## WEST HOE CEMETERY MANAGEMENT COMMITTEE

## The Jubilee Hall, Little Shore Lane, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee Tuesday 30<sup>th</sup> January 2018 at 6.00 pm in the Jubilee Hall, Little Shore Lane, Bishop's Waltham.

<b>Present:</b> Committee Members:		Cllr Mrs P Clive Cllr Mrs J Mars Cllr Mr R Howe Cllr A Rankine Cllr T Wilson Cllr J Woodma	sh 2	Chairman Vice Chairman		
Ex-officio Members:		None				
Non-Committee Members:		None				
Also in attendance:		Mrs L Edge		Clerk		
Members of the public:		None				
WH17/56	<b>To receive and accept apologies for non-attendance.</b> All members of the Committee were present. Apologies were received from Mr Metcalfe, ex-officio member of the Committee.					
WH17/57	To receive any Declarations of Disclosable Pecuniary and Non-Pecuniary Interest relating to items on the agenda. None relating to the business of the meeting.					
WH17/58	<b>To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.</b> All Councillors – agenda item 15.					
WH17/59	Public Session (for information only). No members of the public were present.					
WH17/60	To approve the minutes of the meeting of the 12 <sup>th</sup> December 2017. Resolved: to approve the minutes of the meeting of the 12 <sup>th</sup> December 2017. Proposed: Cllr Mrs Marsh Seconded: Cllr Howe All in favour.					
WH17/61	Actions Arising from the meeting of the 12 <sup>th</sup> December 2017.					
	Noted. WH17/37(ii) N	ew leaflet	Agenda item ne	ext meeting	Action: Clerk	
WH17/62	i) To approve p Attached for a Resolved: to a Proposed: Cllr Seconded: Cllr All in favour.	pproval. pprove the payn Howe Rankine ancial Position y				

Attached for acceptance.	
Resolved: to accept the Bank Reconciliations, November and Dec	cember 2017.
Proposed: Chairman	
All in favour.	
iv) To consider Cash Flow forecast.	
Attached for consideration.	
Noted that the Committee may have to pay business rates in the n	next financial year.
Resolved: to request the balance of the funding requested from t Bishop's Waltham Parish Council £4,000 and Swanmore Parish Co paid before the end of the financial year.	
Proposed: Chairman All in favour	Action: Clerk
All In Tavour	Action: Clerk
Natural Burial Site for Ashes.	
Recommendations from the working party for consideration.	
Discussion Points:	
Size of area and amount/type of seed to be purchased.	
Relatives to be given list of spring and autumn bulbs to be planted	near to interments.
Resolved: to instruct the working party to continue with the prop	posed actions to provide a
natural burial site for ashes. To give the working party the author	rity to spend up to £600 for
wildflower seeds and the weedkilling and rotivation of the site.	
Proposed: Cllr Howe	
Seconded: Cllr Mrs Clive	
All in favour.	Action: Wkg p
Pet cemetery.	
Update from the Clerk.	
Discussion points:	
Comments received on the proposal – majority in favour.	
Need for fencing or hedging to delineate the site.	
Size of plot, plaque and headstones – agreed as 1ft sq. plot with ei	ither a plaque (no bigger tha
the plot) or a headstone (no taller than 1ft).	
Further discussions to be held on the type of animal ashes accepta	able and the proposed costs.
Resolved: to obtain quotations for box hedging and fencing to de	elineate the site.
Proposed: Cllr Howe	
Seconded: Cllr Rankine	
All in favour.	Action: Clerk
Correspondence: Valuation Office Agency.	
Business rates.	
For consideration.	
Following the visit to the cemetery by the District Valuer the Clerk	had received a financial
statement from WCC in regard to the business rates for the site.	
The demand for $\pm$ 4,669 had been challenged by the Clerk and furth	her information sent to WCC
allow them to review the request.	net information sent to wee
The Committee agreed to wait for the response from WCC before	taking any further action sur
as requesting support from the instruct i ounching to rep	
as requesting support from the District Councillors, applying for sn paying in instalments	
paying in instalments.	

WH17/63

WH17/64

WH17/65

WH17/66

Requests for future agenda items (for information only). i) Review of charges. ii) Pet cemetery iii) Consideration of expansion to other parishes.	Action: Clerk
<b>Date of next meeting.</b> Tuesday 13 <sup>th</sup> March 2018 at 6.00pm at the Jubilee Hall.	
Motion for confidential business: The Chairman then moved: "That in view of the confidential nature of the business about to be transact commercially sensitive matters as detailed below it is in the public interest to the press be temporarily excluded, and they are instructed to withdraw."	•
Grounds Maintenance Contract. To consider the tenders received. Discussion points: 15 invites sent – 7 returned. Difference in tenders. Resolved: to award the contract for the grounds maintenance at the West H one year beginning on 1 <sup>st</sup> April 2018 to Solent Green Ltd. Proposed: Cllr Mrs Clive Seconded: Cllr Howe 4 in favour, 2 against.	oe Cemetery for Action: Clerk
	<ul> <li>i) Review of charges.</li> <li>ii) Pet cemetery</li> <li>iii) Consideration of expansion to other parishes.</li> <li>Date of next meeting.</li> <li>Tuesday 13<sup>th</sup> March 2018 at 6.00pm at the Jubilee Hall.</li> <li>Motion for confidential business:</li> <li>The Chairman then moved:</li> <li>"That in view of the confidential nature of the business about to be transact commercially sensitive matters as detailed below it is in the public interest of the press be temporarily excluded, and they are instructed to withdraw."</li> <li>Grounds Maintenance Contract.</li> <li>To consider the tenders received.</li> <li>Discussion points:</li> <li>15 invites sent – 7 returned.</li> <li>Difference in tenders.</li> <li>Resolved: to award the contract for the grounds maintenance at the West H one year beginning on 1<sup>st</sup> April 2018 to Solent Green Ltd.</li> <li>Proposed: Clir Mrs Clive</li> <li>Seconded: Clir Howe</li> </ul>

There being no further business the meeting closed at 7.07pm.