

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 January 2019

The Chair opened the meeting at 6.30 pm.

1. **Present:** Councillors: M Smith (Chair)
S Mendham
K Mendham
A Metcalfe
M Ward

Clerk: B Partridge

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

None

3. **Apologies**

None

4. **Approval of the minutes from the meetings held on 15th November 2018 and 17th December 2018.**

Minutes of the meeting had been circulated and were accepted as a true record. Proposed by Councillor K Mendham and Seconded by Councillor S Mendham. The Chair signed a copy and these were filed as a true record.

Matters Arising not on the Agenda

Clerk to ask Andrew Nicholson to cut out first row in new cemetery of burial plots, so it matches the way of the Military cemetery in advance of opening. The cremated area to be left closed at present as still a few spaces remaining in old one.

The paperwork was completed for Councillor Michael Ward to be added as signatory at Lloyds Bank, Michael to take forms with identification.

Proposed by: Councillor K Mendham

Seconded by: Councillor S Mendham

5. **Clerks Transition and Pay**

The clerk is still awaiting paperwork, receipt books, and cash book from previous clerk, Chair to chase up.

Chair to action

The board discussed the rates of pay and all agreed that the salary should be in line with NALC/SLCC recommendations therefore the pay awarded be SCP 25 equating to £12.012 per hour.

The hours of work shall be 3.5 per week and the clerk is to log any additional hours, this is to be based over 3 months and re-evaluate. Agreed by all.

The clerk submitted a detailed breakdown of additional hours that had been undertaken during the transition period.

6. **Discuss Rules and Regulations**

The clerk had taken advice from ICCM and advised the board regarding the following points.

As from 17th January 2019 due to Health and Safety issues, any pebbles, gravel, fencing, lights, fixtures, are NOT to be allowed on existing plots as per rules and regulations in the existing used cemetery.

Any items placed will be noted and removed for safe keeping.

The rules and regulations are to be added to the agreement form completed by the funeral directors and have this signed by next of kin to confirm that it is understood.

Clerk to Action

Clerk to produce press release regarding the above information, also put on website, inform parish/ town councils.

Clerk to Action

Councillors are to bring this up with their respective councils.

Councillors to Action

Write to make aware regarding two plots that have exceeded the permitted widths and encroached into reserved areas.

Clerk to Action

7. Re-Turfing of Plots

Quote received from A Hodgson 09/01/19 for £15 and £20 per plot depending on work required.

The matter was discussed, all agreed. Proposed by Councillor S Mendham. Seconded by Councillor M

Ward. Clerk to contact A Hodgson re commencing works

Clerk to Action

8. Grass Cutting Contract

MacPlant emailed on 2nd Jan 2019 to inform that are no longer able to provide us with a grass cutting service this year. Quotes have been obtained from Gareth Hastie of GCH Gardens, Barry Robertson and Tivoli. Bowland and Country Shire and C Beadle did not wish to tender.

The board discussed the tenders, and had asked for some additional information to clarify matters from Barry Robertson and GCH Gardens.

Clerk to Action

Tivoli were thanked for quoting but were unsuccessful at this time, clerk to inform.

Clerk to Action

The clerk to email members when information received, so a decision can be made at the next meeting.

Clerk to Action

9. An Update on Cemetery Inspections

Pickards had emailed a quote regarding the attention and repair to memorials. There are 144 memorials in total, 103 are loose on foundation. 41 headstones loose on base.

Total quote is £2865 plus VAT at £573 = £3438 Proposed by S Mendham, Seconded by M Ward, agreed by all.

Clerk to confirm with Pickards that any memorials still under their 10 year guarantee that need attention are not paid for.

Clerk to Action

The board stated that as of 17th January 2019, the repair to any memorial is the responsibility of the owner.

10. Registration of Memorial Masons

Registration of Memorials Masons form was sent to Pickard on 23/12/18 – received this along with relevant certificates which have been printed and filed on record.

