

# PARISH COUNCIL OF DENMEAD



## Minutes of the Highways & General Purposes Committee Meeting Held on Wednesday 22<sup>nd</sup> September 2021 at 7.30pm At the Old School

<u>Members:</u>	Cllr I Brown (Chairman)	(P)	Cllr K Andreoli	(P)
	Cllr P Langford-Smith	(P)	Cllr G West	
	Cllr K Scholey	(P)	Cllr D Searle	
	Cllr M Clay		Cllr A Berry	(P)
	Cllr D Stallard			

Also present: Shelley Holliday (Deputy Operations Manager), Jo Hollingshead (Minute Clerk).  
There were no members of the public present.

**024/22H** Apologies: Apologies were received from Cllrs West and Searle.

**025/22H** Declarations of Interest: There were no Declarations of Interest to note.

**026/22H** Minutes of Previous Meeting: The Minutes of the Council Meeting held on 30<sup>th</sup> June 2021 were submitted for approval. **It was UNANIMOUSLY RESOLVED that the minutes of the meeting be accepted as an accurate record and were duly signed by the Chairman at the meeting.**

**027/22H** Public Participation (S.0.3 e): There was no requirement for a Public Participation session.

**028/22H** Matters Arising and Outstanding Matters from Previous Minutes: The following Matters Arising and Outstanding Matters from Previous Minutes were discussed as follows:

1. Draft Budget 2022-2023: The draft budget for 2022-2023 was reviewed. The recommendations of the RFO were considered and **the following points UNANIMOUSLY AGREED for inclusion in the Budget:**

**Action:  
RFO**

- 1.1 It was proposed that the budget for Village Maintenance be set at £1,000.
- 1.2 The budget suggested for the new war memorial will not be required as the existing war memorial is to remain in its current location.
- 1.3 An increased budget of £1,000 was proposed for the festive lighting, Christmas trees and the services of Katie Mattingley, and it was suggested that DPC should provide the trees for the village rather than obtain sponsors.
- 1.4 The Shopper Bus budget of £300 was agreed.
- 1.5 There is unspent earmarked budget for finial ring refurbishment; however, some finial rings are missing and will cost more to replace, and so it was proposed to draw down on earmarked reserves for this.
- 1.6 Speedwatch is to apply for a grant for a handheld gun and so no budget is required.
- 1.7 The purchase of a lawn mower for the Burial Ground was discussed after Minute Ref 033/22H (10) Extension of Denmead Burial Ground.

2. Bicycle Racks to be installed in the Village Centre: It was discussed that DPC do not have any land on which bicycle racks could be installed. **Therefore, it was UNANIMOUSLY RESOLVED to re-allocate the budget for this.**

**Action:  
RFO**

3. Denmead Speedwatch Scheme: Denmead Speedwatch has returned in house at DPC. **NOTED.**

4. Speed limits in Denmead: This item is to be removed from future Agendas. **NOTED.**

5. WCC bin emptying: WCC have responded to DPC regarding emptying of bins around Denmead free of charge. Some project work is to be undertaken by WCC and the Deputy Operations Manager awaits their findings. **NOTED.**

6. Drop post request at Little Mead: The Head Groundsman has investigated the request for a drop post at Little Mead and has stated that he does not believe there is a need for a drop post. After discussion, **it was UNANIMOUSLY RESOLVED to put this request on hold until there is a clear need for it.**

8. Flowerbed sponsorship: The following two items were discussed together:

8.1 Barchester Care Home no longer wish to sponsor a flowerbed on the Forest Road roundabout. Pearsons have made a request for the same flowerbed sponsorship but have asked to put banners on the flowerbed. It was discussed that sponsorship must follow the agreed format for signs.

8.2 Denmead in Bloom have contacted DPC regarding sponsorship and maintenance of the flowerbeds. After discussion, **it was UNANIMOUSLY RESOLVED to place sponsorship signs next to the sponsored flowerbeds and not in the flowerbeds, giving sponsor details and stating that the flowerbeds are kindly maintained by Denmead in Bloom.**

**Action:  
Dep Op  
Mgr**

9. Tetrapak Bin: WCC have now installed their Tetrapak recycling bin in Kidmore Lane car park. **NOTED.**

10. Festive Lighting/Christmas Trees: After discussion, **it was UNANIMOUSLY RESOLVED that the Christmas tree is to be provided by DPC.** Katie Mattingley will be advised of this so that no sponsorship of it is requested.

