

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell Village Hall on Thursday 21st January 2016**

The Chair opened the meeting at 6.30pm.

1. **Present:** Councillors: D Metcalfe (Vice Chair)
M Smith
S Mendham
J Sharma

Clerk: J Rutherford

2. **To receive Councillors "Declarations of Interests"**

None

3. **Apologies**

Apologies were received from Cllr's M Bradbury, J Greensmith, H Grant, A Dale, A Bagley

4. **Approval of the minutes from the meetings held on 10th December 2015**

Minutes of the meeting had been circulated and were accepted as a true record. The Vice Chair signed the copy and this was filed as a true record.

Matters Outstanding / Arising not on the Agenda

The clerk advised that he had drafted a "Volunteer Agreement" and had emailed to all for review. It was agreed that this review to take place at the next meeting. It was agreed that the clerk to investigate any insurance implications. It was also agreed that the clerk to print off hard copies for the meeting. **All & Clerk to action.**

It was agreed that the clerk to book the village hall with Bev Partridge for all meetings. **Clerk to action.**

It had been agreed previously by all that Cllr Metcalfe be given the authority to spend up to £250.00 to cut down the 2 ash trees (near gate at bottom of the cemetery) **Cllr Metcalfe to action.**

5. **A Discussion and Update on the Hall Lane Works**

It was agreed that funding for a further £250.00 would be allocated for more plants. **Cllr Metcalfe to action.**

Cllr Metcalfe confirmed that he had spoken to Andrew Nicholson re the use of the new safety barrier re removal of the excess soil into the skip.

6. **A Review of the Terms of Reference (TOR)**

It was agreed to keep this as an agenda item for discussion at a future meeting. **Clerk to action on going.**

7. Correspondence

The clerk advised the following had been received:

- Letter from Yorwaste advising the introduction of a monthly rental charge of £2 for the waste bins.

8. Financial Matters

The clerk presented all with the updated accounts showing a total balance of £6,205.04

The following cheques were approved:

000657 - £114.67 – J Rutherford December pay

000658 - £47.20 – J Rutherford expenses

000659 - £96.00 – RJ Farrow (skip)

The clerk advised that he would complete another VAT return now that all the major invoices had been paid. **Clerk to action.**

9. An Update on the Cemetery Inspections & Grounds Matters

Cllr Metcalfe advised that there were some fallen branches in the cemetery. It was agreed that Cllr Smith to speak to RW Wallace re clearing these branches subject to a maximum budget of £100.00. It was agreed that the skip could be used to dispose of these branches. **Cllr Smith to action.**

Cllr Metcalfe advised that he had met the clerk on site to discuss the allocation of extra plots in the existing cemetery. Cllr Metcalfe presented all with then proposals. It was agreed that a further 28 plots to be created at the bottom of the children's section (named as Plot H) and a further 7 plots (additional row) to be created at the bottom of Plot D, numbered 169 to 175. It was agreed that the extra plots in Plot D be used first before using Plot H. It was agreed that the clerk to update the records and advise Blenkirons. **Clerk to action.**

10. Burials, Memorials and Reserved Plots

Burials

<u>Name</u>	<u>Buried</u>	<u>Plot</u>
Victor Peach	10 Dec 2015	B,140

Memorials Approved

<u>Name</u>	<u>Plot</u>	<u>Memorial</u>
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Reserved Plots

<u>Name</u>	<u>Plot</u>
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11. Any Other Business

It was agreed by all that Macplant be asked to cut the grass again for the forthcoming season assuming no increase of greater than 5%. It was agreed that they be asked to pick up the first 4 cuts. **Clerk to action.**

It was agreed that Cllr Metcalfe to purchase more spray to tend to the weeds. **Cllr Metcalfe to action.**

It was agreed that clerk to advise the next three meeting dates (18 Feb, 17 March, 21 April 2016) to all and to remind all re their attendance at the meetings in terms of giving notice to the clerk re non-attendance. **Clerk to action.**

The clerk was asked to issue the minutes / agenda within 2 weeks of a meeting to allow all time to plan their attendance at subsequent meetings etc. **Clerk to action.**

It was agreed that a budget of £150.00 be used to allow the tending of the saplings (new cemetery) and to clear the beck at the bottom of the new cemetery.
Cllr Metcalfe to action.

