

MINUTES of the Haxby and Wigginton Cemetery Committee meeting held on Monday 19 July 2021 in The Old School House, Wigginton, at 10.00am.

PRESENT:

Cllr D Rice (Chairman)	Cllr S Finch
Cllr N Wyatt	Cllr R Denton
Cllr M Harrison	Cllr J Gates
Mr Mark Scott (Clerk)	

APOLOGIES

1. Cllr T Richardson

DECLARATIONS OF INTEREST

2. None.

MINUTES

3. **RESOLVED that the Minutes of the Haxby and Wigginton Cemetery Committee meeting held on 24 May 2021 be signed as a true and accurate record.**

UPDATE ON PEST CONTROL

4. The Clerk reported that rabbit control had taken place on 6 June 2021.

UPDATE ON OUTSTANDING WORKS FROM PREVIOUS CEMETERY INSPECTIONS

5. The Chairman gave an update on the necessary work required following the last cemetery inspection. The following was reported:
 - The rabbit proof fence had been completed and is good.
 - The old hut – Cllr Denton looking to get the corrugated sheeting moved. No need for a skip as yet. – Delete from agenda.
 - Metal catch on wooden gate – Done – Delete from agenda.
 - Holly tree in garden of remembrance – Done – Delete from agenda.
 - Neglected old and unattended plant containers – Done – Delete from agenda.
 - Three loose headstones reported at last meeting have been repaired.

REQUEST FROM RESIDENT TO CUT HEDGE

6. A hedge, which backs on to a resident's house, was discussed. The Clerk was asked to chase up a price which would be charged for cutting the hedge.

SOIL MOUND

7. A suggestion from a resident to put a three-sided fence around the soil mound at the cemetery was discussed. The committee agreed that no action was required at present but the area would be viewed at the committee's next cemetery inspection.

KISSING GATE AT MOOR LANE ENTRANCE

8. Quotes to repair the kissing gate at the Moor Lane entrance was discussed. **RESOLVED that the quote received from Trevor Coates of £350 inclusive of all materials and labour was accepted.**

INSURANCE CLAIM IN RESPECT OF BENCH THAT COLLAPSED

9. The chairman advised the committee about a claim made against the cemetery for compensation following a bench collapsing underneath a man who sat on it. He explained that the claim was in the hands of Zurich Insurance.

FAMILY TO WHOM COLLAPSED BENCH BELONGS

10. The Clerk reported that the office had tried to contact the family who had originally installed the bench which had collapsed, but without success.

REQUESTS TO PURCHASE CREMATED REMAINS SPACE (1)

11. The committee heard a request from a resident of Wigginton asking for permission to have his father's ashes interred in the cemetery. The request had to be put to the committee, as his father, Mr Derek Williamson, was no longer a resident of Haxby or Wigginton. **The request was APPROVED.**

REQUESTS TO PURCHASE CREMATED REMAINS SPACE (2)

12. The committee heard a request from a resident of New Earswick asking for permission to have her husband's ashes interred in the cemetery. The request had to be put to the committee, as neither her nor her late husband, Mr Gerard Morgan, are residents of Haxby or Wigginton. **The request was APPROVED.**

REQUESTS TO PLACE BENCH IN CEMETERY

13. The clerk reported that a request to place a commemorative bench in the cemetery had been received but at this stage there was insufficient information on which to base a decision.

FINDINGS DURING CEMETERY INSPECTION

14. The Chairman presented the committee with a list of items following a cemetery site visit undertaken on Tuesday 13th July 2021. Included in this was a map of the cemetery showing the positions of all seats within the cemetery with reference numbers. The following was reported:
- All 21 seats required cleaning.
 - Seat 5 needed securing to the paving flags.
 - Seats 9,12 and 17 need monitoring.
 - Seat 15 needs protruding nails hammered down.
 - Seat 16 is not worth repairing and needs removing soon.
 - Seat 19 needs new treated wooden slats and to be repositioned to replace seat 16.
 - Seat 20 needs new wooden slats.
 - Overhanging tree, plot 1, on right at Moor Lane end of cemetery needs branches removing.
 - Willow tree branches impeding access from old part of cemetery to new part needs cutting back.
 - Perimeter hedge overhanging footpath needs cutting back after August and also low overhanging tree branches removed.
 - Bush adjacent to grave of Charley Driffield to be removed.
 - Weed killing required on Plots 1 to 6 and around perimeter of seats 4 to 11.
 - The next of kin who have shrubs in the Garden of Remembrance are to be contacted to be asked to remove the individual fences surrounding their shrubs.
 - Headstones: Plot 9 Grave 13 – Annie Hursaw (laid flat) and Plot 9 Grave 17 – Judith Mary Ward both need repairing.

