WEST HOE CEMETERY

A Meeting of the West Hoe Cemetery Management Committee will be held at the Swanmore Parish Council Office, Hollythorns House, New Road, Swanmore, SO32 2NW, on Thursday 23rd July 2026 at 6pm.

The meeting will be open to the press and public unless the Committee direct otherwise. All papers/reports are available from the Council offices (except where classified as confidential).

Agenda

1. To receive and accept apologies for non-attendance

2. To receive and accept Declarations of Disclosable Pecuniary Interests and any Personal, Pecuniary and Non-Pecuniary Interests relating to items on the agenda

3. Public Session *(for information only)*

4. Grounds/Funeral Director Reports

5. Approval of the minutes of the meetings of the 14th May 2026

6. Actions Arising from the meeting of the 14th May 2026 (*for information only)*

7. To consider finance matters:
   i) Payments Schedule for Authorisation – *to approve and note payments made*
   ii) Cost Centre Report – *to note current position*
   iii) Earmarked Reserves Report – *to information*

8. Update Regarding Memorials Requiring Remedial Works – *for consideration*

9. Animal and Plant Health Agency Annual Compliance Visit – *for information*

10. Establishment of New Cremation Area – Progress Update – *for information*

11. Research Regarding Rates of Interments since Cemetery Establishment – *for consideration*

12. Cemetery Update - *for information*

13. Requests for future agenda items *(for information only)*

14. Date of next meeting – 10th September 2026

15. Motion for confidential business:
    The following motion will be moved on the completion of the above business: 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 in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.

16. Memorial Application – *for consideration*

17. Request for Specific Location of Full Burial – *for consideration*

18. Unauthorised Memorials – *for consideration*

C. Wilkinson
Clerk to the Committee
16.07.26

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 Marsh	
	Cllr McLean	
	Cllr Newhouse	Chairman
	Cllr Williams	Vice Chairperson
	Cllr Woodman	
Also in attendance:	Mrs C Wilkinson	Clerk
	Mrs H Fisher	Finance Manager
Members of the public:	0	

WH001/26 **Election of Chairman for the Committee**
Resolved: To elect Councillor Williams as Chairman of the Committee
Proposed: Cllr Newhouse
Seconded: Cllr Marsh
All in favour.

WH002/26 **Election of Chairman for the Vice Committee**
Resolved: To elect Councillor Newhouse-Gurry as Vice Chairman of the Committee
Proposed: Cllr Williams
Seconded: Cllr Marsh
All in favour

WH003/26 **To receive and accept apologies for non-attendance**
Councillor Campbell-Gurry – Family Commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Williams
Seconded: Cllr Newhouse
All in favour.

WH004/26 **To receive any Declarations of Disclosable Pecuniary and Non-Pecuniary Interest relating to items on the agenda.**
Cllr McLean - Family members interred at the cemetery.

WH005/26 **Public Session**
No members of the public were present.

WH006/26 **Grounds/Funeral Director Reports**
Grounds Team had reported that the shed had proven useful for the storage of equipment for use on site. The grounds team had reported that the lych gate would benefit from a repaint and that the guttering was also in need of maintenance by a contractor.

WH007/26 **To approve the minutes of the meeting of the 12th March 2026 and 30th April**
Resolved: To approve the minutes of the meeting of the 12th March 2026 and 30th April
Proposed: Cllr Williams
Seconded: Cllr Newhouse
All in favour who were present.

WH008/26 **Actions Arising from the meeting of the 12th March 2026.**
The quotation previously obtained for improving the drainage around the lych gate was requested to be forwarded to committee members. **Action: Committees Officer**

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A councillor reported that a repair was required for the wooden gates under the lych gate. The Men's Shed could potentially be approached to see whether they might be interested in assisting if contractors were not forthcoming. **Action: Committees Officer**

WH009/26 **To consider finance matters:**
i) Payments Schedule for Authorisation
Resolved: To approve the payments tabled to a total amount of £5,768.68.
Proposed: Cllr Woodman
Seconded: Cllr Williams
All in favour.

ii) Cost Centre Report – to note current position
Noted. Further clarification was to be provided on a couple of queries by the Finance Manager. **Action: Finance Manager**

iii) Staffing Hours – to approve and note
Resolved: To approve the request for one hour of overtime in the Clerk's fulfilment of their duties relating to the West Hoe Cemetery (to be paid at 1.5 times the hourly rate due to the work taking place on a Saturday).
Proposed: Cllr Marsh
Seconded: Cllr McLean
All in favour.

