

**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 19<sup>th</sup> January 2017**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe  
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, S Mendham, M Smith & J Greensmith

4. **Approval of the minutes from the meetings held on 15<sup>th</sup> December 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.**

The clerk confirmed that a new skip had been ordered and delivered.

The Chair confirmed that A Searl had completed the tidying / rubble removal works in the cemetery and that payment had been made of £30.00.

Cllr Grant advised she had spoken to W Heslop (water containers) but that no such equipment was readily available.

The Chair advised that he had completed the Yorkshire Water application and the clerk to now issue the form and payment. It was agreed that the Chair advised would attend any site meeting as required to advise possible locations for the water supply. **Clerk & Chair to action.**

5. **Correspondence**

The clerk advised that an invoice had been received from Shaw & Sons for the replacement "Grant of Exclusive Right of Burial" book. It was agreed that the clerk to make then payment (£117.88). **Clerk to action.**

6. **Financial Matters**

The clerk presented a summary of the accounts showing a current total balance of £12,117.78

The following cheques were approved:

000702 – J Rutherford December Pay £114.00

000703 – J Rutherford expenses £44.80  
000704 – Shaw & Sons £117.88  
000705 – HMRC (Post Office) £86.80

#### **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**

<b><u>Name</u></b>	<b><u>Buried</u></b>	<b><u>Plot</u></b>
June Bagley	5 Jan 2017	D,57E

##### **Reserved Plots**

<b><u>Name</u></b>	<b><u>Plot</u></b>
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No memorials were presented for approval.

#### **9. Any Other Business**

It was agreed to erect a new sign at the bottom gates reading “No Parking, Access Required at All Times”. It was agreed that the clerk to contact Eye Catching Signs to carry out this work.

**Clerk to action.**

It was agreed that the clerk to contact Andrew Nicholson to advise that he use the bottom gates for cemetery access and not to drive through via the church path at the top end of the cemetery.

**Clerk to action.**

It was agreed by all that the Burial Board to buy some flowers for Hillary Bowes. **Cllr A Metcalfe to action and present on behalf of the Burial Board.**

It was agreed that the Chair be authorised to purchase some weed killer (to value appx £150.00) to treat the new cemetery. **Chair to action.**

#### **10. Dates of the Next Meetings**

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

The meeting finished at 7.10pm

**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 16<sup>th</sup> February 2017**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe  
A Metcalfe  
S Mendham  
A Dale

Clerk: J Rutherford

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

None

3. **Apologies**

Apologies were received from Cllr's J Sharma, H Grant, M Bradbury, M Smith & J Greensmith

4. **Approval of the minutes from the meetings held on 19<sup>th</sup> January 2017**

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 he held an initial site meeting with Yorkshire Water to discuss the proposed new water connection. It was advised that Yorkshire Water were now going to write to the Burial Board to arrange a further surveyor site meeting after which they would advise the extent and cost of the works. **Chair and Clerk to action.**

5. **Correspondence**

None had been received

6. **Financial Matters**

The clerk presented a summary of the accounts showing a current total balance of £12,979.10

The following cheques were approved:

- 000706 – R & J Farrow for skip hire £240.00  
000707 – Richmondshire District Council for 4 waste bins £56.00  
000708 – J Rutherford January pay £114.00  
000709 – Void Cheque  
000710 – A Searl for cemetery works / clearing £30.00

It was agreed to add Cllr Mendham as a bank signatory. **Clerk to action.**

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

The Chair raised concerns re the condition of 2 ash trees in the cemetery. It was agreed that the clerk to arrange for a tree report to be carried out. **Clerk to action – Barry Robson (07517) 033524**

The Chair advised that he had inspected the cemetery plots and headstones with no issues reported.

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

The clerk advised that he had received confirmation from Macplant that their grass cutting prices would remain the same this year. It was agreed that the clerk to also approach Barry Robson for a quote and to then add to next agenda for discussion and to appoint a contractor. **Clerk to action.**

## **8. Burials, Memorials and Reserved Plots**

### **Burials**

<b><u>Name</u></b>	<b><u>Buried</u></b>	<b><u>Plot</u></b>
Olive May Davison	17 Jan 2017	Plot A,53
Angela Phyllis Partridge	7 Jan 2017	Plot D,179
Hoi Lan Lee	13 Feb 2017	Plot D,176 (double plot)

### **Reserved Plots**

<b><u>Name</u></b>	<b><u>Plot</u></b>
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No memorials were presented for approval.