ACQUISITION OF LAND FOR CEMETERY EXPANSION

15. It was agreed that as the City of York Local Plan was still being formulated that the discussion on acquiring further land for the expansion of the cemetery should be put on hold at this stage.

BANK SIGNATORIES

16. **RESOLVED that Cllr J Gates should be added to the bank mandate as an authorised signatory.**

ADMINISTRATION FEES

17. Administration costs from April 2021 to May 2021 totalled £754.40. At the time of the meeting no further administration costs had been processed.

FINANCIAL STATEMENTS AS AT 31 MAY 2021 AND 30 JUNE 2021

18. The Financial Statement to 31 May 2021 detailing payments of £2045.00 including VAT and receipts of £1445.00 and to 30 June 2021 detailing payments of £4380.72 including VAT and receipts of £6384.29 were copied to Committee members prior to the meeting.
RESOLVED that the Financial Statements to 31 May 2021 and 30 June 2021 be approved.

BUDGET TO ACTUAL FIGURES AS AT 30 JUNE 2021

19.

	Budgeted Income	Actual Income to date	Estimated Income - Year
	2021/2022	30/06/2021	2021/2022
<u>INCOME</u>			
Burials }	23,000.00	3,335.00	23,000.00
Reserved Graves }	6,000.00	3,825.00	6,000.00
Memorials	5,000.00	1,610.00	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	8,770.00	35,900.00
VAT Refunds		1,944.29	
TOTAL inc VAT	35,900.00	10,714.29	35,900.00
-	Actual	Actual	Estimated
-	Budget	Expenditure	Expenditure
<u>EXPENDITURE</u>	2021/2022	30/06/2021	2021/2022
Maintenance	6,500.00	3,828.50	6,500.00
General Admin		10.00	
Buy Back Scheme		0.00	
Burials		0.00	
Grass Cutting	5,250.00	700.00	5,250.00

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Council Tax	1,700.00	521.50	1,700.00
Water	60.00	9.12	60.00
Audit	300.00	300.00	300.00
Insurance	1,400.00	0.00	1,400.00
Haxby TC Admin Costs	5,000.00	754.40	5,000.00
Miscellaneous/Contingency	500.00	0.00	500.00
TOTAL exc VAT	20,710.00	6,123.52	20,710.00
VAT Paid		833.70	
TOTAL inc VAT	20,710.00	6957.22	20710.00
<u>SURPLUS/DEFECIT (EX VAT)</u>	15,190.00	2,646.48	15,190.00

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

INTERMENTS AND MEMORIALS

20.

BURIAL MATTERS - 25 May 2021 – 19 July 2021

Interments

Debra Gray Plot 30 Grave No: 116 (reserved)
 Cecilia Barker Plot 32 Grave No: 28 Exclusive Right of Burial Certificate No: 2023
 Malcolm Trevor (Mac) Wharam Plot 32 Grave No: 26 (reserved)
 Keith Raymond Vasey Plot 30 Grave No: 64
 Jeffrey George Christopher Brown Plot 19 Grave 26
 Kenneth Roger Everton Plot 32 Grave 29
 Wilfred Pooleman Plot 14 Grave 82

Interments in Garden of Remembrance

None

Reserved

Plot 32 Grave No: 27 Exclusive Right of Burial Certificate No: 2024
 Plot 32 Grave No: 33 Exclusive Right of Burial Certificate No: 2025

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Plot 32 Grave No: 34 Exclusive Right of Burial Certificate No: 2026
Plot 32 Grave No: 35 Exclusive Right of Burial Certificate No: 2027
Plot 32 Grave No: 36 Exclusive Right of Burial Certificate No: 2028

Memorials

Debra Gray Plot 30 Grave No: 116
James Kenneth Banks Plot 21 Grave No: 68

Additional Inscriptions

Kathleen Timmis Plot 24 Grave No: 47,48

ERS FOR INCLUSION ON THE NEXT AGENDA

21. 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

22. It was agreed that the next meeting of the Cemetery Committee will take place on Monday 20 September 2021 in The Old School House, Wigginton at **10.00am**. The Committee also agreed to meet on Monday 13th September 2021 at the cemetery at 10.00am to carry out a general inspection.

There being no further business the meeting closed at 10.55am.

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Chairman

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