WH010/26 **Memorial Service – for information**
The tabled report from the recent memorial service was received. An email would be sent to Reverand Philip Griffin for leading what had been an appreciated opportunity to remember loved ones. **Action: Committees Officer**

WH011/26 **Update Regarding Memorials Requiring Remedial Works – for consideration**
The progress in this matter was noted,
Progress in this matter was noted, with further checks to made on why some repairs that were covered by stonemason warranties had not yet been completed.
Action: Committees Officer
Work was to continue to identify contact details for plot owners for those older graves where a Deed of Exclusive Right of Burial had not been issued. **Action: Committees Officer**

WH012/26 **Proposed Update to Cemetery Regulations ad Memorial Application Form – for consideration**
The proposed modification to point 6.1 of the Cemetery Regulations would be changed to say "registered owner" instead of "memorial owner".
Resolved: To approve the proposed additions to the Cemetery Regulations, Notice of Interment Form and Memorial Application Form.
Proposed: Cllr Williams
Seconded: Cllr Marsh
All in favour.

WH013/26 **Cemetery Update – for information**
Noted.

WH014/26 **Date for Cemetery Tidy Up – for consideration**
It was agreed that in general, Cemetery Tidy Ups were desirable to take place a fortnight after Mothering Sunday, shortly before the annual Memorial Service and for another session to be held in the autumn.
Resolved: To conduct Cemetery Tidy Up session on Wednesday 24th June.
Proposed: Cllr McLean
Seconded: Cllr Marsh
All in favour.

WH015/26 **Requests for future agenda items**
Potential additional fencing to deter unauthorised access to the cemetery

WH016/26 **Date of next meeting –** Thursday 9th July 2026.

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WH017/26 **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'.

WH018/26 **Quotations for Ground Works to Prepare New Cremation area – for consideration**
Resolved: To appoint Bob's Jobs at £592.74 to undertake the necessary groundworks to establish the first two clusters of plots in the new cremation area of the West Hoe Cemetery.
Proposed: Cllr Woodman
Seconded: Cllr McLean
All in favour.

WH019/26 **Unauthorised Memorials – for consideration**
The Committee wished to raise with the deedholder the possibility of discussing an alternative location within the Cemetery for the memorial. An in-person meeting would be offered to discuss this approach.
Resolved: To wait a fortnight from the meeting date to receive a reply to the previous communication before contact the deedholder to state that the memorials dimensions and other items were not within the regulations for permitted memorials in Section C.
Proposed: Cllr McLean
Seconded: Cllr Marsh
All in favour. **Action: Clerk**

There being no further business the meeting closed at 6:47pm.

DRAFT

West Hoe Cemetery Management Committee

Actions Arising report for meeting on 23.07.26

Minute Number	Subject	Date for completion	Action by	Notes
WH030/22	Second Cremation Area - actions to be progressed	Ongoing	Clerk/Grounds	See agenda item 10
WH084/23	Drainage solution for lych gate	Jul-24	Clerk	One quote received
WH025/24	Letters to be sent to plot holders not abiding to rules	Ongoing	Clerk	To be actioned following adoption of updated regulations.
WH074/24	Gather competive quotes for maintenance contract for benchmarking purposes.	Mar-25	Clerk	
WH061/25	To write to two plot owners to request that plot demarcation be removed.	Ongoing	Clerk	1 infringement resolved, 1 ongoing
WH073/25	To send letters to plot owners to inform them and request financial contributions.	Jan-26	Ongoing	Deedholder addresses available for Section C graves. Further investigation required for Sections A and B. See agenda item 11.
WH074/25	To gather quotations for high priority works required.	Jan-26	Complete	Two quotations received.
WH115/25	To undertake site visit to confirm precise location of the bench in Cremation Section.	May-25	Complete	Site meeting scheduled.
WH119/25	After first round of communciations relating to memorials requiring repairs, to update the Committee related the extent of remaining issues.	May-25	Ongoing	See agenda item 11.
WH119/25	To repeat the assessment of affected headstones.	May-25	Complete	
WH008/26	To forward old quotation for lych gate drainage solution to committee members	Jul-26		
WH008/26	To approach Men's Shed to see whether they could assist with repairing the wooden gates in the lych gate	Jul-26		
WH009/26	To clarify a could of finance queries raised during meeting	Jul-26	Complete	
WH010/26	To send an email of thanks to Reverand Griffin	Jul-26	Complete	
WH011/26	To attempt to find contact addresses for plots without deeds of Exclusive Rights of Burial	Jul-26	Ongoing	See agenda item 8
WH019/26	To contact deedholder for plot with unauthorised memorial as agreed by the Committee.	Jul-26	Ongoing	Agenda item 18