12. Date of the Next Meetings

It was agreed that the next meeting would be at 6.30pm on **Thursday 18th February 2016.**

The meeting finished at 7.30pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell Village Hall on Thursday 18th February 2016**

The Chair opened the meeting at 6.30pm.

1. **Present:** Councillors: D Metcalfe (Vice Chair)
M Smith
S Mendham
A Dale
H Grant

Clerk: J Rutherford

2. **To receive Councillors "Declarations of Interests"**

None

3. **Apologies**

Apologies were received from Cllr's M Bradbury, J Greensmith, A Bagley, J Sharma

4. **Approval of the minutes from the meetings held on 21st January 2016**

Minutes of the meeting had been circulated and were accepted as a true record. The Vice Chair signed the copy and this was filed as a true record.

Matters Outstanding / Arising not on the Agenda

It was agreed that the clerk to book the village hall with Bev Partridge for all meetings. **Clerk to action.**

It had been agreed previously by all that Cllr Metcalfe be given the authority to spend up to £250.00 to cut down the 2 ash trees (near gate at bottom of the cemetery) **Cllr Metcalfe to action.**

It had been agreed previously that a budget of £150.00 be used to allow the tending of the saplings (new cemetery) and to clear the beck at the bottom of the new cemetery. **Cllr Metcalfe to action.**

5. **A Review of the Volunteer Agreement**

The clerk advised that the insurance policy covered the use of volunteers. The proposed volunteer agreement was approved by all. It was agreed that the clerk to issue the approved version to all. **Clerk to action.**

6. **Correspondence**

The clerk advised that the following had been received :

- Email from Hilary Bowes raising a number of questions, comments. It was agreed that the clerk to respond back to Hilary. **Clerk to action.**

7. Financial Matters

The clerk presented all with the updated accounts showing a total balance of £5,989.37

The following cheques were approved:

000660 - £114.67 – J Rutherford Jan pay

000661 - £14.40 – Yorwaste

000662 - £86.60 – HMRC

000663 - £54.00 – RW Wallace (branch removals)

000664 - £198.27 – D Metcalfe (weed killer spray)

The clerk advised that he would complete another VAT return now that all the major invoices had been paid. **Clerk to action.**

8. An Update on the Cemetery Inspections & Grounds Matters

Cllr Smith confirmed that RW Wallace had completed the works reference collecting the fallen branches.

The clerk confirmed that he had provided the new plot information to Blenkirons and had updated the plot layout plans.

The clerk confirmed that Macplant were to maintain the same prices for grass cutting for 2016 / 2017. It was agreed that Macplant would be used and for the clerk to confirm to them. **Clerk to action.**

Cllr Metcalfe confirmed that he had purchased more spray to tend to the weeds.

Cllr Metcalfe advised that he had inspected the cemetery / memorials with no other issues reported.

Cllr Metcalfe advised that the new skip / tipping bar was working well.

9. Burials, Memorials and Reserved Plots

Burials

<u>Name</u>	<u>Buried</u>	<u>Plot</u>
James Scott	12 Feb 2016	Plot D, 29D
Derek Newton	22 Jan 2016	Plot B,142

Memorials Approved

<u>Name</u>	<u>Plot</u>	<u>Memorial</u>
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Reserved Plots

<u>Name</u>	<u>Plot</u>
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10. Any Other Business

It was agreed that a site meeting would be held at the April meeting to inspect the cemetery and agree any works required. **All to action.**

It was agreed that the clerk to contact Farrow's to request a replacement skip. **Clerk to action.**

It was agreed by all that meetings would commence at 6pm.

11. Date of the Next Meetings

It was agreed that the next meeting would be at 6.00pm on **Thursday 17th March 2016.**

The meeting finished at 7.00pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell Village Hall on Thursday 17th March 2016**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe (Vice Chair)
S Mendham
A Dale
J Sharma

Clerk: J Rutherford

2. **To receive Councillors "Declarations of Interests"**

None

3. **Apologies**

Apologies were received from Cllr's M Smith, H Grant, M Bradbury, A Bagley

4. **Approval of the minutes from the meetings held on 18th February 2016**

Minutes of the meeting had been circulated and were accepted as a true record. The Vice Chair signed the copy and this was filed as a true record.

