WEST HOE CEMETERY MANAGEMENT COMMITTEE

Minutes of the Committee Meeting Monday 27th October 2014
Held at 7.00 in the Swanmore Parish Council office, Hollythorns House, New Road, Swanmore

Councillors in attendance: Mrs T Conduct, Mr X Kingsland, Mrs J Marsh (Chairman), Mrs L Parker, Mr J Seal and Mr T. Wilson

Also in attendance: Mr E Birbeck, Ex-officio Committee member
Mrs S Skellon Clerk to the Committee

WH14/42 **Apologies**
Mr R Metcalf, Funeral Director

Public Session
There were no members of the public at this meeting

WH14/43 **Declaration of Disclosable Pecuniary Interest on items on the agenda**
None were declared

WH14/44 **Dispensations for Disclosable Pecuniary Interests under Section 33 of the Localism Act 2011**
None were required

WH14/45 **Approval of the minutes of the previous committee meeting**
Proposed: Councillor Conduct
Seconded: Councillor Parker
RESOLVED: That the minutes of the committee meeting should be accepted as an accurate record and signed by the chairman

WH14/46 **Chairman's and Clerk's report**
This was taken as read and noted. With Councillor Parker offering to obtain some draft suggestions for new entrance signs for the cemetery and the Clerk to contact BT to try obtain permission for a finger post mounted on their pole opposite the entrance to the cemetery.
Action: Cllr Parker / Clerk

WH14/47 **Grounds maintenance contract**
It was agreed to amend paragraph five to read 'Public Liability Policy'
Proposed: Councillor Kingsland
Seconded: Councillor Conduct
RESOLVED: that the wording of the contract be accepted and submitted for signing by all parties
Action: Clerk

WH14/48 **Finance:**

.1: Payments made between meetings
Proposed: Councillor Parker
Seconded: Councillor Seal
RESOLVED: that the list of payments made between meetings totalling £4,052.88 to the end of September 2014 be ratified and the list and accounts ledger be signed by the Chairman
The management accounts were taken as read and noted.

.2: Updated budget report
The budget report updated to the end of September 2014 was taken as read and noted

.3: Charges for 2015/16
Proposed: Councillor Seal
Seconded: Councillor Conduct
RESOLVED: that the current list of charges increased by 2% and rounded up to the nearest £5 should be adopted for the 2015/16 financial year and come into effect on 1st April 2015.

.4: Budget for 2015/16

Proposed: Councillor Marsh
Seconded: Councillor Parker
RESOLVED: that the proposed budget showing an increase in income of 2% and expenditure of 5% and precept support funding of £6,000 in total be approved and submitted to both parish councils to be accepted **Action: Clerk**

WH14/49 **Review of Cemetery Rules and Regulations**

Proposed: Councillor Conduct
Seconded: Councillor Seal
RESOLVED: that the current Rules and Regulations be readopted with no amendments with this full set being added to the website in due course **Action: Clerk**

WH14/50 **Requests for tree planting**

Proposed: Councillor Conduct
Seconded: Councillor Marsh
RESOLVED: that Hambrooks of Curdridge be requested to supply and plant a tree in area 'B' at the request of a local family. The Committee will pay for the tree and invoice the family for the net cost. The company is to be requested to assist with drawing up a short list of indigenous trees suitable for planting at West Hoe Cemetery. **Action: Clerk**

WH14/51 **Use of Cemetery car park**

Proposed: Councillor Marsh
Seconded: Councillor Kingsland
RESOLVED: that a neighbour be permitted to use the cemetery car park for overflow parking on Sunday 4th January 2015 between the hours of 12 noon and 2 pm

Exempt business:

WH14/52 Proposed: Councillor Marsh
Seconded: Councillor Conduct
RESOLVED: that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw.

WH14/41 **Quotes for the removal of the conifer hedge between areas A and C**

Four quotations for this contract were sought but only two replies received.
Proposed: Councillor Marsh
Seconded: Councillor Wilson
RESOLVED: that the quotation from J Gordon, Forestry and Arboricultural Contractor totalling £1806.67 plus VAT be accepted for the removal of the maintained conifer hedge and the larger unmanaged conifers at each end with the trees taken down to ground level and the stumps ground out. All debris is to be removed from site. **Action: Clerk**

Date of next meeting

The next meeting will be on **Monday 26th January 2015 at 7 pm** in the Jubilee Hall, Little Shore Lane, Bishops Waltham.

The meeting finished at 8.00 pm