Payments For Authorisation

Supplier A/c Name	Invoice Date	Due Date	Invoice Number	Net Value	VAT	Invoice Total	A/C	Centre	Analysis Description	Posted	Approved	Pay By?	Paid	Comments
ACELIFT	31/05/2026	30/06/2026	236579	£38.20	£7.64	£45.84	3140	810	WH Waste May 26	Yes	07.07.26	BT	30.06.26	West Hoe
ACELIFT	26/06/2026	31/07/2026	238692	£279.00	£55.80	£334.80	3100	810	WH Skip Delivery	Yes	07.07.26	BT		West Hoe
ACELIFT	30/06/2026	31/07/2026	239877	£6.00	£1.20	£7.20	3140	810	WH Waste Jun 26	Yes		BT		West Hoe
BOBSJOBS	23/06/2026	23/06/2026	BJ09/2026/27	£592.74	£0.00	£592.74	Various	Various	WH 2nd Crem Area Work	Yes	07.07.26	BT	26.06.26	West Hoe
ICCM	01/04/2026	30/04/2026	4552/2026/27	£110.00	£0.00	£110.00	3081	810	ICCM Membership	Yes	07.07.26	BT	19.06.26	West Hoe
Inter Account Transfer	10/06/2026	10/06/2026	20521459	£5,307.85	£0.00	£5,307.85	N/A	N/A	Transfer funds to savings	Yes	07.07.26	BT	10.06.26	West Hoe
Inter Account Transfer	10/06/2026	10/06/2026	20521462	-£5,307.85	£0.00	-£5,307.85	N/A	N/A	Transfer funds to savings	Yes	07.07.26	BT	10.06.26	West Hoe
Inter Account Transfer	12/06/2026	12/06/2026	20521462	£255.00	£0.00	£255.00	N/A	N/A	Supplier Payments	Yes	07.07.26	BT	12.06.26	West Hoe
Inter Account Transfer	12/06/2026	12/06/2026	20521459	-£255.00	£0.00	-£255.00	N/A	N/A	Supplier Payments	Yes	07.07.26	BT	12.06.26	West Hoe
Inter Account Transfer	18/06/2026	18/06/2026	20521462	£304.80	£0.00	£304.80	N/A	N/A	Supplier Payments	Yes	07.07.26	BT	18.06.26	West Hoe
Inter Account Transfer	18/06/2026	18/06/2026	20521459	-£304.80	£0.00	-£304.80	N/A	N/A	Supplier Payments	Yes	07.07.26	BT	18.06.26	West Hoe
Inter Account Transfer	19/06/2026	19/06/2026	20521462	£110.00	£0.00	£110.00	N/A	N/A	Supplier Payments	Yes	07.07.26	BT	19.06.26	West Hoe
Inter Account Transfer	19/06/2026	19/06/2026	20521459	-£110.00	£0.00	-£110.00	N/A	N/A	Supplier Payments	Yes	07.07.26	BT	19.06.26	West Hoe
Inter Account Transfer	26/06/2026	26/06/2026	20521462	£1,446.28	£0.00	£1,446.28	N/A	N/A	Supplier Payments	Yes	07.07.26	BT	26.06.26	West Hoe
Inter Account Transfer	26/06/2026	26/06/2026	20521459	-£1,446.28	£0.00	-£1,446.28	N/A	N/A	Supplier Payments	Yes	07.07.26	BT	26.06.26	West Hoe
Inter Account Transfer	30/06/2026	30/06/2026	20521459	£1,649.70	£0.00	£1,649.70	N/A	N/A	WHC Staff Hire Jun 26	Yes	07.07.26	BT	30.06.26	West Hoe
PAYROLL	30/06/2026	30/06/2026	N/A	£1,649.70	£0.00	£1,649.70	3060	810	Staff Hire - Jun 26	Yes	07.07.26	BT	30.06.26	West Hoe
TILEMOUNTAIN	18/06/2026	18/06/2026	78166376	£254.00	£50.80	£304.80	3250	820	Outdoor Slab Tiles	Yes	07.07.26	BT	18.06.26	West Hoe
UNITYTRUST	31/05/2026	30/06/2026	18	£7.00	£0.00	£7.00	3071	810	Service Charge - May 26	Yes	07.07.26	N/A	30.06.26	West Hoe
Total				**£4,586.34**		**£4,701.78**								