11. Correspondence

- Email from Mr Williams regarding plot C4 – needs filling. Andrew Nicholson is going to fill in with topsoil and returf if needed (in next few weeks). Clerk to email Mr Williams to update. **Clerk to Action.**
- Letter from Lynne Carter requesting siting of bench at bottom of plot C. All agreed but clerk to advise that it must be a hardwood bench and have document showing such. **Clerk to Action**
- Email from Yorwaste – chasing payment for two invoices (Sept and Oct), had to request invoices as no originals were included in hand over. **Clerk to Action**
- Email from MacPlant – chasing payment for two outstanding invoices (Sept and Oct), had to request invoices as no originals were included in hand over. **Clerk to Action**

12. Financial Matters

Income

The following income has been received:

Blenkiron	Burial	235.00
Pickard	Memorial Fee	90.00
Lawrence	Reserved Plot	600.00
Blenkiron	Plot & Burial	535.00
Blenkiron	Burial	80.00
Blenkiron	Burial	80.00
HMRC	VAT Reclaimed	1705.13
		<u>£3325.13</u>

Expenditure

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for December 2018	143.00	
	Clerks Salary for January 2019	143.00	
	Less: Tax	-57.20	
	Plus: Expenses	<u>194.97</u>	423.77
H M Revenue & Customs	Clerks Tax		57.20
Mac Plant Hire Ltd	Grass Cutting 13 Sep – 14 Dec		828.00
Yorwaste	Waste		1046.43
			<u>£2355.40</u>

The bank balances at the end of December 2018 are as follows:

Lloyds Current Account	£20783.68	
Lloyds Deposit Account	<u>£2784.08</u>	
		<u>£23567.76</u>

Proposed Councillor A Metcalfe

Seconded Councillor K Mendham.

It was agreed that from next meeting the clerk will pay bills online, if any urgent or regular payments are to be made between meeting dates the clerk will seek approval from two signatories before any payments made.

The clerk advised that Scotton precept for 18-19 had not been received, chairman to contact clerk of Scotton Parish Council.

Chair to action.

GAP Funding has been approved for benches for new cemetery (Sept 18) Cllr M Smith to source the paperwork for the benches.

Chair to action.

13. Burials, Memorials and Reserved Plots

The clerk advised the following burials, memorials and reserved plots:

Burials:

Dawn Barnes	FD79	4 th January 2019	Colburn
Grace Mabon Gray	D170	8 th January 2019	Scotton

Memorials:

None

Reserved Plots:

Mr & Mrs Lawrence	B134	18 th December 2018	Out of Area
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14. Any Other Business

A Nicholson has removed soil from the car park area.

Clerk to write to Aldi and Lidl asking for flower donations for the children's section in December 2019.

Clerk to Action

The clerk asked how members would like to receive the agenda and minutes, it was agreed that all would like to continue to receive by email and also received a hard copy (except Cllr M Smith), this was noted and will commence next month.

Clerk to Action

The board discussed changing the day of the meeting to the 4th Monday of the month, the Councillors were asked to take this back for discussion with their councils. If agreed this would not come in to force till after the May Councils AGM when representatives are chosen.

Clerk to Action

15. Date of the Next Meeting

It was agreed that the next meeting to be on 21st February 2019 at 6.30pm, at Hipswell Village Hall.

Please note new time.

The meeting finished at 8.45pm

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 February 2019

The Chair opened the meeting at 6.30 pm.

1. **Present:** Councillors: M Smith (Chair)
S Mendham
K Mendham
A Metcalfe
M Ward
I Whitehead

Clerk: B Partridge

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

None

3. **Apologies**

None

4. **Approval of the minutes from the meeting held on 17th January 2019**

Minutes of the meeting had been circulated and were accepted as a true record. Proposed by Councillor M Smith and Seconded by Councillor S Mendham. The Chair signed a copy and these were filed as a true record.

Matters Arising not on the Agenda

Confirmation received from Lloyds Bank that Cllr M Ward is now a signatory on the bank account.

Re-turfing of plots – Andrew Hodgson has completed approximately 20 plots up to the meeting date, he has also cemented ridge tiles on shed and unstable memorial stone as discussed at site meeting.

Grass cutting contract – Councillors discussed additional information received from Barry Robertson and Gareth Hastie.

It was decided to award the contract to GCH Gardens for the forthcoming season. Councillor A Metcalfe did not participate in discussion or vote due to conflict of interest. Proposed by Councillor K Mendham, Seconded by Councillor S Mendham. All agreed

Clerk to contact contractors with outcome.

Clerk to action

Skip Hire – Clerk to order midi skip from RJ Farrow for delivery on Friday 8/3/19 and to be collected Monday 11/3/19.