Matters Outstanding / Arising not on the Agenda

Cllr Metcalfe confirmed that the two ash trees had been cut down at a cost of only £230.00. It was agreed to issue a cheque to A J Searl for the works. **Clerk to action.**

It had been agreed previously that a budget of £150.00 be used to allow the tending of the saplings (new cemetery) and to clear the beck at the bottom of the new cemetery.

Cllr Metcalfe to action.

5. **Correspondence**

- Letter from PKF Littlejohn advising that they were still offering an Annual Audit service (the JBA did not require an audit of their account following recent legislative changes). It was agreed by all to continue to have the accounts audited, accepting a cost of £100.00 (plus VAT) from PKF Littlejohn. **Clerk to action.**

6. **Financial Matters**

The clerk presented all with the updated accounts showing a total balance of £7,158.39

The following cheques were approved:

000665 - £239.04 – Yorwaste

000666 - £114.67 – J Rutherford Feb pay

000667 - £230.00 – A J Searl (tree works)

000668 - £197.92 – D Metcalfe (plants, shrubs, bonemeal, miraclegro, slug killer, compost)

The clerk advised that he would complete another VAT return now that all the major invoices had been paid. **Clerk to action.**

7. An Update on the Cemetery Inspections & Grounds Matters

Cllr Metcalfe advised that he had inspected the cemetery with no issues reported.

Cllr Metcalfe advised that Andrew Nicholson had used the skip for a recent MOD burial without permission of the JBA. It was agreed with Andrew that he would contribute towards the cost of the next replacement skip. **Clerk to monitor / action.**

Cllr Metcalfe advised that Andrew had been leaving tractor tyre marks at the bottom of the cemetery (babies plot). It was agreed that Cllr Metcalfe to source 2 oak posts (with chains) to be placed at the bottom end to prevent any further damage. A budget of £100.00 was agreed by all. **Cllr Metcalfe to action.**

A budget of £100.00 was agreed to source steel posts to be placed adjacent to the wheelbarrow tipping bar to prevent any damage to the plants, shrubs. **Cllr Metcalfe to action.**

8. Burials, Memorials and Reserved Plots

Burials

<u>Name</u>	<u>Buried</u>	<u>Plot</u>
Keith Partridge	4 March 2016	D,179

Memorials Approved

<u>Name</u>	<u>Plot</u>	<u>Memorial</u>
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Reserved Plots

<u>Name</u>	<u>Plot</u>
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9. Any Other Business

It was agreed that a site meeting would be held at the April meeting to inspect the cemetery and agree any works required. It was also agreed to invite Blenkins to the site meeting to discuss recent issues (such as using the skip for MOD burials). **Clerk & All to action.**

It was agreed by all that Cllr Dale to gain quotes for a copper plaque (18" x 10") to be placed on the wall at bottom of the cemetery with the following inscription:

"In loving memory of those buried in this consecrated ground."

Cllr Dale advised that a request had been received for a memorial bench to be placed in the cemetery. It was agreed that Cllr Dale / Cllr Metcalfe be granted the authority to deal with this matter re its siting and the granting of permission. **Cllr Dale & Metcalfe to action.**

10. Date of the Next Meetings

Next meetings to be arranged

The meeting finished at 7.20pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell Village Hall on Thursday 2nd June 2016**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe
J Greensmith
M Smith

Clerk: J Rutherford

2. **To receive Councillors "Declarations of Interests"**

None

3. **Apologies**

Apologies were received from Cllr's H Grant, M Bradbury, A Bagley, A Dale, S Mendham, J Sharma.

4. **Election of Chair and Vice Chair**

It was proposed by Cllr Smith and seconded by Cllr Greensmith that Cllr Metcalfe be Chair. Cllr Metcalfe accepted. All agreed.

It was proposed by Cllr Smith and seconded by Cllr Metcalfe that Cllr Greensmith be Vice Chair. Cllr Greensmith accepted. All agreed.

5. **Approval of the minutes from the meetings held on 17th March 2016**

Minutes of the meeting had been circulated and were accepted as a true record. The Chair signed the copy and this was filed as a true record.

Matters Outstanding / Arising not on the Agenda

It had been agreed previously that a budget of £150.00 be used to allow the tending of the saplings (new cemetery) and to clear the beck at the bottom of the new cemetery. Cllr Metcalfe advised that works were on going, commenting that then hedges could not be cut at present.

