

WEST HOE CEMETERY MANAGEMENT COMMITTEE
The Jubilee Hall, Little Shore Lane, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee
Held in the Ruby Room in the Jubilee Hall,
Little Shore Lane, Bishop's Waltham, SO32 1ED
Tuesday 31st May 2022 at 6.00 pm

Present:

Committee Members:	Cllr Mr A Rankine	Chairman
	Cllr Mr A Webb	Vice Chairman
	Cllr Mrs P Clive	
	Cllr Mr K Ford	
	Cllr Mr A Graft	
	Cllr Mrs J Marsh	

Ex-officio Members: None

Non-Committee Members: None

Also in attendance:	Mrs L Edge	Clerk
	Mr P Wall	Groundsman

Members of the public: None

WH001/22 Election of the Chairman of the Committee (Bishop's Waltham PC Councillor).
Resolved: to elect Cllr Mr A Webb as Chairman of the Committee.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour.

WH002/22 Election of the Vice Chairman of the Committee (Swanmore PC Councillor).
Resolved: to elect Cllr Mr A Rankine as Vice Chairman of the Committee.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Graft
All in favour.

WH003/22 To receive and accept apologies for non-attendance.
All Councillors were present.
Apologies were received from the Funeral Director.

WH004/22 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.

WH005/22 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.
None relating to the business of the meeting.

WH006/22 Public Session (for information only).
The Clerk advised the Committee of an email received complaining about decorations on a grave.
Cllr Mrs Marsh reported a telephone call concerning the grass cutting at the cemetery.
Cllr Webb suggested that the neighbouring farmer could be asked to cut the area at the top of the cemetery.
Action: Clerk

WH007/22 Grounds/Funeral Director Report.
Mr Wall reported/commented on the following:
Ride on received; working on sequence of cuts; cut back of laurel; removal of vegetation around some benches; Section A would need levelling in places; wire on grave in Section A would be removed as it was a hazard; artificial grass on 2 graves in Section C would be removed; replacement manhole cover, new bench, new slabs; blocked drain to be cleared.

Mr Wall added that in the growing season more than one day was needed to keep the grassed areas cut.

Committee agreed to approach BWPC to request additional hours during this time.

Action: Clerk

The Clerk added that BWPC intended to restore the Community Payback scheme and it may be possible to have additional help with the cemetery work if necessary.

- WH008/22 To approve the minutes of the meeting of the 14th April 2022.**
Resolved: to approve the minutes of the meeting of the 14th April 2022.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour that were present at the meeting.
- WH009/22 Actions Arising from the meeting of the 14th April 2022.**
Noted.
- WH010/22 To consider finance matters:**
i) To approve payments made.
Resolved: to approve payments made.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Rankine
All in favour.
ii) Bank Reconciliation March 2022 for acceptance
Resolved: to accept the Bank Reconciliation March 2022.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour.
iii) To note Financial Position year to date.
Not available.
iv) To consider Cash Flow forecast.
Noted - no action required at this time.
The Clerk advised that the VAT refund had been received.
- WH011/22 Purchase of ride on mower – for ratification.**
Resolved: to ratify the purchase of a Cub Cadet LT1 ride on mower from Carters of Swanwick at a cost of £1609.00 + VAT for the exclusive use of the cemetery groundsman.
Proposed: Cllr Mrs Clive
Seconded: Cllr Rankine
All in favour.
- WH012/22 Bench Request – for consideration.**
Resolved: to approve the revised bench location as tabled.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Ford
All in favour.
- WH013/22 Headstone Request – for consideration.**
Concern was raised by some Councillors that the design of the headstone may be derisive and may attract vandalism.
Resolved: to approve the headstone request as tabled. Applicant to be advised.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Rankine
4 in favour, 2 against.
- WH014/22 Committee Terms of Reference – for consideration.**
Resolved: to adopt the Terms of Reference as tabled and to pass to both Parish Councils.
Proposed: Cllr Rankine
Seconded: Cllr Webb
All in favour.

Action: Clerk

- WH015/22** **Grounds Maintenance Schedule – for approval.**
Resolved: to approve the Grounds Maintenance Schedule and to place a copy in the cemetery noticeboard.
Proposed: Cllr Ford
Seconded: Cllr Mrs Clive
All in favour. **Action: Clerk**
- WH016/22** **Second Cremation Area – for consideration.**
Agenda item deferred to allow site visit before the next meeting.
- WH017/22** **Natural Burial Site Hedge Planting – for consideration.**
Agenda item deferred to allow site visit before the next meeting.
- WH018/22** **Cemetery update (for information only).**
Noted.
- WH019/22** **Requests for future agenda items (for information only).**
None at this time.
- WH020/22** **Date of next meeting.**
Thursday 30th June 2022 at 5.30pm at the cemetery and then SPC offices.
Calendar – dates agreed but noted that these may be subject to change.

There being no further business the meeting closed at 6:44pm.