Clerk to action

Burial board members to meet on Sunday 10/3/19 at 12.00pm in the cemetery to collect all Christmas wreaths/ flowers and general tidy up. Proposed by Councillor M Smith, Seconded by K Mendham. All agreed.

Press release – Councillors discussed the content of press release prior to publication. All agreed that the content was appropriate and to go ahead with publication.

Clerk to action

Chair had spoken to Jon Rutherford regarding remaining paperwork, receipt books, and cash book. Jon Rutherford stated he has NO other paperwork or books.

Benches GAP funding – Clerk had emailed various benches to Councillors prior to meeting.

Discussed and decided to go with NBB Recycled Furniture.

Clerk to purchase 2 benches for new cemetery, have them delivered and Cllr Mendham agreed he would be present at delivery. Proposed by Councillor I Whitehead, Seconded by Councillor A Metcalfe.

All agreed

Clerk to action

5. Correspondence

Email from Mr O'Connell requesting information to locate Grandfathers grave (not in our section so advised may be in Military cemetery or closed graveyard and directed him to County records office in Northallerton)

Phonecall received from Mr Hastead regarding a cremation plot for his mother in the new cemetery for May, advised that new cemetery not open to cremated burials at present time. Clerk asked board if cremated burials could take place in new cemetery, all agreed that new cemetery not open to cremated burials yet due to sufficient space in existing cemetery. Clerk to contact Mr Hastead to purchase cremated plot in existing cemetery. **Clerk to action**

6. An update on the Cemetery Inspections

The clerk had spoken to ICCM who stated that the Burial Board are "Solely responsible for the cemetery" Councillors discussed although it is a distressing and emotive issue the main concern must be Health and Safety of all cemetery users and contractors.

Letter to be sent to next of kin of any plots with items that are likely to cause a health and safety issue, i.e. anything that will cause damage or injury when cemetery is maintained or trip hazard to any cemetery users, to be removed by end of March due to commencement of grass cutter. Any such items not removed will be stored for safe keeping. A copy of the rules and regulations are to be enclosed with all correspondence. **Clerk to action**

7. Financial Matters

Income

The following income has been received:

Scotton Parish Council	Precept 18/19	1548.00
Co-op	Burial	1070.00
Blenkiron	Plot & Burial	535.00
Blenkiron	Burial	80.00
		<u>£3233.00</u>

Expenditure

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for February 2019	210.21	
	Clerks Overtime (6.5hrs)	78.08	
	Less: Tax	-57.60	
	Plus: Expenses	<u>44.98</u>	275.67
HM Revenue & Customs	Clerks Tax		57.60
Zurich	Insurance 15/02/19-14/02/20		709.34
RDC	4 Green Waste Bins		67.00
R J Farrow	Skip Hire		132.00
			<u>£1241.16</u>

The bank balances at the end of January 2019 are as follows:

Lloyds Current Account	£21948.85	
Lloyds Deposit Account	<u>£2784.32</u>	
		<u>£24733.17</u>

Proposed Councillor S Mendham

Seconded Councillor M Ward.

8. Burials, Memorials and Reserved Plots

The clerk advised the following burials, memorials and reserved plots:

Burials:

Richard Arthur Pearce	A119	14 th December 2018	Colburn
Laura Hurry	B43a	21st January 2019	Colburn
Raymond Smith	D171	23rd January 2019	Out of Area

Memorials:

John Vernon Garrett	B133	Approved
Betty Hastead	FD46	Approved
Samuel Nathan Ratabacaca	E52	Approved but without picture

Clerk to action

Reserved Plots:

None

9. Any other business

The existing payroll software, Brightpay, was previously free to organisations with less than 3 employees but from April this will no longer be available free, charges will be £49.95 + vat (£58.00) per year. Clerk advises that the software is robust and easy to use and although there are free alternatives these are lacking in quality and might go the same way therefore would advise to continue with Brightpay.

Proposed by Councillor K Mendham, Seconded by Councillor A Metcalfe. All Agreed **Clerk to action**

Andrew Nicholson had asked permission to have a spare key for the top shed to store some equipment. All agreed however clerk to ask Andrew to sign a disclaimer stating any items are left at his risk.