All invoices listed have been examined, verified and certified by the Finance Manager (RFO)

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
810	Site Operation Net Costs											
2010	Local Internments	894	950	56	1,551	2,850	1,299	11,400			13.6%	
2015	Local Cremations	0	275	275	500	825	325	3,300			15.2%	
2020	Other Internments	1,978	350	(1,628)	5,934	1,050	(4,884)	4,200			141.3%	
2025	Other Cremations	0	100	100	0	200	200	600			0.0%	
2030	Memorials and Inscriptions	0	200	200	0	600	600	2,400			0.0%	
2050	Interest Received	231	200	(31)	231	200	(31)	800			28.9%	
2079	Licence Mowing	0	0	0	0	0	0	83			0.0%	
	Site Operation Net Costs :- Income	**3,103**	**2,075**	**(1,028)**	**8,216**	**5,725**	**(2,491)**	**22,783**			**36.1%**	**0**
3060	Staff Hire	1,650	2,047	397	5,412	6,141	729	24,570		19,158	22.0%	
3061	Software Support & Maintenance	0	0	0	0	490	490	490		490	0.0%	
3070	Audit Fees	0	0	0	0	350	350	350		350	0.0%	
3071	Bank Service Charges	7	7	0	14	21	7	84		70	16.7%	
3080	Insurance	0	0	0	0	0	0	200		200	0.0%	
3081	Subscriptions	110	0	(110)	110	0	(110)	100		(10)	110.0%	
3100	Grounds Maint - Non Contract	279	325	46	279	975	696	3,900		3,621	7.2%	
3102	Memorial Repairs	0	0	0	0	0	0	1,000		1,000	0.0%	
3103	H&S Conformance Costs	0	0	0	255	0	(255)	500		245	51.0%	
3104	Cremation Plot Markers	0	0	0	0	60	60	120		120	0.0%	
3110	Maint. & Repairs	398	0	(398)	398	250	(148)	1,000		602	39.8%	
3130	Water (Metered Supply)	0	0	0	57	60	3	120		63	47.2%	
3140	Waste Disposal (Refuse Sacks)	6	49	43	98	147	49	588		490	16.7%	
3201	Leaflet	0	0	0	0	0	0	100		100	0.0%	

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3202	Tree Works	0	500	500	0	500	500	1,000		1,000	0.0%	
	Site Operation Net Costs :- Indirect Expenditure	**2,449**	**2,928**	**479**	**6,622**	**8,994**	**2,372**	**34,122**	**0**	**27,500**	**19.4%**	**0**
	Net Income over Expenditure	**654**	**(853)**	**(1,507)**	**1,594**	**(3,269)**	**(4,863)**	**(11,339)**				
820	Site Project Planning											
3250	2nd Crem Area Work	449	0	(449)	449	0	(449)	500		51	89.8%	
3252	Memorial Maintenance	0	0	0	0	0	0	1,000		1,000	0.0%	
3260	Path Works	0	0	0	0	0	0	1,000		1,000	0.0%	
	Site Project Planning :- Indirect Expenditure	**449**	**0**	**(449)**	**449**	**0**	**(449)**	**2,500**	**0**	**2,051**	**18.0%**	**0**
	Net Expenditure	**(449)**	**0**	**449**	**(449)**	**0**	**449**	**(2,500)**				
	Grand Totals:- Income	**3,103**	**2,075**	**(1,028)**	**8,216**	**5,725**	**(2,491)**	**22,783**			**36.1%**	
	Expenditure	**2,898**	**2,928**	**30**	**7,071**	**8,994**	**1,923**	**36,622**	**0**	**29,551**	**19.3%**	
	Net Income over Expenditure	**205**	**(853)**	**(1,058)**	**1,145**	**(3,269)**	**(4,414)**	**(13,839)**				
	Movement to/(from) Gen Reserve	**205**	**(853)**	**(1,058)**	**1,145**	**(3,269)**	**(4,414)**	**(13,839)**				

WEST HOE CEMETERY MANAGEMENT COMMITTEE

23rd July 2026

Agenda Item 7iii – Earmarked Reserves Report – ***for information***

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Earmarked Reserves

	Account	Opening Balance	Income	Expenditure	Closing Balance
311	EMR Memorial Maintenance Fund	1,765.00	9,000.00	0.00	10,765.00
312	EMR Path Works	15,866.00	0.00	0.00	15,866.00
313	EMR Grounds Shed	2,116.20	0.00	0.00	2,116.20

Proposal: To note the above.

