00am to carry out a general inspection.

There being no further business the meeting closed at 10.58am.

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 Chairman

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