Clerk to action

Clerk sent letters to Aldi, Lidl, and Tesco regarding donations of Christmas flowers for December 2019

Clerk asked if board could purchase marker stones for the cemetery, 20 with 'R' for reserved and 6 with 'B' for burial, these can be purchased from Pickards for £5 each. Proposed by Councillor M Ward, Seconded by Councillor S Mendham. All agreed

Clerk to action

10. Date of next meeting

It was agreed that the next meeting to be on 21st March 2019 at 6.00pm, at Hipswell Village Hall. Please note back to original time.

The meeting finished at 8.00pm

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 21st March 2019**

The Chair opened the meeting at 6.00 pm.

1. **Present:** Councillors: M Smith (Chair)
S Mendham
I Whitehead
A Metcalfe

Clerk: B Partridge

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

None

3. **Apologies**

Cllr K Mendham, Cllr M Ward

4. **Approval of the minutes from the meetings held on 21st February 2019.**

Minutes of the meeting had been circulated and were accepted as a true record. Proposed by Councillor S Mendham and seconded by Councillor I Whitehead. The Chair signed a copy and these were filed as a true record.

Matters Arising not on the Agenda

Councillors S and K Mendham, Cllr I Whitehead, and the Clerk met on Sunday 10th March to tidy up the Cemetery and sheds. A very successful couple of hours and a full skip. Gareth Hastie, the new grounds maintenance man also attended to meet everyone.

Check up on press release to see when it will be published.

Clerk to action.

Benches have arrived, just waiting to be sited into new cemetery.

Cllr S Mendham to action.

5. **Grounds Maintenance**

The board discussed the area of plots which have stones and fencing around, they would like Gareth to sign a disclaimer saying he is happy to work around such areas and that there will be no come back on the burial board. Also is it ok to use weed killer around children's plots.

The burial board have previously purchased weed killer which is kept in the shed for use in the new cemetery, ask Gareth for a price to spray the new cemetery.

Clerk to action.

6. **Children's Plots**

Councillors S and K Mendham had gone to see the Families office regarding the previous issues, they have taken photocopies of the letter and rules.

They are going to deal with it and inform Cllr S Mendham on the outcome.

Cllr S Mendham to action.

Clerk to obtain information regarding details of Children's plots for discussion. Clerk to action

7. Clerks Pay

The Clerk advised the board of the NALC pay award for 2019-2020.
Proposed by Cllr I Whitehead. Seconded by Ann Metcalfe. All agreed.

8. An update on the Cemetery Inspections

The Clerk to check on an update from Pickard's regarding the repair of headstones.
Ask Andrew Hodgson to repair guttering on shed.
The board discussed a memorial garden, will look at it again next meeting.

Clerk to action.

9. Correspondence

The Clerk had received an email from a lady who was upset after visiting parents grave.
It was visible that re turfing had taken place, once I had explained that work had been carried out to level the ground she was reassured and appreciative.

10. Financial Matters:

Income

The following income has been received:

Pickard	Memorial Fee (Garrett)	90.00
		<u>£90.00</u>

Expenditure

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for March 2019	168.17	
	Less: Tax	-33.60	
	Plus: Expenses	<u>30.60</u>	165.17
H M Revenue & Customs	Clerks Tax		33.60
Abbey Builders	Grounds Work		628.80
Bright Pay	Payroll Software 19/20		58.80
ICCM	Membership 19/20		95.00
			<u>£981.37</u>

The bank balances at the end of February 2019 are as follows:

Lloyds Current Account	£20284.24	
Lloyds Deposit Account	<u>£2784.43</u>	
		<u>£23068.67</u>

Proposed Cllr S Mendham

Seconded Cllr I Whitehead
All Agreed

11. Burials, Memorials and Reserved Plots

The clerk advised the following burials;

Date	Burial	Name	Plot	Parish
None				

Memorials

None

Reserved Plots

None

12. Any Other Business

The Clerk to enquire with Ray Bowland regarding the stripping and varnishing of two benches within the cemetery. Clerk to action.

The board discussed moving to Bi Monthly meetings, commencing immediately.
Proposed Cllr S Mendham Seconded Cllr M Smith with all in agreement.

13. Date of the Next Meeting

It was agreed that the next meeting to be on Thursday 23rd May 2019 at 6pm, at Hipswell Village Hall.

