

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Steels Funeral Directors, Victoria Road, Bishop's Waltham. SO32 1DJ

Minutes of the Meeting of the Committee held at Steels Funeral Directors, Victoria Road,
Bishop's Waltham, SO32 1DJ on Wednesday 26th February 2025 at 5.30pm.

Present:

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

Also in attendance:	Mr C Curran	Gravedigger
	Mr P Curran	Gravedigger
	Mr G Hixon	Richard Steel & Partners Funeral Directors
	Mrs C Wilkinson	Clerk

Members of the public: 0

WH103/24 To receive and accept apologies for non-attendance

All councillors present.
Other apologies had been received from Mr Wall, Groundsperson.

WH104/24 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.

WH105/24 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH106/24 Public Session

No members of the public present.

WH107/24 Grounds/Funeral Director Reports

The gravediggers outlined the potential disadvantages of permitting ledgers. In other cemeteries plots had on occasion had to be dug by hand where access by machinery was impeded.

If ledgers were permitted, it was considered they should be installed at the applicant's own risk due to potential damage that could be caused by heavy machinery that would have to pass over the ledger (protected by boards) if nearby plots were to be reopened. The need for a minimum thickness was proposed along with an appropriate disclaimer.

A written report has been supplied to the Clerk by the Groundsperson who had recently tested the time taken to trim three areas of the cemetery. This had taken two person days in total. During warmer months, the wearing of appropriate Personal Protective Equipment would mean that this work would have to be undertaken in shorter instalments.

WH108/24 To approve the minutes of the meeting of the 16th January 2025.

Resolved: To approve the minutes of the meeting of the 16th January 2025, to include a note to clarify that Councillor Campbell-Gurry was present for the discussion of agenda item 12, 'Request for Larger Headstone'.

Proposed: Cllr Marsh

Seconded: Cllr Campbell-Gurry

All in favour.

WH109/24 Actions Arising from the meeting of the 16th January 2025.

Noted.

J. Marsh

- WH110/24 Review of Cemetery Regulations – for consideration**
The current regulations were reviewed thoroughly and an updated document, to include the proposed amendments, would be brought to the Committee for formal approval.
ACTION: Clerk
- WH111/24 Correspondence: Request for Bench Between Plots – for consideration**
The correspondents would be advised that they were welcome to bring a camping chair with them for use during their visits.
Resolved: To decline the request to locate a bench between two burial plots.
Proposed: Cllr Woodman
Seconded: Cllr Williams
All in favour.
ACTION: Clerk
- WH112/24 Correspondence: Request to Remove Section of Hedge to Access Neighbouring Land for Tree Work – for consideration**
The correspondents would be informed that they would be required to reestablish the hedge at their cost as offered, with substantial plants, not whips, in the interest of expediting the recovery of the hedge.
Resolved: To approve the request to access neighbouring land via the West Hoe Cemetery to undertake essential tree works and to give permission for the removal of a 5m long stretch of hedge, to be re-planted by the correspondent.
Proposed: Cllr Marsh
Seconded: Cllr Woodman
All in favour.
ACTION: Clerk
- WH113/24 Headstone Applications – for consideration**
Application 1 - The Committee duly considered the information supplied by the applicant. The applicant would be reminded of the review of the Cemetery Regulations that would be tabled for consideration at the Committee's next meeting, as this might influence their choice of headstone.
Resolved: To confirm that the width of the proposed headstone should be no wider than 26 inches but to permit the requested headstone to be of a height of up to 42 inches as per the request.
Proposed: Cllr Newhouse
Seconded: Cllr Marsh
All in favour.
ACTION: Clerk
- Application 2**
Resolved: To approve the tabled request received for the headstone and base, to incorporate two integrated vases and to update the regulations accordingly to show that two vases would be permitted in headstone bases.
Proposed: Cllr Newhouse
Seconded: Cllr Marsh
All in favour.
ACTION: Clerk
- WH114/24 Clerk's Report – for consideration**
This agenda item has been withdrawn.
- WH115/24 Requests for future agenda items**
Review of Charges for 2025/26
- WH116/24 Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.
- WH117/24 Hedge Cutting Quotation – for approval**
Resolved: To appoint JTS Tree Services to undertake the hedge cutting at the West Hoe Cemetery at the cost of £950.00, excluding VAT.
Proposed: Cllr Williams
Seconded: Cllr Conduct
All in favour.

J. Marsh

- WH118/24** Internal Audit Quotation – for approval
Resolved: To appoint Lightatouch to undertake the hedge cutting at the West Hoe Cemetery at the cost of £350.00, excluding VAT.
Proposed: Cllr Conduct
Seconded: Cllr Campbell-Gurry
All in favour.
- WH119/24** Date of next meeting – Thursday 13th March

There being no further business the meeting closed at 7:17pm.

J. Marshall