Finance manager

15.07.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE

23rd July 2026

Agenda Item 8 – Update Regarding Memorials Requiring Remedial Works – *for consideration*

Headstones under warranty

Following the last Committee meeting the relevant stonemason was contacted to remind them of the memorials that required repairs under their warranty. A site visit will be undertaken prior to the meeting to ascertain how many of the seven headstones that were still covered by the stonemason's warranty have been made safe.

Headstones that are no longer under warranty

The Clerk will be continuing work to find contact addresses for the 28 graves that do not currently have Deeds of Exclusive Right of Burial associated with them. This work has been planned to take place in the week commencing 20th July. A verbal update will be given at the meeting.

Proposal: To note the update and to make relevant recommendations.

Clerk to the Committee

16.07.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE

23rd July 2026

Agenda Item 9 – Animal and Plant Health Agency Annual Compliance Visit – *for information*

On 15th April a representative of the Animal and Plant Health Agency met with the Clerk at the Bishop's Waltham Parish Council office to undertake a compliance check regarding the West Hoe Cemetery Pet Cemetery. Following the meeting the representative undertook a site visit to the cemetery.

The cemetery was found to be compliant. No interments had taken place in the last year. The Compliance Form supplied to the Clerk will be supplied to committee members as a separate document.

During the meeting a query was raised regarding what the process would be should the Committee wish to permit the burial of carcasses in the Pet Cemetery. The following information was supplied in response:

"If this is taken forward you will need to amend your approval to include this so, please find attached the AB117 Notification of Registration of Operators, Establishments or Plants Under the Requirements of Article 23 of Retained Animal By-Products Regulation (EC) No. 1069/2009 for your use. Once completed this will need to be sent to CSCOneHealthABP@apha.gov.uk as also stated on the AB117.

Please also note and as we discussed you would need to again consult with the Environment Agency that carcases would be acceptable with regards to ground water protection as well as the already approved ashes."

Proposal: To note the above.

Clerk to the Committee

19.07.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE

23rd July 2026

Agenda Item 9 – Establishment of New Cremation Area – Progress Update – *for information*

The groundworks to create the first two clusters of plots in the new cremation area at the West Hoe Cemetery were completed by the appointed contractor in the week commencing 29th June.

Remaining work for this section includes the planting of the central memorial tree and beech hedging in the autumn and the installation of a sign for the section to be consistent with existing cemetery signage.



Proposal: To note the above.

Clerk to the Committee

19.07.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE

23rd July 2026

Agenda Item 11 – Research Regarding Rates of Interments since Cemetery Establishment – *for consideration*

Two Year 10 students from Swanmore College have recently undertaken their period of work experience with Bishop's Waltham Parish Council.

During their time with the Council they were asked to assist the Clerk to Committee by completing an exercise to use the Cemetery's registers to collate data about the interments that have taken place in the cemetery since its establishment in 1980.

A table to show the collated data, graphs produced using this data and some key statistics will be send to committee members as a separate document. It is hoped that this improved knowledge will be useful in future planning for the West Hoe Cemetery.

Proposal: **To receive the report regarding rates of interments that have taken place at the cemetery and to agree further actions if required.**

Clerk to Committee

16.07.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE

23rd July 2026

Agenda Item 12 – Cemetery Update – *for information only*

Since the last report on 07.05.26 the following events have taken place at the cemetery.

13.05.26	Cole	Existing grave reopened to single.
21.05.26	Farmer	Existing grave reopened to single.
03.06.26	Worley	New double depth ashes plot.
11.06.26	Aliss	New single depth grave.
11.06.26	Aliss	Ashes interred in spouse's coffin (burial listed above).
24.06.26	Dawkins	New double depth grave.
10.07.26	Cook	New double depth grave.

Clerk to Committee

16.07.26