Cllr Metcalfe to action.

6. **Correspondence**

The clerk advised that an email had been received from the Partridge family requesting permission to erect a bench beside the plot of the late Keith Partridge. This request was agreed by all subject to a site meeting between the family and the Chair. **Cllr Metcalfe to arrange site meeting.**

The clerk advised receipt of the Annual Waste Transfer note from Yorwaste.

The clerk advised receipt of a cheque for £3120.00 from Colburn Town Council for the 2016 / 20147 precept.

The clerk advised receipt of a letter from the Pensions Regulator. **Clerk to action.**

7. Financial Matters

The clerk presented a summary of the year end accounts (2015/2016) advising a closing balance of £6,969.80. The accounts were agreed by all and the audit paperwork completed for submission. **Clerk to action.**

The clerk presented all with the updated accounts as at showing a total balance of £7,158.39

The following cheques were approved:

000669 – J Rutherford March pay £114.67
000670 – J Rutherford expenses £32.00
000671 – RJ Farrow £114.00
000672 – Yorwaste £253.44
000673 – Yorwaste £239.04
000674 – HMRC £86.60
000675 – J Rutherford April & May pay £229.00
000676 – ICCM £90.00
000677 – Macplant £888.00
000678 – AM Searl £140.00

The clerk advised that he would complete another VAT return now that all the major invoices had been paid. **Clerk to action.**

8. An Update on the Cemetery Inspections & Grounds Matters

Cllr Metcalfe advised that he had inspected the cemetery with no issues reported.

Cllr Metcalfe updated all concerning the use of the skip for burials. Concerns were raised re the additional costs of using the skip. It was agreed that the cemetery fees to be an agenda item at the next meeting. **Clerk to action.**

Cllr Metcalfe advised that hardwood posts had been purchased for the bottom end of the cemetery as previously agreed.

It was agreed that the clerk to re look at the ownership of the area of land adjacent to the skip. **Clerk to action.**

It was agreed that authority be given to Cllr Metcalfe to purchase weed killer (£150.00) for the top half of the new field. It was advised that Cllr Metcalfe had met Claire Ramsey re her horses using the field but it was deemed as being too full of weeds at present. **Cllr Metcalfe to action.**

It was agreed that authority be given to Cllr Metcalfe to cut the overgrown grass in the children's section. **Cllr Metcalfe to action.**

9. Burials, Memorials and Reserved Plots

Burials

<u>Name</u>	<u>Buried</u>	<u>Plot</u>
Ivor Doidge	28 April 2016	TBC
Muriel Robinson	31 May 2016	Plot D,36

Memorials Approved

<u>Name</u>	<u>Plot</u>	<u>Memorial</u>
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Reserved Plots

<u>Name</u>	<u>Plot</u>
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10. Any Other Business

It had been agreed previously by all that Cllr Dale to gain quotes for a copper plaque (18" x 10") to be placed on the wall at bottom of the cemetery with the following inscription:

"In loving memory of those buried in this consecrated ground."

Clerk to request an update from Cllr Dale.

It was agreed that no further action to be taken with a previous request made to the Burial Board for a memorial bench. It was advised that the family did not want a bench at present. Cllr Metcalfe and Cllr Dale had dealt with this request originally.

It was agreed that authority be given to Cllr Metcalfe to approach Ken Lee re cutting the hedges.
Cllr Metcalfe to action.

It was agreed that the following be added to the next agenda :

A review of the cemetery fees

Precept 2016 / 2017

A review of cemetery rules

10. Date of the Next Meetings

The next meetings to be 21st July and then 15th September 2016. (6pm start at Hipswell Village Hall).

The meeting finished at 7.20pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell Village Hall on Thursday 21st July 2016**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe
J Greensmith
A Bagley

Clerk: J Rutherford

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2. **To receive Councillors "Declarations of Interests"**
None

3. **Apologies**

Apologies were received from Cllr's H Grant, M Bradbury, M Smith, A Dale, S Mendham, J Sharma.

4. **Approval of the minutes from the meetings held on 2nd June 2016**

Minutes of the meeting had been circulated and were accepted as a true record. The Chair signed the copy and this was filed as a true record.