## **9. Any Other Business**

It was agreed to erect a new sign at the bottom gates reading "No Parking, Access Required at All Times". The clerk advised that Eye Catching Signs had quoted circa £25 for an A3 sign. It was agreed to order the sign. **Clerk to action.**

It was agreed by all that the Burial Board to buy some flowers for Hillary Bowes. **Cllr A Metcalfe to action and present on behalf of the Burial Board.**

Cllr Mendham had emailed all requesting some further information concerning the weed killing within the cemetery. The Chair provided the following information in response:

- Advised that he always had a P1 / P6 licence holder in attendance when spraying in the cemetery.
- Advised that £160 purchases circa 3 litres of weed killer which is required to treat the cemetery grounds. Furthermore that this level of treatment is required on an annual basis.

It was agreed that the Chair to attend a P1 / P6 course, to be paid for by the Burial Board. It was agreed that should the course be later than April / May then the Chair to contact Cllr Dale, who would enquire whether Carillion Amey would treat the cemetery as a community project. **Chair to action.**

## **10. Dates of the Next Meetings**

It was agreed that the next meeting dates to be :23 March 2017, 13 April 2017 and 18 May 2017.

The meeting finished at 7.35pm

**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 Monday 27<sup>th</sup> March 2017**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe  
A Metcalfe  
S Mendham  
M Smith  
J Greensmith  
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, A Dale.

4. **Approval of the minutes from the meetings held on 16<sup>th</sup> February 2017**

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 he held an initial site meeting with Yorkshire Water to discuss the proposed new water connection. It was advised that we were now awaiting a reply re the works required and the costs. **Clerk to chase.**

5. **Correspondence**

Letter from Yorkshire Water advising that their quotation would be received within 28 days.

Letter from Macplant advising their grass cutting prices for the 2017 season (unchanged from last year).

6. **Financial Matters**

The clerk presented a summary of the accounts showing a current total balance of £15,844.86

The following cheques were approved:

- 000711 – J Rutherford Feb Pay £114.00  
000712 – D Metcalfe College Course £425.00  
000713- J Rutherford March Pay £114.00  
000714 – D Metcalfe Course travel expenses £115.20  
000715 – D Metcalfe weedkiller costs £150.00

It was agreed to add Cllr Mendham as a bank signatory. **Clerk to action.**

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

The Chair advised that he had met Barry Robson to discuss the grass cutting and tree works. It was advised that Mr Robson was unable to carry out the grass cutting and did not hold the required qualifications to carry out any tree works. The Clerk provided details of three tree surgeons to the Chair who was going to arrange further site meetings. The Chair to also speak to Mr Peacock to gain permission to use his land if required for any tree works. **Chair to action.**

It was agreed to award the grass cutting works to Macplant. **Clerk to action.**

The Chair advised that he had inspected the cemetery plots and headstones with no issues reported.

The Chair 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>
R Anderson	6 March 2017	B,138
P Elliott	14 March 2017	D,148

### Reserved Plots

<u>Name</u>	<u>Plot</u>
P Kirton	C,119

The following memorials were approved :

Alfred Heslehurst  
Kellie Kean

**Clerk to advise Pickards.**

## 9. Any Other Business

It was agreed to erect a new sign at the bottom gates reading "No Parking, Access Required at All Times". The clerk advised that Eye Catching Signs had quoted circa £25 for an A3 sign. It was agreed to order the sign. **Clerk to action.**

It was agreed by all that the Burial Board to buy some flowers for Hillary Bowes. **Cllr A Metcalfe to action and present on behalf of the Burial Board.**

The Chair confirmed that he had attended and passed the P1 / P6 course at East Durham College and was now qualified to carry out any weed killing work in the cemetery.

## 10. Dates of the Next Meetings

It was agreed that the next meeting dates to be 20 April 2017 and 18 May 2017.

The meeting finished at 6.55pm

**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 27<sup>th</sup> April 2017**

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 H Grant, M Bradbury, A Dale, J Sharma, S Mendham, J Greensmith.

4. **Approval of the minutes from the meetings held on 27<sup>th</sup> March 2017**

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 contact Yorkshire Water to gain more information on companies who could offer the underground "Mole" technology (to go under the paths). It was agreed that the clerk to contact Yorkshire Water to gain a quotation for a route down the new cemetery field.