The meeting finished at 7.30pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Annual Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell Village Hall on Thursday 16th May 2019**

The Chair opened the meeting at 6.00 pm.

Present: Councillors: M Smith (Chair)
S Mendham
I Whitehead
A Metcalfe
K Mendham
K Lambert
M Ward

Clerk: B Partridge

1. Election of Chairman

Councillor S Mendham was proposed by Councillor K Mendham seconded by Councillor I Whitehead and as there were no other proposals Councillor S Mendham was duly elected.

2. Election of Vice-Chairman

Councillor I Whitehead was proposed by Councillor M Smith, seconded by Councillor K Mendham and as there were no other proposals Councillor I Whitehead was duly elected.

3. Apologies

None

4. Approval of Accounts

The clerk presented the annual accounts and it was proposed by Councillor K Mendham and seconded by Councillor I Whitehead. The outgoing Chair signed a copy and these were filed as a true record.

5. Any Other Business

None

The meeting finished at 6.15pm

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 16th May 2019**

The Chair opened the meeting at 6.15 pm.

1. **Present:** Councillors: S Mendham (Chair)
M Smith
I Whitehead
A Metcalfe
K Mendham
K Lambert
M Ward

Clerk: B Partridge

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

None

3. **Apologies**

None

4. **Approval of the minutes from the meeting held on 16th May 2019.**

Minutes of the meeting had been circulated and were accepted as a true record. Proposed by Councillor I Whitehead and seconded by Councillor S Mendham. The Chair signed a copy and these were filed as a true record.

Matters Arising not on the Agenda

Press release was printed in Darlington and Stockton Times on 1st March, on page 61.

Emailed Gareth Hastie and Andrew Nicholson regarding Disclaimers, both are happy to proceed and will keep on file for future reference.

The two new purchased benches are now situated within the new cemetery
Ray Bowland has completed re-varnishing the benches and are back in situ.

5. **Grounds Maintenance.**

The Burial Board discussed the grass cutting and asked the clerk to email Gareth Hastie to request that the grass is picked up on alternate cuts, also to trim hedges behind Cremation Area, and within the silent area in new cemetery. **Clerk to action**

Clerk has been and marked out channel in new cemetery and now waiting for it to be cut out. Contact Frank Swales regarding hedge cutting within Military Cemetery that is encroaching into new Cemetery. **Clerk to action**

6. Children's Plots

Clerk has produced a Proforma of Children's Plot details we hold.

Councillors discussed some options for the future regarding plots, and thanked Pickards for their help and advice.

Mr Kelly had asked permission to place artificial grass on his Daughter's grave, Councillors discussed but felt there was an issue regarding grass cutting. However, should Mr Kelly wish to contact a Memorial Mason to arrange for a stone surround and have the artificial grass placed inside they then would have no problem.

Clerk to action

7. Memorial Garden

Councillors discussed the development of a memorial garden within the new cemetery, all were in agreement but wanted to do more research regarding size of the area, garden design, funding.

All to action

8. An update on the Cemetery Inspections

Pickards are hoping to start the memorial repairs as soon as possible

9. Correspondence

Email from Mr Williams ref Turfing of Plot C4- all sorted Mr Williams is very happy and thanked the Burial Board.

Email from Simon Johnson (Archivist) forwarded by Jon Rutherford, trying to find details of a Burial in the Military Cemetery. Unable to help as no military records held.

Letter from L Carter with picture of proposed bench which was agreed at meeting on 17th January.

Telephone call from lady in Darlington regarding purchasing a memorial stone and the timeframe of allowing memorial.

Telephone call from a carer of Mr C Hull regarding over payment of a reserved plot, no evidence can be found and should Mr Hull be able to produce paperwork to the contrary will be happy to look into it further.

Email from Mr Kelly regarding daughter's grave. Discussed under Children's Plots

Phone call from Cllr Metcalfe regarding a truck parked overnight blocking entrance to cemetery.

Clerk emailed the company explaining it was private property and should it continue would report it to Police.

