

SHEDFIELD PARISH COUNCIL

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

MINUTES OF THE CEMETERY & COMMON COMMITTEE MEETING HELD 7.15 P.M. MONDAY 17 FEBRUARY 2020 AT SHEDFIELD PAVILION

Present:

Parish Councillors: Jim Coleman, presiding, Margaret Jones, Stuart Jones, Jane Warwick, Linda Warren

Cemetery Clerk: Brenda Byrne

Clerk: None (Margaret Jones took minutes)

Members of public: 1

1/20 **Apologies for absence** – Councillor Maria Robbie, District Councillor Roger Bentote

2/20 **Declarations of Interest** - None.

3/20 **To approve the Minutes of the Meeting held 11 November 2019.** It was resolved to accept the Minutes as a true record of the meeting and they were signed and dated by the Chair as correct.

4/20 **Public Participation** None.

5/20 **Terms of Reference.** Reviewed - no changes required.

6/20 **2019/20 Actual Spend to Budget Comparison.** Noted.

- (a) Invoice for recent works on Common will be received on completion of works.
- (b) Small Invoice for Hampshire Conservation Volunteers awaited (approx. £200)
- (c) Area L – A chain and combination padlock will be fitted. Residents on the south side of Canford Close will be provided with the code to the padlock. **Action: Clerk.**

7/20 **Risk Register** – Register to include falling branches and trees. **Action: Clerk.**

8/20 **Asset Register** - Accuracy to be verified at the next meeting

9/20 **Cemetery:**

- a) The cemetery clerk reported that since November there has been one burial, one memorial and four adjoining spaces have been reserved in the cremation area.
- b) The next plot has also been booked and the undertaker is aware of the arrangements.
- c) Since she is on holiday at the end of April, the cemetery clerk has provided written instructions for the new clerk - undertaker to ring the office. She has also indicated she would like to formally hand over before retiring by March 2021 at the latest.
- d) Lychgate. Repair and refurbishment to begin in suitable weather, probably May.
- e) Annual Safety Test. Testing of headstones to be carried out and cemetery clerk notified of any requiring attention. **Action : JC and JW** Relatives to be notified **Action: B.B.** If unable to locate relatives the headstone will be laid down.

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- f) Potential New Site. A local businessman has a large area of land that he would like the parish to have access to. One possible use of a small part is a burial ground (present site has 30-40 years before it is full). Recreational uses have also been suggested. This Committee will take this project further, but more details are required regarding the possible lease. Councillors Coleman and Jones to discuss with Land Agent. Any councillors with particular knowledge of land and leases are asked to accompany them.

Councillor Warwick suggested asking the Parish what they want. It was noted that the last survey was in 2013 for the Village Design Statement, but had been complex and costly to carry out and had taken over a year, with only a 15% return rate despite heavy promotion and prizes. It was felt a brief general survey was most appropriate if it could be done quickly and cheaply. **Refer to Full Council/Finance**

10/20 **War Memorial.** Tree planted by W.I. Ceremony attended by Chair.

11/20 **Wayfarers Monument** – A grant offer of nearly £1400 has been received from the War Memorials Trust, dependent on completion of additional documentation **Action: JC/Clerk**

12/20 **Common**

- a) Heathland Management Services have completed substantial work removing invasive birch across all areas, widening the orchid zone, creating scrapes to regenerate heather, creating a new butterfly glade, cutting trees in the ephemeral pond, removing branches overhanging the existing ponds, and brush-cutting half of the area behind Canford Close. They will burn the remaining brush and return in dry weather to remove stumps and dig out bottom of ephemeral pond.
- b) Hampshire Conservation Volunteers, with councillors and residents, have removed and burnt gorse on the main Common, which is now returned to grassland, and begun re-opening the stream from B2177 culvert towards church path. They will be clearing scrub at and near the former Sewage Farm site, continuing stream clearance, removing birch saplings and clearing scrub, before preparing land along Winchester Road and Botley Road for tree planting next winter.
- c) Agreed to obtain a notice board with permanent info about the common together with up to date info about what is happening on the common. **Refer to Finance/Full Council.**
- d) Emergency tree work. Only two quotations had been received so far. It was resolved to seek two further quotes. **Action Clerk and J.C. Clerk to contact S & S Electric to deal with branches overhanging the substation. Clerk to email details of quotes to Committee for agreement.**
- e) Track to Turkey Island. Some residents would like to put scalplings down at their cost. Agreed this could be done provided the pile of scalplings does not block the gate or the garage opposite.
- f) Tree Management (with Open Spaces Committee). Arbor-call previously quoted £450 per site to carry out a survey of trees and come up with a plan for future tree works needed. Agreed to work with Chair of Open Spaces to include Common roadsides including Heathlands/High Street, Winchester Road and Botley Road, and Waltham Chase Rec, Shedfield Rec, Provene Gardens, Triangle and Shirrell Heath Rec

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- g) Schedule of work on Common needs to be revised on the model of 2016-19 for Contract for 2020/21. **Action – J.C. to e-mail committee members.**
- h) Longer term works on Common need to be planned at next meeting and then go to tender for 2021 – 2024. **Action – J.C. to e-mail committee members.**
- i) Friends of Shedfield Common to be launched as an informal group carrying out maintenance. They will report to this Committee. Sunday is best time to meet up – Councillor Coleman to arrange. First session 29 March 10.00a.m. till 12.30pm. Equipment: £1400 has been included in the approved budget. Storage is limited and tools may need to be stored in people's garages and keep an inventory. Will start by purchasing loppers, tree poppers, bramble shears, bowsaws, slashers, wheelbarrow, root saw. People to bring their own jackets and gloves. Insurance provided by Parish Council.
- j) Tree Planting – Woodland Trust. Website gives advice. Two areas on the common are thin and need saplings planted, some aftercare will be required. Trees are free to Parish Councils. Could apply in March, prepare land in October and plant November. **Action: Clerk to circulate Woodland Trust documents.**
- k) Scouts, Beavers Schools. Councillor Coleman would like to involve youngsters. Possibly use school to advertise on their end of week letter to parents.
- l) All Parish Councillors to be invited to walk the Common at 4.30pm on 30 March before Full Council meeting. Meet at pavilion. **Action: Clerk.**
- m) Parking behind Heathlands: Consider sending a letter to residents, preferred to locking the gate. **Action Clerk/CSO.** Post to (H) from Heathlands is on the ground and requires re-positioning. **Action: Clerk/Maintenance**
- n) Pricketts Hill parking– Upper part of Church View. Request Highways install 'No Through Road' signs. **Action: Clerk** Parking on common land is an eyesore and should not be permitted, but no action at present.
- o) Area G – Old notice was burned, new sign required. **Action: Clerk.**

13/20 **Date of next meeting:** 13th July 2020 at 7.15 p.m.

With no further business to conduct the Chair closed the meeting at 9.50.