**Clerk to action.**

5. **Correspondence**

The clerk advised the following :

Letter from the Henley family thanking Cllr D Metcalfe for his help with their enquiry to find the grave of their father. The letter requested that recognition be given to Cllr Metcalfe for the help provided. The clerk emailed all with a copy of the letter.

Letter from Elaine Simpson requesting a reserved plot. It was agreed that the clerk to provide details to the Chair to then pass on. **Clerk & Chair to action.**

Email from Colburn Town advising that the Notice Boards were out of date (reference the Chair details). The clerk advised that new copies had been provided to the Burial Board members some time ago. It was agreed that the Clerk to email the councils with the document. **Clerk to action.**

## 6. Financial Matters

The clerk presented a summary of the accounts showing a current total balance of £14,528.43

The following cheques were approved:

000716 – Post Office (HMRC) £86.00

000717 – J Rutherford April pay £114.00

000718 – J Rutherford expenses £20.54

000719 – Yorwaste bins £263.04

000720 – Yorwaste bins £271.87

000721 – Cllr A Metcalfe expenses for Hilary Bowes flowers £14.00

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

The Chair provided quotations for the tree works from John Lawrence (£420.00 + vat) and Jason Smith (£924 + vat). It was agreed that the Chair to contact Mr Peacock for permission to use his land when carrying the tree works. It was agreed that once permission had been granted that the Chair to appoint John Lawrence to carry out the works. **Chair to action.**

The Chair advised that he had inspected the cemetery plots and headstones with no issues reported.

The Chair 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>
S Brownbridge	23 March 2017	D,148
H Dudzik	25 March 2017	C,14
M Piper	25 March, 2017	C,14

### Reserved Plots

<u>Name</u>	<u>Plot</u>
None	

The following memorials were approved :

Thomas Sparks

**Clerk to advise Pickards.**

## 9. Any Other Business

It was agreed that the clerk to check the reservation for a double plot made by Jenni Lee ref payment. **Clerk to action.**

It was agreed that the clerk to contact Yorwaste re a damaged bin (lid had come off). **Clerk to action.**

It was agreed for the clerk to request another skip. **Clerk to action.**



**10. Dates of the Next Meetings**

It was agreed that the next meeting dates to be 18 May 2017 (AGM), 22 June 2017, 20 July 2017.

The meeting finished at 7.30pm

**COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY**

**Minutes of the AGM of Colburn, Hipswell and Scotton Joint Burial Authority  
Held in Hipswell Village Hall on Thursday 18<sup>th</sup> May 2017**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe  
A Metcalfe  
M Smith  
I Whitehead  
A Murray

Clerk: J Rutherford

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

None

3. **Apologies**

Cllr's Dale, Chadwick, Thirlwell & Greensmith.

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

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

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

5. **Approval of the minutes from the meetings held on 27<sup>th</sup> April 2017**

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 Chair to organise a site meeting with Yorkshire Water and the identified “Mole” technology companies to discuss the potential water source installation. The clerk had presented the information to the Chair. **Chair to action.**

5. **Correspondence**

The clerk advised the following :

Letter from Elaine Simpson requesting a reserved plot. It was agreed to reserve Plot FD88 and to issue the paperwork upon receipt of the payment (£90.00). **Clerk & Chair to action.**

6. **Financial Matters**

The clerk presented all with the year-end accounts, showing a closing balance of £14,692.01. The accounts were agreed by all.

The clerk presented a summary of the accounts showing a current total balance of £14,528.43

The following cheques were approved:  
000722 – J Rutherford May pay £114.00  
000723 – J Rutherford expenses £30.00  
000724 – ICCM subs £90.00  
000725 – RJ Farrow skip hire £192.00  
000726 – HMRC £86.60

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

The Chair presented a further quotation from Mr Lawrence re some additional tree works (£275 + vat). These extra works were agreed by all. It was advised that Mr Peacock had given permission to use his land as required to carry out the works. **Chair & Clerk to action.**

The Chair advised that he had inspected the cemetery plots and headstones with no issues reported.

The Chair 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>
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**Reserved Plots**

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

The clerk advised that an error had been made re the processing of the reserved plot(s) for the Lee family and this had now been rectified, with additional in that the payment made was for 2 double plots.

It was agreed that the clerk to contact Yorwaste re a damaged bin (lid had come off). **Clerk to action.**

The Chair quoted an article in the Northern Echo which had praised the appearance of Hipswell Cemetery.

**10. Dates of the Next Meetings**

It was agreed that the next meeting dates to be 29 June 2017, 20 July 2017.

