

SHEDFIELD PARISH COUNCIL

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

SUMMONS TO ATTEND CEMETERY & COMMON COMMITTEE MEETING TO BE HELD REMOTELY VIA 'ZOOM' 7.15 P.M. MONDAY 13 JULY 2020

The following Members are summonsed to attend the meeting of the Cemetery and Common Committee, to be held Monday 13th July 2020, via Zoom, at 7.15pm.
Councillors: J Coleman (Chair), L Ireland, M Jones, D Ogden, L Warren & J Warwick

Zoom link:

<https://us02web.zoom.us/j/87327895282?pwd=K1ITOGZaaU9QTlhZZHBjSTJoQlp4QT09>

Meeting ID: 873 2789 5282

Password: 450108

Dated: 8th July 2020

Signed: *Liz Manship*

Locum Clerk to Shedfield Parish Council

AGENDA

Members of the public & press are welcome at meetings of Shedfield Parish Council, unless precluded due to the confidential nature of business to be discussed. *Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the LGA 1972 Section 100*. Your views on agenda items are welcomed to inform decisions, so whilst the public & press may not speak when the council is in session, the Chair will invite those present to share views & questions during agenda item 4 'public participation'.

1. **Apologies for Absence:** To receive and accept apologies for absence.
2. **Declarations of Interests:** To receive declarations of interest on agenda items.
3. **Approval of Minutes:** To approve the Minutes of the Meeting held 20th April 2020.
4. **Public participation:** To hear public questions and comments on agenda items.
5. **Response to Public participation**
6. **Update on Actions from Previous Meetings – For Information**
 - Cemetery:
 - a. Memorial Stones, further to annual safety testing: No progress due to lockdown
 - b. Potential site update: No progress due to lockdown
 - c. Wayfarers Monument: No progress due to time constraints
 - d. Grounds Maintenance Contract 01/04/21-31/03/23: The Contracts Committee, 03/06/20 confirmed the Cemetery will be included in the contracting process for the Council's open spaces, to be managed by the Open Space Committee.
 - e. Cemetery Lychgate: Repaired & Stained by Ryan Fisher, 4th July 2020.
 - Common:
 - f. Required Tree Work General: Contracted to MJC, scheduled for 26th August 2020
 - g. Required Tree Work SSE: Scheduled for Thursday 16th July 2020
 - h. Maintenance update: Work undertaken by HMS since last meeting
 - i. Information Board: no progress to report

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- j. Emergency boundary works: Access from High Street to Area G – Bollards installed by Long & Dibden Fencing
- k. Himalayan Balsam: management.

Cemetery & Common:

- l. Tree management plan: Contracted to Shawyers, scheduled for July 2020

7. **Update from Cemetery Clerk – For Information**

Cemetery – For Decision:

- 8. **Garage:** Update from discussions with council's handyman, agreement of next steps and quotations if available.
- 9. **Memorial Plaque:** To consider request from a resident to place memorial plaque on bench at Shedfield Recreation Ground

Common – For Decision:

- 10. **Schedule of work 2021/2022 to 2023/2024:** To note reformatting of agreed schedule of works as per discussions at the last meeting and consider/agree contractors to approach
- 11. **Tree planting (Woodland Trust):** Application successful for Community Tree Pack. To discuss and agree next steps to enable planting from November.
- 12. **Friends of Shedfield Common:** To explore restarting Friends of Shedfield Common activities, using the Covid-19 guidelines adopted by the RSPB and Butterfly Conservation.
- 13. **Spraying:** To consider information received regarding spraying on the Common and agree response to residents and next steps as applicable.
- 14. **Areas of the Common:** To consider names that would give greater clarity to the identified areas, rather than the current letters.

Cemetery & Common – For Decision:

- 15. **Risk Register** – To review the Risk Register and agree amendments and/or next steps
- 16. **Asset Register** – To review the Asset Register and agree amendments and/or next steps

General – For Information:

- 17. **Update on Actions from Previous Meetings**
- 18. **To receive correspondence**
- 19. **Items for the next agenda.**
- 20. **Date of the next meeting:** 7.15 p.m. Monday 9th November 2020.