**Action:  
Dep Op  
Mgr**

11. Remembrance Service: The Deputy Operations Manager has applied for a road closure with WCC. Cllr Langford-Smith has had a meeting with the Church and Scouts, and it was agreed to try to hold as normal a service as possible, considering government guidance. **NOTED.**

**029/22H** **Correspondence:** The following items of correspondence have been received:

1. Cllr West has provided the spec to be used when inviting tenders for works on DPC maintained footways and roads. **It was UNANIMOUSLY RESOLVED to adopt the spec as the DPC standard.**

**Action:  
Dep Op  
Mgr**

**030/22H** **Denmead Involvement with District Policing Team:** The Safer Neighbourhoods Panel is to meet on 7<sup>th</sup> October 2021 at 7pm at The Old School. An Agenda and invites have been sent to all required attendees, and to the new Police and Crime Commissioner for Hampshire and the Isle of Wight, Donna Jones. **NOTED.**

**031/22H** **Denmead Works Phase II:** Karen Wright has provided a response. She has stated that WCC are unlikely to fund both the widened greenways and any speed reducing features, despite money having been spent on feasibility studies for the widened greenways. She has also mentioned the proposed speed reducing work on Hambledon Road but has omitted the issue of speeding on Forest Road. **It was UNANIMOUSLY RESOLVED to reply to Ms Wright expressing DPC's concern that money has been spent and nothing has yet been done, that agreement was reached in the meeting held in June of what needs to be done, and therefore no further feasibility studies are necessary.**

**Action:  
Dep Op  
Mgr**

**032/22H** **Finial Rings:** The following items were discussed:

1. Mark Keighley at HCC Heritage team was sent the application form for the

refurbishment work of the Furzeley Road finial post. He cannot confirm dates, but it has been earmarked for refurbishment this financial year. **NOTED.**

2. Handy Dave has sent two quotes for the refurbishment of Anmore and Denmead Mill finial rings. **It was UNANIMOUSLY RESOLVED to accept the quotes, and to contact Handy Dave to confirm a starting date.**

**Action:  
Dep Op  
Mgr**

3. Mark White (Village Warden) has been added to the van insurance. **NOTED.**

The Deputy Operations Manager was asked to request a finial ring cleaning schedule and a starting date from the Village Warden and to add this to the next Agenda.

**Action:  
Dep Op  
Mgr**

**033/22H** **Burial Ground:** The following matters were discussed:

**1. Applications:** the list of applications received since 30<sup>th</sup> June 2021 were received by Committee. **NOTED.**

**2. Dogs on lead signs:** the dogs on leads signs have been placed on the cemetery gates at a cost of £33.36. **NOTED.**

**3. Burial Ground Regulations – proposed changes:** The Deputy Operations Manager has proposed some changes to the Burial Ground Regulations. After discussion and amendments suggested on various points, **it was UNANIMOUSLY RESOLVED to accept the recommended changes and agreed amendments, and to publish the revised Burial Ground Regulations on the DPC website in due course.**

**Action:  
Dep Op  
Mgr**

**4. Cemetery Mapping:** Pear Technology have created a draft of the Burial Ground mapping on Epitaph. It advises who is in each grave but does not show memorials or headstones. The Deputy Operations Manager will ask if this can be added. There is an annual cost to make the mapping available to the public on the DPC website. **It was UNANIMOUSLY RESOLVED to investigate the GDPR implications and to ensure the mapping is suitable for purpose before proceeding further.**

**Action:  
Dep Op  
Mgr**

**5. Sleeper repairs:** The Head Groundsman has provided quotations regarding the sleeper repairs at the Burial Ground. The quotations are now out of date, and so **it was UNANIMOUSLY RESOLVED to contact Benlee to request a quote.**

**Action:  
HG**

**6. Welters Caskets:** Ten Welters caskets were ordered at a total cost of £521.76. The Deputy Operations Manager will re-order these as necessary. **NOTED.**

**7. Cleaning of Welters Plots:** This has been completed by Cllrs Langford-Smith and Searle. **NOTED.**

**8. Correspondence:**

8.1 An email has been received from Ms Sharp. There is no appeal as the owl engraving decision has already been discussed on Special Motion and a resolution made on 19<sup>th</sup> May 2021 (Minute Ref 011/22H (d)). A further resolution was made on 30<sup>th</sup> June 2021 (Minute Ref 023/22H (2.2.3)) – “it was UNANIMOUSLY RESOLVED to respond to Ms Sharp stating that as per DPC Burial Ground Regulations, Ms Sharp is permitted to have a headstone that meets those Regulations, and Committee has agreed to an owl engraving on the headstone of no more than 13cm in diameter.” It should also be noted that as the matter was discussed on Special Motion, Members may not re-discuss the matter within a 6-month period. The Deputy Operations Manager also advised Committee that Ms Sharp was unhappy with the standard Norse procedure of adding a further layer of topsoil to a grave approximately two weeks after a new burial. **It was UNANIMOUSLY AGREED that the Deputy Operations Manager will draft a response to Ms Sharp advising her that there is no appeal procedure for the owl engraving and that the topsoil addition is standard procedure in burial grounds.**