The meeting finished at 7.25pm

**COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY**

**Minutes of Colburn, Hipswell and Scotton Joint Burial Authority  
Held in Hipswell Village Hall on Thursday 29<sup>th</sup> June 2017**

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**  
Cllr’s Munroe, Chadwick & Greensmith

4. **Approval of the minutes from the meetings held on 18<sup>th</sup> May 2017**  
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 Chair to organise a site meeting with Yorkshire Water and the identified “Mole” technology companies to discuss the potential water source installation. The clerk had presented the information to the Chair. The Chair further advised that he had spoken to Severn Water about a possible connection via Hall Lane with a site meeting to be arranged. **Chair to action.**

5. **Correspondence**  
The clerk advised that invoices had been received from Macplant and NYCC for payment.

6. **Financial Matters**  
The clerk presented a summary of the accounts showing a current total balance of £16,978.08

The following cheques were approved:  
000727 – Macplant grass cutting £624.00  
000728 – NYCC waste bins £273.07  
000729 – J Rutherford June pay £114.00  
000730 – J Rutherford expenses £18.68  
000731 – Macplant grass cutting £792.00

It was agreed that the clerk to request the precept cheque from Scotton Parish Council. **Clerk to action.**

7. **An Update on the Cemetery Inspections & Grounds Matters**  
The Chair advised that the agreed tree works were likely to be completed by the end of July 2017. **Chair to monitor.**

The Chair advised that he had inspected the cemetery plots and headstones with no issues reported.

The Chair advised that thanks and praise had been received from Mr & Mrs Harrison and Mr Sanderson regarding the state of the cemetery.

The Chair 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>
Patricia Ann Kinchin	28 April 2017	
Sheila Docherty	8 May 2017	

### Reserved Plots

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

The clerk confirmed that Yorwaste were coming to replace the damaged bin. **Clerk to monitor.**

It was agreed that the clerk to order an additional bin (from Yorwaste) for the cemetery. **Clerk to action.**

## 10. Dates of the Next Meetings

It was agreed that the next meeting dates to be 20 July 2017, 21 Sept 2017 and 19 Oct 2017.

The meeting finished at 7.30pm

**COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY**

**Minutes of Colburn, Hipswell and Scotton Joint Burial Authority  
Held in Hipswell Village Hall on Thursday 20<sup>th</sup> July 2017**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe  
A Metcalfe  
I Whitehead  
A Dale  
C Thirlwell  
Clerk: J Rutherford

2. **To receive Councillors “Declarations of Interests”**  
None

3. **Apologies**  
Cllr’s Munroe, Chadwick, Greensmith & Smith

4. **Approval of the minutes from the meetings held on 29<sup>th</sup> June 2017**  
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 Chair to organise a site meeting with Yorkshire Water and the identified “Mole” technology companies to discuss the potential water source installation. The clerk had presented the information to the Chair. The Chair further advised that he had spoken to Severn Water about a possible connection via Hall Lane with a site meeting to be arranged. Cllr Dale provided contact details for Cllr Chadwick to the Chair. **Chair to action on going.**

5. **Correspondence**  
None

6. **Financial Matters**  
The clerk presented a summary of the accounts showing a current total balance of £20,361.96

The following cheques were approved:  
000732 – J Rutherford July £114.00  
000733 – Macplant grass cutting £588.00

It was agreed that the clerk to request the precept cheque from Scotton Parish Council. **Clerk to action.**

7. **An Update on the Cemetery Inspections & Grounds Matters**  
The Chair advised that the agreed tree works were likely to be completed by the end of July 2017. **Chair to monitor.**

The Chair advised that he had inspected the cemetery plots and headstones with no issues reported.

The Chair advised that damage had been caused to some fencing / hedges at the top of the new cemetery field. After some discussion and difference of opinion that the Chair to look at the area with a view to assessing the requirements re any fencing needed and / or replacement planting of holly bushes. It was agreed at this point that no works to be carried out pending further investigation. **Chair & All to action.**

The Chair 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>
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### Reserved Plots

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

The clerk advised that he had ordered an extra bin from Yorwaste. **Clerk to monitor.**

Cllr Dale advised that weeding was required at the car park site. **All to action.**

It was agreed that Cllr Dale to pass on the Church Wardens books to the clerk. **Cllr Dale to action.**

It was agreed that the clerk to contact Mark Sanders re amending the car park sign. **Clerk to action.**

## 10. Dates of the Next Meetings

It was agreed that the next meeting dates to be 21 Sept 2017 and 19 Oct 2017.