10. Financial Matters:

Income

The following income has been received:

RDC	Grant Payment	467.00
Blenkiron	Exclusive Rights & Ashes (E Hastead)	200.00
Co-op	Burial OOA (MJ Wortley)	470.00
Blenkiron	Ashes (I A Robertson)	80.00
Colburn TC	Precept	3744.00
Blenkiron	Exclusive Rights & Ashes (Thapa)	380.00
Blenkiron	Exclusive Rights & Burial OOA (Parnaby)	1070.00
Blenkiron	Ashes OOA (D Kelly)	160.00
Pickard	Memorial Fee (E Hastead)	90.00
HMRC	VAT Reclaim	1262.15
		<u>£7923.15</u>

Expenditure

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for April 2019	210.63	
	Less: Tax	-42.00	
	Plus: Expenses	<u>23.70</u>	192.33
H M Revenue & Customs	Clerks Tax		42.00
ICCM	Membership 19/20		95.00
			<u>£329.33</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for May 2019	210.63	
	Less: Tax	-42.20	
	Plus: Expenses	<u>33.30</u>	201.73
H M Revenue & Customs	Clerks Tax		42.20
L Carter	Internal Audit		40.00
GCH Garden Maintenance	Grass Cutting for April		540.00
NYCC – Yorwaste	Waste		548.48
A Hodgson	Refilling Graves x 80		1920.00
			<u>£3292.41</u>

The bank balances at the end of April 2019 are as follows:

Lloyds Current Account	£25471.54	
Lloyds Deposit Account	<u>£2784.54</u>	
		<u>£28256.08</u>

Proposed Cllr S Mendham

Seconded Cllr I Whitehead
All Agreed

11. Burials, Memorials and Reserved Plots

The clerk advised the following burials;

Burials:

Name	Plot	Date	Parish
Ian Alexander Robertson	F80	28 th March 2019	Colburn
Mary Jane Wortley	B104	11 th April 2019	Out of Area
Sabita Thapa	D172	13 th April 2019	Colburn
Baby Minto	E56	27 th April 2019	Hipswell
Dorothy Kelly	F86	29 th April 2019	Out of Area
Ronald Parnaby	A125AA	30 th April 2019	Out of Area
Elizabeth Hasted	FD46	3 rd May 2019	Colburn

Memorials:

John Walker	D99A	Approved
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Reserved Plots

None

12. Any Other Business

The issue with the late Mr Topping's plot has now been resolved.

13. Date of the Next Meeting

It was agreed that the next meeting to be on Thursday 18th July 2019 at 6pm, at Hipswell Village Hall.

The meeting finished at 8.30pm

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 July 2019

The Chair opened the meeting at 6.00 pm.

1. **Present:** Councillors: S Mendham (Chair)
M Smith
I Whitehead
A Metcalfe
K Mendham
M Ward

Clerk: B Partridge

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

None

3. **Apologies**

Cllr K Foster, Cllr K Lambert.

4. **Approval of the minutes from the meeting held on 16th May 2019.**

Minutes of the meeting had been circulated and were accepted as a true record. Proposed by Councillor K Mendham and seconded by Councillor M Ward. The Chair signed a copy and these were filed as a true record.

Matters Arising not on the Agenda

None.

5. **Grounds Maintenance.**

The Councillors discussed at length the numerous complaints regarding the grass cutting and upkeep of the cemetery not being up to standard.

The clerk to write to Gareth Hastie setting out bullet points of the issues listed below;

- Cut and pick up both cuts.
- Must be cut lot shorter.
- Strimmer damage – Around legs of benches and broken memorabilia.
- Protruding branches especially in Cremation area which is potentially a Health and Safety issue.
- Planting by car park and triangle by bottom double gates.

All in agreement

Clerk to action

Cllr A Metcalfe had spoken to Mr Peacock regarding the possibility of keeping sheep in the top field of new cemetery to keep grass down, but at the moment the grass is too long and coarse for sheep and also has a lot of weeds. Leave over winter and get advice regarding weedkilling.

Cllr Metcalfe to action

6. Children's Plots

Councillors discussed amending the regulations more in keeping with future provision and with the opening of the new cemetery.

The children's plots made special reference to amending item 5 to make it more fit for purpose. Other alterations were made plus the addition of the Burial Boards email address and signatures from Chair and Clerk.

Clerk to update the details to the respective clerks of Colburn, Hipswell and Scotton, Funeral Directors, website and noticeboards.

All agreed

Clerk to action

7. Memorial Garden

Councillors discussed how to move this forward. All councillors to look up ideas, layouts, pictures, and any information that may be useful.

Contact Landscape Gardeners for information.

