

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Swanmore Parish Council Office, New Road, Swanmore. SO32 2NW

Minutes of the Meeting of the Committee held at the Swanmore Parish Council Office, Hollythorns House, New Road, Swanmore, SO32 2NW on Thursday 16th January 2025 at 6.00pm.

Present:

Committee Members;	Cllr Campbell-Gurry	
	Cllr Marsh	Chairman
	Cllr Newhouse	Vice Chairman
	Cllr Williams	

Also in attendance: Mrs C Wilkinson Clerk

Members of the public: 1

WH085/24 To receive and accept apologies for non-attendance

Cllr Conduct – Family Commitment
 Cllr Woodman – Family Commitment

Resolved: To accept apologies for non-attendance.

Proposed: Cllr Campbell-Gurry

Seconded: Cllr Newhouse

All in favour.

Other apologies had been received from Mrs Fisher, Finance Manager.

WH086/24 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.

WH087/24 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH088/24 Public Session

An enquiry had recently been received regarding the pet cemetery. These charges had not been reviewed for some time and would be included in the next review to be included in the agenda for the Committee's meeting in March.

ACTION: Clerk

WH089/24 Grounds/Funeral Director Reports

None.

WH090/24 To approve the minutes of the meeting of the 14th November 2024.

Resolved: to approve the minutes of the meeting of the 14th November 2024.

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour.

WH091/24 Actions Arising from the meeting of the 14th November 2024.

Following the group visit to the cemetery that had taken place earlier in the day, an additional meeting of the Committee would be held on Wednesday 26th February to review and consider updates to the West Hoe Cemetery Regulations.

ACTION: Clerk

The quotation received for the hedge cutting at the cemetery would be accepted to expedite the work, and brought to the committee for retrospective approval. Competitive quotations would be gathered the next time this work was required.

ACTION: Clerk

WH092/24 To consider finance matters:

i) To approve payments for authorisation.

Resolved: To approve the payments tabled to a total amount of £4,324.58.

Proposed: Cllr Williams

Seconded: Cllr Campbell-Gurry

All in favour.

J. Marsh

The cost of skip hire was raised, the regulations regarding bonfires would be investigated, to see whether this would provide a practical alternative. **ACTION: Clerk**

ii) Bank Reconciliations for October, November and December 2024 – to note the review by the Chairman

Noted.

iii) Income and Expenditure Forecast – to note current position

Noted.

iv) Cost Centre Report – to note current position

Noted.

v) West Hoe Cemetery Banking Update

Noted.

WH093/24 Committee Cemetery Visit – for consideration

The group visit that had been undertaken earlier in the day was regarded as a productive exercise. Matters that were noted during the visit that required action or further consideration included:

- Lych Gate Drainage Quotation still regarded as necessary
- Locations for a further two memorial trees had been identified alongside existing trees in Area C.
- Quotations would be gathered for the removal of the small section of hedge that had become overwhelmed with brambles. **ACTION: Clerk**
- Regulations would be revisited in relation to permitted headstone sizes.
- No new hedge was felt to be necessary for the new cremation area.
- Leaf blowing would help the general appearance of the site at this time of year.

Whether electricity was available on site was questioned. Clarification would be sought from the Grounds Team. **ACTION: Clerk**

At this point Councillor Campbell-Gurry left the meeting.

WH094/24 Proposal to Introduce Form to Confirm Receipt of Cemetery Regulations – for consideration

In principle this proposal was regarded as reasonable, however, further consideration would be deferred until the regulations as a whole had been reviewed.

WH095/24 West Hoe Cemetery Processes – Memorial Applications – for information

A future agenda item would be created so that the Clerk's suggestion to modify the documents granting permission to erect headstones/install memorial plaques covered the same term as the relevant Deed of Ownership. **ACTION: Clerk**

Note: Agenda Item 12 – Correspondence: Request for Larger Headstone, was brought forward in the meeting, see section WH091/24.

WH096/24 Correspondence: Request for Larger Headstone – for approval

Note: Due to the member of the public present, this agenda item was brought forward to earlier in the meeting.

The member of the public present was made aware of the Committee's plan to review the Cemetery Regulations as a whole (including whether grave coverings should be permitted), and was advised that they might wish to wait for the outcome of that discussion before progressing with the headstone.

Resolved: To limit the width of the proposed headstone to 26 inches but to permit the requested headstone to be of a height of up to 42 inches as per the request.

Proposed: Cllr Marsh

Seconded: Cllr Campbell-Gurry

All in favour.

At this point, the member of the public left the meeting.

WH097/24 Correspondence: Access to Grave – for consideration

The nearby shrub that grown to obstruct access to some plots in Area A (near the main path) would be cut back and the area seeded to improve the accessibility of the area.

ACTION: Grounds Team

WH098/24 Cemetery Update – for information

Noted.

J. Marsh

- WH099/24** **Memorial Service Update – for consideration**
The Clerk would proceed with the necessary arrangements.
- WH100/24** **Clerk's Report – for consideration**
The recently installed ledger that had not received Committee approval was discussed.
Resolved: To give consideration to whether to permit ledgers to be installed as part of the planned review of regulations, that would take place on Wednesday 20th February, and to defer a response in the relation to the ledger that has been installed until after that review had taken place.
Proposed: Cllr Williams
Seconded: Cllr Marsh
All in favour.
- WH101/24** **Requests for future agenda items**
Review of Regulations
Ratification of acceptance of Hedge Work Quotation
Review of Charges for 2025/26
- WH102/24** **Date of next meeting** – An additional meeting would be held on Wednesday 26th February

There being no further business the meeting closed at 7:23pm.

J. Marsh