Matters Outstanding / Arising not on the Agenda

It was agreed that no action to be taken at present reference the request for a bench next to the plot of the late Keith Partridge. The matter would be discussed again should the family wish to pursue this request further and arrange a site meeting.

5. **Correspondence**

It was advised that a quotation had been received from Macplant (£160.00) for the cutting of the hedges in the cemetery. It was agreed by all to instruct these works. **Clerk to action.**

It was advised that a request to purchase 3 plots had been received from Bev Partridge. It was agreed that the clerk to request the 3 names requesting the plots prior to proceeding with this request. **Clerk to action.**

It was agreed to accept the Zurich Insurance quotation (£713.26). **Clerk to action.**

6. **Financial Matters**

The clerk presented a summary of the accounts advising a current total balance of £7,697.83

The following cheques were approved:

- 000679 – D Metcalfe (weed killer) £161.64
- '000680 – J Rutherford June pay £114.00
- '000681 – Macplant £1224.00
- '000682 – NYCC Waste £14.40
- '000683 – Zurich Insurance £713.26
- '000685 – HMRC £86.60

'000686 – D Metcalfe expenses £140.00

The clerk advised that he would complete another VAT return now that all the major invoices had been paid. **Clerk to action.**

It was agreed to set the 2017 / 2018 at the October meeting. **Clerk to prepare information.**

7. An Update on the Cemetery Inspections & Grounds Matters

Cllr Metcalfe advised that he had inspected the cemetery with no issues reported.

8. Burials, Memorials and Reserved Plots

Burials

Name	Buried	Plot
Anthony Bloodworth	12 July 2016	C,121
Margaret Snelgrove	7 January 2016	B,49

Memorials Approved

Name	Plot	Memorial
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Reserved Plots

Name	Plot
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9. A Review of the Cemetery Fees

It was agreed by all to increase the burial fees as follows :

Reserve burial plot £300.00

Reserve cremation plot £120.00

Burial fees £235.00

Cremation fees £80.00

Clerk to advise Blenkirons.

10. A Review of the Cemetery Rules

It was agreed to discuss at the next meeting. **Clerk to action.**

11. Any Other Business

It had been agreed previously by all that Cllr Dale to gain quotes for a copper plaque (18" x 10") to be placed on the wall at bottom of the cemetery with the following inscription:

"In loving memory of those buried in this consecrated ground."

It was agreed that the Chair to pursue the above matter. **Chair to action.**

It was agreed that the clerk to email thanks to Macplant for doing a good job re the grass cutting in the cemetery. **Clerk to action.**

It was agreed that the clerk to ask Macplant to collect the topped off cuttings from the top half of the new cemetery. **Clerk to action.**

It was agreed that authority be given to the Chair to attend to and tidy up the untended graves in the cemetery. **Chair to action.**

12. Date of the Next Meetings

The next meetings to be 15th September 2016 and then 20th October 2016. (6pm start at Hipswell Village Hall).

The meeting finished at 7.15pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell Village Hall on Thursday 15th September 2016**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe
S Mendham
A Bagley
J Sharma

Clerk: J Rutherford

2. **To receive Councillors "Declarations of Interests"**
None

3. **Apologies**
Apologies were received from Cllr's H Grant, M Bradbury, M Smith, A Dale, J Greensmith.

4. **Approval of the minutes from the meetings held on 2^{1st} July 2016**
Minutes of the meeting had been circulated and were accepted as a true record. The Chair signed the copy and this was filed as a true record.

Matters Outstanding / Arising not on the Agenda

The Chair advised that the hedge cutting was to be done by Macplant during the 2nd / 3rd week of September. **Chair to monitor.**

It was agreed that the clerk to contact Bev Partridge re the reserved plots and to advise that double fees (£600 per plot) would apply if the plots were required to be double depth plots. **Clerk to action.**

It was agreed that the clerk to submit another VAT return upon receipt of the final Macplant invoices from the grass cutting season. **Clerk to action.**

It was agreed that the clerk to request the Scotton precept cheque for 2015 / 2016. **Clerk to action.**

The Chair advised that the topped off cuttings had been collected by Macplant from the new cemetery field.

The Chair advised that he had attended to and tidied up the untended graves.

