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

Minutes of the Meeting of the Committee held at the Swanmore Parish Council Office, Hollythorns House, New Road, Swanmore, SO32 2NW on Thursday 14th May 2026 at 5.45pm.

Present:

Committee Members:	Cllr Campbell-Gurry	
	Cllr Marsh	
	Cllr McLean	
	Cllr Newhouse	Vice Chairperson
	Cllr Williams	Chairperson
Also in attendance:	Mrs C Wilkinson	Clerk
Members of the public:	0	

WH020/26 **To receive and accept apologies for non-attendance**
Councillor Woodman – Family Commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Marsh
Seconded: Cllr Newhouse
All in favour.

WH021/26 **To receive any Declarations of Disclosable Pecuniary and Non-Pecuniary Interest relating to items on the agenda.**
None.

WH022/26 **Public Session**
No members of the public were present.

There had been a period recently when the maintenance schedule had been disrupted due to the ride-on mower being out of action. This was fixed as swiftly as possible, however some complaints about the length of the grass were received (some saying it was too long, some saying it was too short).

WH023/26 **Grounds/Funeral Director Reports**
The Grounds Team had been working during the last week to tidy the hedges at the cemetery and in particular had focused on the entrance to the site.

A request had been received from the Groundsmen to replace the metal bins with larger plastic equivalents. The Committee wished to consider proceeding with this if possible within the current year's financial budget. **Action: Committees Officer**

WH024/26 **To approve the minutes of the meeting of the 14thMay.**
Resolved: To approve the minutes of the meeting of the 14th May 2026.
Proposed: Cllr Williams
Seconded: Cllr Newhouse
All in favour who were present.

WH025/26 **Actions Arising from the meeting of the 14th May 2026.**
Noted.

WH026/26 **To consider finance matters:**
i) Payments Schedule for Authorisation
Resolved: To approve the payments tabled to a total amount of £4,586.34.
Proposed: Cllr Newhouse
Seconded: Cllr Williams
All in favour.

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ii) Cost Centre Report – to note current position
Noted. Care would need to be taken to budget appropriately for the next clusters of cremations plots if appropriate before the start of each new budget year going forward.

iii) Earmarked Reserves Report – to information
Noted.

WH027/26 **Update Regarding Memorials Requiring Remedial Works**
The headstones under warranty had been repaired by the relevant stonemason.

A date would be set for a joint session to inspect records for the records for plots for which deeds did not exist. **Action: Committees Officer**

WH028/26 **Animal and Plant Health Agency Annual Compliance Visit**
The Committee noted the successful compliance check. The Committee wished to revisit the matter of full burials for pets following the next compliance visit.
Action: Committees Officer

WH029/26 **Establishment of New Cremation Area – Progress Update**
The Committee noted that the stability and level of the recently installed tiles should be monitored as a matter of course, but in particular, after significant rainfall.
Action: Committees Officer

WH030/26 **Research Regarding Rates of Interment since Cemetery Establishment**
The Committee received the data that had been produced by the two work experience students working under the supervision of the Committee's Clerk. The cemetery's records had been used to collate the historical information, and the graphs that had been generated were reviewed with interest and were expected to be helpful in the future planning for the cemetery. The Committee expressed their thanks for the valuable efforts of the two students.

WH031/26 **Cemetery Update – for information**
Noted.

WH032/26 **Requests for future agenda items**
Replacement bins

WH033/26 **Date of next meeting –** Thursday 10th September 2026.

WH034/26 **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'.

WH035/26 **Memorial Application – for consideration**
The Committee checked and clarified that the copyright aspects of the image included in the application had been complied with, providing the image was not in colour.
Resolved: To approve the memorial application received, with the condition that the image included, must not be in colour to be in keeping with Disney's copyright restrictions.
Proposed: Cllr Newhouse
Seconded: Cllr McLean
All in favour.

WH036/26 **Request for Specific Location of Full Burial – for consideration**
Resolved: To decline the request for ashes to be interred with an upright headstone as currently the future plan for this area of the cemetery was not yet know.
Proposed: Cllr McLean
Seconded: Cllr Marsh
All in favour. **Action: Clerk**

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WH037/26 **Unauthorised Memorials – for consideration**

The Committee considered the tabled draft response to the last correspondence received from the deedholder.

Resolved:

i) To send the tabled draft response with agreed amendments, to invite the deedholders to meet with members of the Committee.

ii) To bring as a future agenda item a proposal to establish a new area within the cemetery for larger scale memorials with a broader range of permitted memorials.

Proposed: Cllr Williams

Seconded: Cllr Newhouse

All in favour. **Action: Clerk**

There being no further business the meeting closed at 7:16pm.

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