All to action

Clerk to contact ICCM regarding any rules relating to the commencement of a memorial garden.

Clerk to action

8. Clerks Contract

The Councillors discussed a NALC contract that Cllr Smith had produced at the previous meeting.

The clerk had noted that 5 sub titles which were to be amended and have been brought to the Burial board's attention for discussion.

All Agreed

Clerk to Action

Councillors discussed a fee for employees working from home, a yearly figure from HMRC is £216.00. This would be payable in November 2019.

All agreed

9. Policies; Review of Code of Conduct and Risk Assessments

At the request of the Chair, the clerk produced a code of conduct for all councillors to adhere to while on the burial board.

Approved and All agreed

The clerk circulated updated Risk assessments for Memorials and Public Open Spaces which was discussed.

All agreed

10. Meeting Dates

Councillors discussed changing meeting dates to the 4th Tuesday of month- Bi Monthly for a trial period.

Next meeting 24th September 2019 @ 6pm.

All agreed

11. An update on the Cemetery Inspections

Councillors asked for an update from Pickard's regarding repairs to the headstones.

Clerk had emailed them but had no reply up to the meeting. However, just after the meeting a reply arrived and was duly forwarded to all councillors.

The clerk had spoken to Andrew Nicholson regarding cutting channel out in new cemetery, he is busy at the moment and asked to find someone else.

Clerk contacted A Hodgson to get a quote for the works, also source another quote in time for next meeting.

Clerk to action

12. Correspondence

Letter from Yorwaste stating price increase of 32 pence per lift effective from 1st August 2019.
Email from Yorwaste regarding Waste Transfer Document which has been confirmed and signed.

Member information request from ICCM which clerk forwarded to councillors. Thanks to those who replied, they were forwarded on.

Email from Trevor Nunn regarding the condition of grass cutting in cemetery, Clerk has had 2 verbal conversations regarding above.

Email from Richard Simpson regarding Military Cemetery forwarded him to Frank Swales.

13. Financial Matters:

Income

The following income has been received:

Pickard	Memorial Fee (Walker)	90.00
Pickard	Memorial Fee (Gray)	90.00
Blenkiron	Burial (Gay)	235.00
Scotton PC	Precept	1548.00
Hipswell PC	Precept	1908.00
		<u>£3871.00</u>

Expenditure

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for June 2019	235.41	
	Less: Tax	-47.00	
	Plus: Expenses	<u>8.40</u>	196.81
H M Revenue & Customs	Clerks Tax		47.00
			<u>£243.81</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for July 2019	173.46	
	Less: Tax	-34.80	
	Plus: Expenses	<u>23.60</u>	162.26
H M Revenue & Customs	Clerks Tax		34.80
GCH Garden Maintenance	Grass Cutting for May		270.00
GCH Garden Maintenance	Grass Cutting for June		540.00
NYCC – Yorwaste	Waste		203.04
			<u>£1210.10</u>

The bank balances at the end of June 2019 are as follows:

Lloyds Current Account	£24806.47	
Lloyds Deposit Account	<u>£2784.77</u>	
		<u>£27591.24</u>

Proposed Cllr S Mendham

Seconded Cllr M Ward
All Agreed

14. Burials, Memorials and Reserved Plots

The clerk advised the following burials;

Burials:

Name	Plot	Date	Parish
Wilfred Stanley Gay	D107	11 th June 2019	Colburn

Memorials:

Grace Gray	D170	12 th June 2019	Agreed by email
Sabita Thapa	D172	18 th July 2019	Agreed

Reserved Plots

None

15. Any Other Business

To put precept on September agenda for discussion.

To put price increase on September agenda for discussion.

Discuss ICCM guidance, methods and working practices.

To be noted.

Before the commencement of the meeting, Cllr Smith gave the clerk an opened letter addressed to the clerk that had been forwarded by Jon Rutherford.

On looking at the contents after the meeting it contained personal tax details pertaining to Jon Rutherford. The clerk posted them back to Jon Rutherford and got a proof of posting.

16. Date of the Next Meeting

It was agreed that the next meeting to be on **Tuesday 24th September 2019** at 6pm, at Hipswell Village Hall.

The meeting finished at 8.00pm

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 Tuesday 24th September 2019

The Chair opened the meeting at 6.00 pm.