5. **Correspondence**

The clerk advised that an email had been received concerning the proximity of a grave with a request to ensure that any headstone is thus placed further across at the time of its siting. It was agreed that the Board would monitor this situation and review this request at the time of any such headstone being requested.

6. Financial Matters

The clerk presented a summary of the accounts advising a current total balance of £7,011.25

The following cheques were approved:

000687 – J Rutherford July & Aug pay £228.00

'000688 – Macplant grass cutting £528.00

'000689 – RJ Farrow skip hire £120.00

7. An Update on the Cemetery Inspections & Grounds Matters

Cllr Metcalfe advised that he had inspected the cemetery plots and headstones with no issues reported.

It was agreed that Cllr Metcalfe would purchase a new lock for the gate and a wheelbarrow for use in the cemetery. **Cllr Metcalfe to action.**

8. Burials, Memorials and Reserved Plots

Burials

<u>Name</u>	<u>Buried</u>	<u>Plot</u>
Margaret Baker	3 Aug 2016	B,81
Leondra Maureen Scarce	19 Aug 2016	C,105
Thomas Terence Sparks	16 Aug 2016	D,89

Memorials Approved

<u>Name</u>	<u>Plot</u>	<u>Memorial</u>
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Reserved Plots

<u>Name</u>	<u>Plot</u>
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9. A Review of the Cemetery Rules

A number of amendments were proposed and agreed to the cemetery rules. It was agreed by all that the clerk to amend the rules document and issue out to all. **Clerk to action.**

10. Any Other Business

The Chair updated all re the cost (appx £60.00) and specification of the proposed plaque. It was agreed that the Board would proceed with the plaque as per the provided specifications (24 x 16", black lettering). It was agreed by all that the Chair to place the order for the plaque. **Chair to action.**

It was agreed that the Precept 2017 / 2018 would be included on the 20th October 2016 agenda.

It was agreed to discuss a review of the Clerk's salary at the 20th October 2016 meeting.

It was agreed that any reserved plots would require the details of the person for whom the plot is reserved for and that plots would not be transferable. Furthermore it was agreed that any unused plots would be reimbursed (if requested by the plot holder) at the cost paid to originally reserve the plot.

It was agreed that the clerk to make initial enquiries with Yorkshire Water re installing a water supply for the new cemetery. **Clerk to action.**

12. Dates of the Next Meetings

It was agreed that the next meeting dates to be : 20 October 2016, 17 November 2016, 15 December 2016, 19 January 2017, 16 February 2017, 16 March 2017, 20 April 2017 and 18 May 2017.

The meeting finished at 7.30pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell Village Hall on Thursday 20th October 2016**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe
S Mendham
J Greensmith
H Grant
M Smith

Clerk: J Rutherford

2. **To receive Councillors “Declarations of Interests”**

None

3. **Apologies**

Apologies were received from Cllr’s A Bagley, J Sharma, A Dale, M Bradbury

4. **Approval of the minutes from the meetings held on 15th September 2016**

Minutes of the meeting had been circulated and were accepted as a true record. The Chair signed the copy and this was filed as a true record.

Matters Outstanding / Arising not on the Agenda

The Chair advised that the hedge cutting had been completed by Macplant.

It was agreed that the prior decision to increase the fees for requested double plots (£600.00) be reversed. It was agreed that the clerk to contact Bev Partridge to advise this decision. **Clerk to action.**

It was agreed that the clerk to submit another VAT return upon receipt of the final Macplant invoices from the grass cutting season. **Clerk to action.**

5. **Correspondence**

The clerk advised that an email had been received concerning a tilting memorial at plot D,44a. It was agreed that the family would need to contact the memorial contractor directly to deal with this matter. In any event the clerk and Cllr Metcalfe agreed to arrange a site meeting after which the Clerk to respond to the family. **Clerk & Cllr Metcalfe to action.**

Cllr Grant advised that a family had reported that a light had been taken from a grave. Cllr Grant advised that the Police had been made aware of this matter.

