

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 20 APRIL 2020 VIA ZOOM

Present:

Parish Councillors: Jim Coleman (Chair), Margaret Jones, Jane Warwick, Linda Warren

In attendance: Liz Manship, Locum Clerk and Parish Councillor Francesca Byrne.

Members of public: 0

14/20 **Apologies for absence:**

Parish Councillors: Maria Robbie, Stuart Jones.
Cemetery Clerk: Brenda Byrne.

15/20 **Declarations of Interest** - None.

16/20 **To approve the Minutes of the Meeting held 17 February 2020.**

It was resolved to accept the Minutes as a true record of the meeting and they were signed and dated by the Chairman.

17/20 **Public Participation** None.

18/20 **Cemetery:**

a. **Update from Cemetery Clerk** (report previously circulated)

- a. Over the previous month: 1 burial and 1 interment of ashes.
- b. Next week: 1 burial, fortunately, not of COVID-19.

Interment of Ashes due to be held 2nd April 2020, postponed until 2nd April 2021. Four adjacent cremation plots to be reserved by the Cemetery Clerk nearer the time.

b. **Memorial Stones: report following annual safety testing**

Report received from Cemetery Clerk (previously circulated) confirms that of the 30 stones identified as loose, in need of re-siting or laying down, the council only holds next of kin details for 8. All range in date from 1956 through to 2013.

Resolved:

The Locum Clerk to seek the next of kin for the remaining headstones, via the Funeral Directors and Stone Masons. To make contact when out of lock down and bring an updated position to the next Cemetery and Common Committee meeting, 13 July 2020.

c. **Potential Site Update**

No further progress.

d. **Cemetery Schedule of Works**

The Council's current contract with Green Smile continues until 31/03/21. Requested agenda item for Full Council as this is a joint tender with the Open Space Committee. For information only.

19/20 **Wayfarers Monument:**

The Locum Clerk is familiarising herself with the paperwork and will be processing the grant application when out of 'lock down'. The War Memorials Trust, in consideration of 'lock down', has

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confirmed the grant offer will expire on **31st August 2021**. The works must be complete and the grant claimed by this date. Extensions may be possible upon request.

For information only.

20/20 **Common:**

a. **Priority tree work:**

- a. SSE: Locum Clerk advising SSE
- b. Other: Locum Clerk obtaining third quote.

For information only

b. **Canford Close damage and access:**

Cllr Coleman advised the damage has been repaired.

For information only

c. **Maintenance Update**

Cllr Coleman confirmed much work has been undertaken e.g. an existing area and stream have been re-opened (report previously circulated). HMS are removing the tree stumps and debris from the ephemeral pond on Wednesday 22nd April 2020.

Resolved:

If time remaining on Wednesday 22nd April 2020, HMS to re-build the soil mound in Area H, near Church View, leaving Turkey Island.

Resolved:

The Council's handyman to be asked to remove growth and debris from the garage; and to make general repairs to keep it in a usable condition.

d. **Tree Management Plan**

This work is in partnership with the Open Space Committee. The Locum Clerk to process further quotations after 'lock down'.

For information only

e. **Information Board**

Cllr Coleman confirmed nothing to report

For information only.

f. **Schedule of Works 2020/2021 and plans for 2021/2022 to 2023/2024**

Cllr Coleman confirmed HMS hold a 2-year contract for the management of the Common, 04/04/19 to 31/03/21. The financial rates have been agreed as part of this contract.

The purpose of this discussion is to confirm the Schedule of Work for 2020/21 and to begin to think through areas of work required beyond this.

The agreed budget for 2020/21 is £13,450. The committee has agreed to seek to reduce this budget over forthcoming years.

Cllr Coleman talked through draft proposals (previously circulated). These proposals take into consideration: the issues prior to the current contractor that resulted in the Common's neglect and deterioration; proposals outlined in the Management Plan (produced 2017); and changes in the needs of the Common further to works undertaken 2019/20. Dates proposed are in consideration of the Common and its wildlife.

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Resolved

- a. To remove areas of work from the Schedule that are no longer applicable.
- b. To divide the Schedule of Works into 3 sections:
 - i. **Regularly Recurrent Work.**
Work to be undertaken annually by the agreed contractor.
 - ii. **One-Off Tasks**
E.g. Bracken spraying, clearing the culvert, clearing the ephemeral pond, major tree work etc. for which CIL funds have previously been sought. Work to be undertaken by either the agreed contractor, or further to quotation, as appropriate to the task and finance involved.
 - iii. **As-and-When Tasks**
E.g. Tree planting. Work to be undertaken with local volunteers e.g. Friends of the Common, HCV; or if required, by the agreed contractor.

- c. To agree proposals for 2021/22 to 2023/24.

Appendix A: 'One-off' and 'As and When' Tasks 2020 to 2024 agreed, attached.

g. Friends of Shedfield Common:

- a. **First meeting** – Postponed sine die
- b. **Purchase of equipment** - Suspended
- c. **Tree planting (Woodland Trust):**
The Woodland Trust are offering packs of free trees, subject to an application being agreed. General discussion took place regarding the types of trees required (and not required) in consideration of the specialist area of the Common; together with the logistics of planting and maintaining the trees.

Resolved

An application to be made to the Woodland Trust for 4 variety packs of saplings, to include Wild Harvest, Wild Wood, Year Round Colour and Wildlife. Each pack contains 105 saplings.

Resolved:

Subject to the Council's application being successful, Cllr Warwick's kind offer to maintain the trees until planting is feasible, is accepted.

Proposed: Cllr Coleman

Seconded: Cllr Warren

All Agreed

h. Emergency boundary works: Access from High Street to Area G

Cllr Coleman proposed that the company used in 2019 for bollards, generally able to install within 24 hours' notice, be asked to install bollards to block this entrance. Estimated cost to be in the region of £300.

Resolved

Long and Dibden Fencing be asked to re-establish the boundary with bollards, as a one-off emergency job as an extension of their contract, providing costs in the region of £300.

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21/20 **To receive correspondence** - None.

22/20 **Items for the next agenda.**

- a. Risk Register – To review all risks, to include falling branches
- b. Asset Register – To verify accuracy at the next meeting
- c. Areas of the Common – To consider names that would give greater clarity to the identified areas, rather than the current letters.

Date of the next meeting – 7.15 p.m. Monday 13 July 2020.

With no further business to conduct the Chair closed the meeting at 8.30pm

DRAFT