**Action:  
Dep Op  
Mgr**

It was further **NOTED** that additional email correspondence has been received from Ms Sharp after the Agenda for this meeting was set, and so this additional correspondence will be added to the next Agenda on 1<sup>st</sup> December 2021.

8.2 An application has been received for a book-style cremation plaque on a plot in the new Burial Ground (designs previously circulated). After discussion, **it was UNANIMOUSLY RESOLVED to accept the application for the lower of the two designs submitted.**

**Action:  
Dep Op  
Mgr**

9. Drainage:

9.1 A full scope of works has been received from Greenacre for the Burial Ground drainage works (previously circulated). The Burial Ground Drainage Working Party has not met to discuss the scope of works specifically; however, neither Members nor the RFO have any further unanswered queries. Therefore, **it was UNANIMOUSLY RESOLVED to appoint Greenacre for the Burial Ground drainage works.**

**Action:  
Dep Op  
Mgr**

9.2 A former Councillor has advised DPC that the willow tree in the middle of North Field is a memorial tree. Drainage works cannot be completed without removing the tree. Records do not show to whom the memorial is dedicated, nor that this tree is the tree mentioned in the records. **After discussion, it was UNANIMOUSLY RESOLVED to remove the tree, and to contact the former Councillor to advise that if he can provide more information about the memorial then DPC will plant another tree.**

**Action:  
Dep Op  
Mgr**

9.3 The Diocese have been contacted about the proposed drainage works. There are no updates to report. Greenacre will not be able to start work without permission from the Diocese. **NOTED.**

9.4 The RFO has made a further request for information regarding the Greenacre scope of works. A response has been received from Greenacre and forwarded to the RFO for any further comment. **NOTED.**

9.5 The Environment Agency has been contacted regarding the “new” drainage outlet ditch being created by the drainage works. It was **NOTED** that this ditch already exists and is being maintained, and the Deputy Operations Manager will advise the Environment Agency of this.

10. Extension of Denmead Burial Ground: Since the meeting held on 4<sup>th</sup> July 2021 to discuss the purchase or rental of the land adjacent to the Burial Ground, there is no further update to report. **NOTED.**

The purchase of an additional grass cutting machine was discussed at this point (Minute Ref 028/22H (1.7)). **It was UNANIMOUSLY RESOLVED not to purchase a machine and instead to use Norse for grass cutting and removal.** Therefore, no budget is required for the grass cutter, and Norse’s services are to be covered by the Burial Ground budget.

**Action:  
Dep Op  
Mgr**

11. Memorial Safety Testing: The Diocese have provided the faculty licence for safety testing to be carried out and notices to display to the public. The public have 28 days to object to the Diocese. After discussion, **it was RESOLVED by a majority to follow procedure as set out by the Diocese and to repair the unsafe headstones.**

**Action:  
Dep Op  
Mgr**

12. Future Projects to be carried out in the Burial Ground: the following points were discussed:

12.1 Raised (wedge) headstones on cremation plots – these are similar to existing Welters plot memorials but will appear more like a headstone in design and will be placed in the two new sets of plots. There are approximately 20 plots vacant. Specification for a raised (wedge) headstone will be required from a stonemason, and examples are to be brought to the next Committee meeting.

12.2 Pathways around cremation plots – the pathway around the Welters plots has been completed. However, the paths around the cremation plots are too narrow for a wheelchair and so it was suggested that grasscrete could be used on these paths.

At this point, it was **AGREED** to hold a meeting of Committee Members at the Burial Ground to discuss future projects and work to cremation plots, and so no further discussion took place.

The meeting closed at 9.08pm.

**The next scheduled meeting of the Highways & General Purposes Committee will take place at the Old School at 7.30pm on Wednesday 1<sup>st</sup> December 2021**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please note minutes of meetings are published in draft form as soon as possible on the website to help residents. However, they do not become the formal record of the meeting until agreed or otherwise at the next meeting. Therefore, you should always check to see whether any amendments have been made.