6. **Financial Matters**

The clerk presented a summary of the accounts showing a projected year-end balance of £8,895.28

The following cheques were approved:

000690 – HMRC £86.60

'000691 – PKF Littlejohn External Audit £240.00

'000692 – Macplant grass cutting £1284.00

'000693 – NYCC Waste Collection fees £243.84

'000694 – J Rutherford Sept Pay £114.00

The precept 2017 / 2018 was discussed with comments made re the upcoming works to include the requirements needed within the new cemetery (shed, water supply) as well as on-going maintenance works. It was agreed to increase the total precept request by 20%, to £7200.00. It was agreed that this would be split as per the previous year with the individual requests agreed as :

Colburn : £3744.00

Hipswell : £1908.00

Scotton : £1548.00

It was agreed that the clerk to communicate the precept requests to all by the 31 October 2016.

Clerk to action.

It was agreed to increase the Clerk's salary by 2%, to £1754.00 per annum. Clerk to advise the accountants. **Clerk to action.**

7. An Update on the Cemetery Inspections & Grounds Matters

Cllr Metcalfe advised that he had inspected the cemetery plots and headstones with no issues reported.

Cllr Metcalfe advised that he had purchased a new lock and was still sourcing a new wheelbarrow. **Cllr Metcalfe to action.**

8. Burials, Memorials and Reserved Plots

Burials

<u>Name</u>	<u>Buried</u>	<u>Plot</u>
Thelma Ann Robinson	22 Sept 2016	C, 79
Kellie Lisa Kean	2 Sept 2016	C, 106

Memorials Approved

<u>Name</u>	<u>Plot</u>	<u>Memorial</u>
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Reserved Plots

<u>Name</u>	<u>Plot</u>
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9. Any Other Business

Cllr Metcalfe presented the new plaque to all.

It was agreed that the clerk to make initial enquiries with Yorkshire Water re installing water supply for the new cemetery. **Clerk to action.**

It was agreed that the clerk to investigate eco-friendly water storage options such as water butts.
Clerk to action.

A gas smell was noted during the meeting. The clerk texted Bev Partridge to advise.

Cllr Metcalfe advised a quote of £220.00 to cut back two trees in the cemetery. Agreed by all.
Cllr Metcalfe to action.

It was agreed to amend the “Regulations” further to include the following :

“Once a memorial or plot of land is purchased then the maintenance of that memorial or plot of land becomes the responsibility of the owner / family in so much as the Burial Board are not therefore liable.”

It was agreed that the clerk to amend the “Regulations” and provide copies at the next meeting.
Clerk to action.

12. Dates of the Next Meetings

It was agreed that the next meeting dates to be : 17 November 2016, 15 December 2016, 19 January 2017, 16 February 2017, 16 March 2017, 20 April 2017 and 18 May 2017.

The meeting finished at 7.30pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell Village Hall on Thursday 17th November 2016**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe
S Mendham
A Metcalfe
H Grant

Clerk: J Rutherford

2. **To receive Councillors "Declarations of Interests"**

None

3. **Apologies**

Apologies were received from Cllr's J Sharma, A Dale, M Bradbury, M Smith & J Greensmith

4. **Approval of the minutes from the meetings held on 20th October 2016**

Minutes of the meeting had been circulated and were accepted as a true record. The Chair signed the copy and this was filed as a true record.

Matters Outstanding / Arising not on the Agenda

It was agreed that the clerk to submit another VAT return upon receipt of the final Macplant invoices from the grass cutting season. **Clerk to action.**

The clerk advised that he had responded to the Blockley family, as agreed, concerning their memorial stone concerns.

The clerk advised that he had communicated the 2017 / 2018 precept requests to the three councils.

The clerk advised that had amended the regulations and handed all a copy, with Cllr Metcalfe to update the notice board. **Cllr Metcalfe to action.**

The clerk advised that he had contacted Bev Partridge to clarify the reserved plot fees.

The clerk advised that he had contacted Mr Parlour concerning the outstanding fees and that these had now been received.

5. **Correspondence**

None received

6. Financial Matters

The clerk presented a summary of the accounts showing a current total balance of £8,456.83

The following cheques were approved:

000695 – J Rutherford Oct pay £114.00

'000696 – Macplant grass cutting £528.00

'000697 – NYCC Waste £239.04

7. An Update on the Cemetery Inspections & Grounds Matters

Cllr Metcalfe advised that he had inspected the cemetery plots and headstones with no issues reported.