Cllr's Whitehead, Dale and Thirlwell gave their apologies for the September meeting.

The meeting finished at 7.00pm

**COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY**

**Minutes of Colburn, Hipswell and Scotton Joint Burial Authority  
Held in Hipswell Village Hall on Thursday 21<sup>st</sup> September 2017**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe  
A Metcalfe  
J Greensmith  
A Dale  
C Thirlwell  
Clerk: J Rutherford

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

None

3. **Apologies**

Cllr’s Munroe, Chadwick, Smith, Whitehead

4. **Approval of the minutes from the meetings held on 20<sup>th</sup> July 2017**

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 Chair to organise a site meeting with Yorkshire Water and the identified “Mole” technology companies to discuss the potential water source installation. The clerk had presented the information to the Chair. The Chair further advised that he had spoken to Severn Water about a possible connection via Hall Lane with a site meeting to be arranged. Cllr Dale provided contact details for Cllr Chadwick to the Chair. **Chair to action on going.**

The Chair confirmed he had purchased a wheelbarrow at a cost of £37.50.

5. **Correspondence**

None other than that dealt with under other agenda items.

6. **Financial Matters**

The clerk presented a summary of the accounts showing a current total balance of £18,458.56

The following cheques were approved:

000734 – J Rutherford August & September £228.00

000735 – HMRC £86.60

000736 – J Rutherford expenses £20.30

000737 – Macplant £528.00

000738 – J Lawrence (tree work) £834.00

000739 – D Metcalfe (wheelbarrow) £37.50



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

The Chair advised that the agreed tree works had been completed.

The Chair advised that he had inspected the cemetery plots and headstones with no issues reported.

The Chair advised previously that damage had been caused to some fencing / hedges at the top of the new cemetery field. It was agreed for the Chair to arrange for fencing to be used to fill the gap. **Chair to action.**

It was agreed that the Chair to deal with the sunken grave that had been reported. **Chair to action.**

## 8. Burials, Memorials and Reserved Plots

### Burials

<u>Name</u>	<u>Buried</u>	<u>Plot</u>
Winston Handforth	9 August 2017	FD79

### Reserved Plots

<u>Name</u>	<u>Plot</u>
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### Memorials Approved

Ronald Anderson  
Thomas & Olive Davison  
William Hodgkinson  
Winston Handforth  
June Bagley  
Patricia Kinchin  
Herbert Kelly – Reme  
Lee family  
Emmie & Esme  
Kathleen Winfield

The memorial for Margaret Lineham was not granted and it was agreed that the Chair discuss further with Pickards. **Chair to action.**

## 9. Any Other Business

The clerk advised that he had ordered an extra bin from Yorwaste. **Clerk to monitor.**

It was agreed that Macplant to carry out the required weeding works. **Clerk to action.**

It was agreed that Cllr Dale to pass on the Church Wardens books to the clerk. **Cllr Dale to action.**

It was agreed that the clerk to contact Mark Sanders re amending the car park sign. **Clerk to action.**

It was agreed that Macplant to cut the boundary hedges. **Clerk to action.**

It was agreed that Cllr Dale to look into a "Friends of Hipswell Cemetery" group and report back to all. **Cllr Dale to action.**

**10. Dates of the Next Meetings**

It was agreed that the next meeting dates to be 19 October, 23 November, 14 December 2017.

Cllr's Dale and Thirlwell gave their apologies for the October meeting

The meeting finished at 7.00pm

**COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY**

**Minutes of Colburn, Hipswell and Scotton Joint Burial Authority  
Held in Hipswell Village Hall on Thursday 19<sup>th</sup> October 2017**

The Chair opened the meeting at 6.00pm.

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

Clerk: J Rutherford

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

None

3. **Apologies**

Cllr's Greensmith, Chadwick, Dale, Whitehead, Thirlwell.

4. **Approval of the minutes from the meetings held on 21<sup>st</sup> September 2017**

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 Chair to organise a site meeting with Yorkshire Water and the identified “Mole” technology companies to discuss the potential water source installation. The clerk had presented the information to the Chair. The Chair further advised that he had spoken to Severn Water about a possible connection via Hall Lane with a site meeting to be arranged. Cllr Dale provided contact details for Cllr Chadwick to the Chair. **Chair to action on going.**

5. **Correspondence**

The clerk advised that invoices had been received from Macplant and NYCC for payment.

