

# 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 8 JULY 2019 AT SHEDFIELD PAVILION

Present:

Parish Councillors: Jim Coleman  
Margaret Jones  
Stuart Jones  
Arthur Reading  
Cathy Roberts  
Maria Robbie  
Jane Warwick

Clerk: Mandy Cooksley

Members of public: 0

18/19 **Apologies for absence** – Councillor Linda Warren; Mrs Brenda Byrne, Cemetery Clerk; District Councillor Roger Bentote.

### 19/19 **Election of a Chair and Vice Chair.**

a. Election of Chair. Councillor Jim Coleman was proposed by Councillor Maria Robbie and seconded by Councillor Stuart Jones. All in attendance resolved to accept this nomination and Councillor Jim Coleman was duly elected Chair. Thanks were recorded for the work carried out by Councillor Coleman over the past year.

b. Election of Vice Chair. Councillor Maria Robbie was proposed by Councillor Jim Coleman and seconded by Councillor Jane Warwick. All in attendance resolved to accept this nomination and Councillor Maria Robbie was duly elected Vice Chair. Councillor Arthur Reading, although not on the Committee, offered his support.

20/19 **Declarations of interest** – none.

21/19 **To approve the Minutes of the Meeting held 18 February 2019.** It was resolved to amend para 12/19 of the Minutes to read “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. It was resolved to first obtain the view of Councillor Roberts and update on grant progress”. The Chair amended the Minutes as detailed before signing and dating as correct. In the interim, notification has been received from the War Memorials Trust that a pre-grant application has been successful; a full Grant Application to be submitted by 31 July 2019.

22/19 **Public Participation.** None.

23/19 **Terms of Reference.** To be amended to reflect “The Committee will review the Risk Assessment Register on an annual basis, in the spring”. **Action: Clerk.**

24/19 **Risk Register.** It was resolved to update page 9 of the Risk Register: Cemetery. Add Trees/branches falling (as per Shedfield Common). **Action: Clerk.**

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25/19 **Fixed Asset Register.** No changes required; to be reviewed again in the spring.  
**Action: Clerk.**

26/19 **Cemetery administration:**

- a. Cremation Casket Area.
  - i. Hedge. It was resolved to add £30.00 to the Cemetery budget for 2020/2021 to cut the box hedge on an annual basis. **Action: Clerk/RFO.**
  - ii. Regulations required. Regulations for Memorial Stones to be adapted for the cremation casket area. **Action: Clerk.**
- b. Lychgate. Cleaning/painting is required. **Action: Clerk.**
- c. Annual Testing of Memorial Stones. Completed 10 April 2019. It was resolved that two stones (Grave Numbers 581 & 554) should be laid down as soon as possible as no next of kin details are available.  
**Action: Councillor Jim Coleman/Councillor Margaret Jones.**

27/19 **Pet Cemetery.** With no demand, it was resolved that no further action is required.

28/19 **The Common.**

- a. Illegally parked vehicles. Letters sent by Wellers Hedleys to a resident requesting the removal of illegally parked vehicles on Common land behind Heathlands had been successful, however the situation would continue to be monitored.
- b. Heathland Management Services. Councillor Jim Coleman to discuss with Heathland Management Services additional work required; this relates to access/cutting of footpaths, which is not included in the new contract. Further work by the Hampshire Conservation Volunteers is scheduled for October 2019; details to be included in the September edition of the Parish Magazine. A tour of the Common area to be arranged for all Councillors. **Action: Councillor Jim Coleman/Clerk.**

29/19 **War Memorial.** Shedfield WI 100<sup>th</sup> Anniversary tree planting; details of type of tree and date awaited.

30/19 **Wayfarers Monument.** As noted at Item 21/19, notification has been received from the War Memorials Trust that a pre-grant application has been successful; a full Grant Application to be submitted by 31 July 2019. **Action: Councillor Jim Coleman.**

31/19 **War Memorial & Wayfarers Monument website entry.** Councillor Cathy Roberts had provided updated information to the Clerk and the website had been updated accordingly. Further information to be researched for the Wayfarers Monument.  
**Action: Councillor Cathy Roberts.**

32/19 **Japanese Knotweed.** Complete Weed Control reported some slight regrowth in May near the garage area, but too small to treat. This will be monitored and treated as necessary. **Action: Clerk.**

33/19 **Correspondence.** None.

34/19 **Items for the next agenda.**

- a. Cemetery Regulations.

35/19 **Date of next meeting** – 7.15 p.m. Monday 11 November 2019.

*With no further business to conduct the Chair closed the meeting at 8.25 p.m.*