

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 18 FEBRUARY 2019 AT SHEDFIELD PAVILION

Present:

Parish Councillors: Kevin Dye (Chair)
Stuart Jones
Arthur Reading (Vice Chair)
Deirdre Robbins
Linda Warren

Clerk: Mandy Cooksley

Members of public: 0

1/19 **Apologies for absence** – Councillors Margo Berry, Jim Coleman, Jeff Crate, Maria Robbie and Cathy Roberts; Cemetery Clerk Mrs B Byrne.

2/19 **Declarations of interest** – none.

3/19 **To approve the Minutes of the Meeting held 19 November 2018.** 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.

4/19 **Public participation** – none.

5/19 **Terms of Reference.** It was resolved to accept the following addition “The Committee will regularly verify the accuracy of the register of Cemetery & Common assets, acquisitions and disposals, reporting all changes to Finance”, as detailed in the Minutes of Full Council 10 December 2018.

6/19 **2018/2019 Actual Spend to Budget Comparison (up to December 2018)** - distributed prior to the meeting. It was resolved to accept the content as detailed.

7/19 **Cemetery & Common Assets.** It was recognised that accurate values need to be reflected in the Asset Register for insurance purposes. Councillors Arthur Reading and Linda Warren to carry out an inspection of all assets listed. **Action: Councillors Reading & Warren.**

8/19 **Cemetery.**

a. Cemetery Charges for Memorials. It was resolved that the charge for Memorials for non-parishioners should be £300, i.e. double that for parishioners. The Clerk to update the charges sheet and inform the Cemetery Clerk and RFO.

Action: Clerk.

b. Memorial Stones – Annual Safety Testing. To be conducted by Councillors Kevin Dye and Deirdre Robbins. **Action: Councillors Dye & Robbins.**

c. Cemetery statistics for 2018: Statistics supplied by the Cemetery Clerk: 3 new burials, 4 re-opened graves, 2 cremation caskets in existing plots, 10 new memorials plus 5 second inscriptions.

9/19 **Pet Cemetery.** Provision of a dedicated Pet Cemetery was discussed; Bishop's Waltham Parish Council is in the process of applying to provide this service. Councillor Reading to monitor progress. To be deferred to the next meeting. **Action: Councillor Reading.**

Jeff Crane 8 July 2019

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10/19 **War Memorial & Wayfarers Monument website entry.** Councillor Cathy Roberts is still in the process of checking the accuracy of the details on the website and will be providing amended content for the Clerk to upload. **Action: Councillor Roberts/Clerk.**

11/19 **War Memorial:**

a. Shedfield WI. The President of Shedfield WI has confirmed that a tree expert has been engaged and the intention is to plant the 100th anniversary tree in the autumn/winter. Tree type to be provided to the Clerk for approval; the Chair to attend the planting.

12/19 **Wayfarers Monument.** Councillor Roberts has arranged quotations from Richard Rogers Conservation Limited, Sally Strachey Historic Conservation and Hall Conservation Limited. A further quotation had already been received from South Coast Memorials. ~~The most comprehensive quotation was from Richard Rogers Conservation Ltd and it was resolved to accept this quotation for the refurbishment to be carried out as soon as possible, having first obtained the view of Councillor Roberts and update on grant progress.~~ *resolved*

Action: Councillor Roberts/Clerk.

13/19 **Common.**

a. CIL update and Proposed Revision to Schedule of Works from 1 April 2019. Councillor Jim Coleman was commended for his work on the management of the common and the Committee were supportive of the recommended, bespoke, schedule for the next two years, after which time the requirements would be revisited. Visits to the Common have been held with two contractors (Nightingale Groundcare and Heathland Management Services); another contractor is visiting 23 February 2019. It was agreed that any extra cost for work over and above the budgeted standard maintenance amount would be funded from the CIL.

b. Learning from Chilbolton. The document prepared by Councillor Coleman was debated and the seven possible actions considered. Any form of grazing was deemed inappropriate at this time.

c. Illegal parking of vehicles behind Heathlands. It was resolved that Wellers Hedleys be instructed to write an initial letter to the owner of the illegally parked vehicle at the back of Heathlands at a cost of £250.00 + VAT. Future action would then be advised.

14/19 **Japanese Knotweed.** It was resolved that Complete Weed Control be instructed to continue treatment, in accordance with their quotation received 12 November 2018.

Action: Clerk.

15/19 **Correspondence.** None.

16/19 **Items for the next agenda.** Common maintenance; Pet Cemetery; Shedfield WI Tree Planting; Wayfarers Monument; Website update.

17/19 **Date of the next meeting** – 7.15 p.m. Monday 8 July 2019.

With no further business to conduct the Chair closed the meeting at 8.30 p.m.

JAC

8 July 2019