Cllr Metcalfe advised that he was still sourcing a new wheelbarrow. **Cllr Metcalfe to action.**

8. Burials, Memorials and Reserved Plots

Burials

<u>Name</u>	<u>Buried</u>	<u>Plot</u>
Margaret Linehan	10 Nov 2016	B,9
Kathleen Winfield	3 June 2016	D,178
Joyce Watson	3 Nov 2016	D,82

Memorials Approved

<u>Name</u>	<u>Plot</u>	<u>Memorial</u>
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Reserved Plots

<u>Name</u>	<u>Plot</u>
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9. Any Other Business

The clerk advised that it would cost £146.50 to submit an application to Yorkshire Water for them to carry out a site assessment re a potential water supply at the new cemetery ground. It was agreed that the clerk to submit an application. **Clerk to action.**

The clerk advised that water butt costs ranged from £25 to £40 for 210L versions.

It was agreed that Cllr Grant to make enquiries (W.Heslop) concerning the use of water containers used on farms. **Cllr Grant to action.**

It was agreed that the car parking sign to be amended to read as "Burial". **Cllr D Metcalfe to action.**

It was agreed that the Burial Board would not have a website. It was commented that the respective councils could include burial board minutes on their websites.

Cllr Grant gave her apologies for the December meeting.

10. Dates of the Next Meetings

It was agreed that the next meeting dates to be : 15 December 2016, 19 January 2017, 16 February 2017, 16 March 2017, 20 April 2017 and 18 May 2017.

The meeting finished at 7.00pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell Village Hall on Thursday 15th December 2016**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe
A Metcalfe
M Smith

Clerk: J Rutherford

2. **To receive Councillors "Declarations of Interests"**

None

3. **Apologies**

Apologies were received from Cllr's J Sharma, A Dale, M Bradbury, S Mendham, H Grant & J Greensmith

4. **Approval of the minutes from the meetings held on 17th November 2016**

Minutes of the meeting had been circulated and were accepted as a true record. The Chair signed the copy and this was filed as a true record.

Matters Outstanding / Arising not on the Agenda

The clerk advised that he had completed and submitted the VAT return for £3833.44. **Clerk to monitor.**

5. **Correspondence**

None received

6. **Financial Matters**

The clerk presented a summary of the accounts showing a current total balance of £12,637.82

The following cheques were approved:

000698 – A Searl for various cemetery works £225.00
000699 – J Rutherford November pay £114.00
000700 – Yorkshire Water water connection fees £146.58
000701 – A Searl £30.00

7. **An Update on the Cemetery Inspections & Grounds Matters**

Cllr D Metcalfe advised that he had inspected the cemetery plots and headstones with no issues reported.

Cllr D Metcalfe advised that he was still sourcing a new wheelbarrow. **Cllr D Metcalfe to action.**

8. Burials, Memorials and Reserved Plots

Burials

<u>Name</u>	<u>Buried</u>	<u>Plot</u>
Madeleine Wilson	21 November 2016	Plot c,23a

Reserved Plots

<u>Name</u>	<u>Plot</u>
Mrs SV Prince	Plot C, 116
Mrs L Carter	Plot C, 117
Mr I Sixsmith	Plot C, 118

The clerk circulated memorial applications for the following :

Maureen Scarce
Derek Newton
Jan Lambert
Victor Peach
Keith Partridge

The above were all approved. The clerk to advise accordingly. **Clerk to action.**

9. Any Other Business

The clerk advised that it would cost £146.58 to submit an application to Yorkshire Water for them to carry out a site assessment re a potential water supply at the new cemetery ground. It was agreed that the Cllr D Metcalfe to complete and return the application for the clerk to then send off with the cheque. **Cllr D Metcalfe and Clerk to action.**

It was agreed that Cllr Grant to make enquiries (W.Heslop) concerning the use of water containers used on farms. **Cllr Grant to action.**

Cllr D Metcalfe advised that the car parking sign had been amended to read as "Burial".

It was agreed that the clerk to arrange a replacement skip. **Clerk to action.**

It was agreed that A Searl be instructed to carry out the additional cemetery works (value £30.00). **Cllr D Metcalfe to action.**

10. Dates of the Next Meetings

It was agreed that the next meeting dates to be : 19 January 2017, 16 February 2017, 16 March 2017, 20 April 2017 and 18 May 2017.

The meeting finished at 7.30pm