6. **Financial Matters**

The clerk presented a summary of the accounts showing a current total balance of £19,207.82

The following cheques were approved:

000740 – J Rutherford Oct pay £114.00

000741 – Macplant grass cutting £528.00

000742 – NYCC Waste £273.07

000743 – Macplant grass cutting £432.00

**Precept 2018 / 2019**

It was agreed by all that the precept to remain as per 2017 / 2018, with a total precept required of £7200.00 as follows:

Colburn Town Council - £3744.00

Hipswell Parish Council - £1908.00

Scotton Parish Council - £1548.00

**Clerk to action with all.**

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

The Chair advised that he had inspected the cemetery plots and headstones with no issues reported.

The Chair advised previously that damage had been caused to some fencing / hedges at the top of the new cemetery field. It was agreed that the Chair to arrange for fencing to be used to fill the gap. **Chair to action.**

It was agreed that the Chair and Clerk to arrange a site meeting to identify those graves that required attention reference sunken graves etc. **Chair & Clerk to action.**

**8. Burials, Memorials and Reserved Plots**

**Burials**

<u>Name</u>	<u>Buried</u>	<u>Plot</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 the clerk to order an additional bin (from Yorwaste) for the cemetery. **Clerk to action.**

It was agreed that Macplant to carry out the required weeding works. **Chair to action.**

It was agreed that Cllr Dale to pass on the Church Warden books to the clerk. **Cllr Dale to action.**

It was agreed that Macplant to cut the boundary hedges. **Chair to action.**

It was agreed that Cllr Dale to look into a "Friends of Hipswell Cemetery" group and report back to all. **Cllr Dale to action.**

**10. Dates of the Next Meetings**

It was agreed that the next meeting dates to be 23 November 2017, 14 December 2017

The meeting finished at 7.15pm

**COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY**

**Minutes of Colburn, Hipswell and Scotton Joint Burial Authority  
Held in Hipswell Village Hall on Thursday 14<sup>th</sup> December 2017**

The Chair opened the meeting at 6.00pm.

1. **Present:** Councillors: D Metcalfe  
A Metcalfe  
M Smith  
A Munro  
I Whitehead

Clerk: J Rutherford

2. **To receive Councillors “Declarations of Interests”**  
None

3. **Apologies**  
Cllr’s Chadwick, Dale, Greensmith, Thirlwell.

4. **Approval of the minutes from the meetings held on 23<sup>rd</sup> November 2017**  
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**  
None

5. **Correspondence**  
The clerk advised that Blenkirons had emailed concerning the double fees charged for Mrs Mary Carter. It was agreed by all that the double fees to still apply. **Clerk to contact Blenkirons.**

6. **Financial Matters**  
The clerk presented a summary of the accounts showing a current total balance of £17,808.85

The following cheques were approved:  
000748 – J Rutherford Dec pay £114.00

The clerk confirmed that he had contacted Colburn, Hipswell and Scotton to advise the precepts for 2018/2019.

7. **An Update on the Cemetery Inspections & Grounds Matters**  
The Chair advised that he had inspected the cemetery plots and headstones with no issues reported.

It was agreed that the Chair to purchase some more weed killing spray (for the 2018 / 2019 season). The Chair advised that a better price could be gained if purchased now and so all agreed to this. **Chair to action.**

The Chair advised that he had received a quotation for £25 - £30 per plot (ref refilling sunken graves). It was agreed to proceed with these works and that the Chair / Clerk to agree the plots requiring work. **Chair & Clerk to action.**

The Chair advised that some coping stones required replacing. It was agreed that the Chair to ask Macplant to carry out these works. **Chair to action.**

It was agreed to approach the following for quotations for the grass cutting of the cemetery for next year: GCH Garden Maintenance, Macplant, Ray Bowland and Country Shire Services. **Clerk to action.**

The clerk to contact Yorwaste re the new bon that had been ordered. **Clerk to action.**

## **8. Burials, Memorials and Reserved Plots**

### **Burials**

<b><u>Name</u></b>	<b><u>Buried</u></b>	<b><u>Plot</u></b>
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### **Reserved Plots**

<b><u>Name</u></b>	<b><u>Plot</u></b>
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## **9. Any Other Business**

It was agreed that the clerk to contact RDC to find out the situation re the green bin collections into the New Year. **Clerk to action.**

## **10. Dates of the Next Meetings**

It was agreed that the next meeting dates to be 18 January 2018, 15 February 2018.

The meeting finished at 7.00pm