

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Ruby Room, The Jubilee Hall, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee held in the Ruby Room of the Jubilee Hall, Little Shore Lane,
Bishop's Waltham, SO32 1ED on Thursday 17th July 2025 at 6.00pm.

Present:

Committee Members: Cllr Campbell-Gurry
 Cllr Conduct
 Cllr Marsh
 Cllr Newhouse Chairman
 Cllr Woodman

Also in attendance: Mrs C Wilkinson Clerk

Members of the public: 0

- WH025/25 To receive and accept apologies for non-attendance**
Councillor Williams – Family Commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Woodman
Seconded: Cllr Campbell-Gurry
All in favour.
- WH026/25 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.
- WH027/25 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.
- WH028/25 Public Session**
No members of the public were present.
- WH029/25 Grounds/Funeral Director Reports**
The Clerk passed on concerns from the gravediggers about the potential difficulty of reopening a grave at the foot of a plot where a ledger was installed in which case a digger would not be able to be positioned so as to open the grave. These concerns were considered further during the agenda item relating to ledgers (WH033/25).
- WH030/25 To approve the minutes of the meeting of the 12th June 2025.**
Resolved: To approve the minutes of the meeting of the 12th June 2025.
Proposed: Cllr Conduct
Seconded: Cllr Newhouse
All in favour who were present.
- WH031/25 Actions Arising from the meeting of the 12th June 2025.**
Noted.
- WH032/25 To consider finance matters:**
i) To approve payments made
Resolved: To approve the payments tabled to a total amount of £5,064.85.
Proposed: Cllr Newhouse
Seconded: Cllr Campbell-Gurry
All in favour.
- ii) Bank Reconciliations for April and May 2025 – to note the review by the Chairman**
Noted.
- iii) Bank Reconciliations for April and May 2025 for Savings Account – to note the review by the Chairman**
Noted.

iv) To note Financial Position Year to Date – to note current position

Noted.

iv) Income and Expenditure Forecast – to note current position

Noted.

v) Cost Centre Report – to note current position

Noted.

WH033/25

Report from Meeting with Stonemason Regarding Ledgers – for consideration

The form given to plot purchasers to confirm that they had received and read the Cemetery Regulations would be updated to require the plot purchaser to state if they would be applying for a ledger stone in the future. **Action: Clerk to the Committee**

This information would then be used when allocating a plot for the interment, to avoid (as far as was possible), locating a plot where a ledger will potentially be installed, having a grave that is expected to be reopened at its foot.

Resolved: To increase the permitted width of ledgers to 36 inches, but to continue with the current regulation that requires three years to have passed after interment before the installation of a ledger.

Proposed: Cllr Newhouse

Seconded: Cllr Conduct

All in favour.

WH034/25

Report from Meeting with Parish Councils to Discuss Internal Audit Report – for consideration

A new agreement document would be drafted to reflect the new arrangement for consideration by both Parish Councils. **Action: Clerk to the Committee**

Resolved: To receive the tabled report and to recommend to both Bishop's Waltham and Swanmore Parish Council that the West Hoe Cemetery Management Committee transition to become a standing committee of Bishop's Waltham Parish Council, who will serve as the host Council, with the West Hoe Cemetery continuing to serve both Bishop's Waltham and Swanmore.

Proposed: Cllr Conduct

Seconded: Cllr Woodman

All in favour.

WH035/25

Cemetery Update – for information

Noted.

WH036/25

Plots Layout in Section C and Spoil Pile Location – for consideration

This agenda item had been withdrawn.

WH037/25

Requests for future agenda items

Plots Layout in Section C and Position of Spoil Pile

WH038/25

Date of next meeting – Thursday 10th July.

WH039/25

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'.

WH040/25

Shed Base Quotations – for consideration

Resolved: To appoint Meon Valley Surfacing to construct a shed base at a cost of £2,150.00 excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Campbell-Gurry

All in favour.

- WH041/25** **Shed Prices – for consideration**
Resolved: To purchase an 8-foot by 12-foot shiplap apex shed from the Ultimate Shed Company £1,710.83, excluding VAT, and to request that the shed does not have any windows.
Proposed: Cllr Woodman
Seconded: Cllr Newhouse
All in favour.
- WH042/25** **Quotation for Entrance Gate Repairs – for consideration**
Resolved: To appoint N.G.Emery to undertake the welding and repainting of the metal entrance gates at a price of £620.00 excluding VAT.
Proposed: Cllr Marsh
Seconded: Cllr Woodman
All in favour.
- WH043/25** **Date of next – 11th September 2025, 6pm**

There being no further business the meeting closed at 6:32pm.

DRAFT