1. **Present:** Councillors: S Mendham (Chair)
K Foster
A Dale
A Metcalfe
K Mendham
M Ward

Clerk: B Partridge

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

None

3. **Apologies**

None. Cllr Smith text while meeting in progress to explain she was stuck at work but would come down should we not be in quorum. Clerk replied.

4. **Approval of the minutes from the meeting held on 18th July 2019.**

Minutes of the meeting had been circulated and were accepted as a true record. Proposed by Councillor K Mendham and seconded by Councillor A Metcalfe. The Chair signed a copy and these were filed as a true record. **All Agreed**

Matters Arising not on the Agenda

Cllr S Mendham had enquired regarding the ongoing memorial repairs.
Clerk to contact Pickard's regarding progress.

Clerk to action

5. **Grounds Maintenance.**

The Councillors discussed how pleased they are with the work Barry and Nicky are doing in the cemetery. Lots of positive feedback from members of the public visiting.

Councillors discussed the quotes regarding the following work required in the cemetery:

Weedkilling in both cemeteries, £75.00 per treatment. 3 treatments a year.

Clear out raised bed by car park area and tidy up triangular area by bottom double gates. £310.00.

Cut back hedges in both cemeteries. £110.00 per hedge.

Proposed Cllr K Mendham **Seconded** Cllr A Metcalfe

All in agreement

Clerk to action

Councillors discussed obtaining quotes from Barry and Ray Bowland for a one-off cut in the top field of new cemetery in preparation for next year. **Clerk to action**

Barry Robertson had asked for approval to store equipment for specific use in the cemetery in the bottom shed. Councillors were in agreement however they wished Barry to sign a disclaimer taking

full responsibility for safe keeping of key and any such items left in there. The Burial Board will not be liable for any missing property

Clerk to action

The Clerk to see Ann regarding additional padlocks to secure the door.

Clerk to action

6. Children's Plots

Nothing to report at present.

7. Memorial Garden

Councillors discussed having a sensory garden feature for the new cemetery incorporating wild flowers, honeysuckle, poppies for early spring 2020. Cllr Foster suggested getting some ideas from Culloden Tower as they have a lovely wildflower area.

All to action

Councillors discussed having memorial plaques which would be placed onto a backing and then fixed onto a wall within the cemetery, these could be purchased with an inscription and then a yearly fee charged. Clerk to source a plaque to look at for the next meeting.

Clerk to look into some bee friendly plants for the area of raised beds by car park.

Clerk to action

8. New Cemetery

The Councillors discussed the quotes for the preparation of the ground in the new cemetery. It was agreed by all to accept Mac Plants quote and also ask them to prepare the cremation area too.

Clerk to email Andy Hodgson to thank him for his quote.

Clerk to action

9. Precept and Price Increase

Councillors discussed at length the Precept and pricing structure.

It was agreed by all that the precepts be increased to:

Colburn £3985.00 – an increase of £241.00

Hipswell £2031.00 – an increase of £123.00

Scotton £1648.00 – an increase of £100.00

The Burial Board to review the precepts every year.

Clerk to inform the Clerks of Colburn, Hipswell and Scotton.

All agreed Clerk to action

The Clerk informed the Councillors that the last time the fees were increased was 22.7.2016.

The Burial Board to increase the fees as follows:

Burial Plot £320.00

Internment £250.00

Cremation Plot £130.00

Internment £85.00

This equates to a 2.1% increase based over 3 years.

Add to standing orders that a price review be done every 3 years.

Fee increase to come into effect from 1st October 2019

All agreed Clerk to action

10. ICCM Guidance, Method and Working Practices

The Burial Board discussed transparency and information sharing.

Clerk to update website to include Councillors email addresses, useful contact details ie funeral directors, memorial masons.

Add reserved plot form which can be downloaded from website.

Clerk to action

11. An Update on the Cemetery Inspections

Clerk to arrange a date with the Chair to complete a Risk Assessment.

Cllr Foster asked to attend the Risk Assessment meeting to help understand the workings of the Burial Board as a new member. Cllr Dale also asked to attend.

A Wednesday at 2pm was agreed, Clerk to email a specific date based on weather conditions.

Clerk to action

12. Correspondence

The ladies who look after our bins to ensure they are emptied every week had reported that a bin lid had broken off, I reported it to Yorwaste and a replacement was delivered last Thursday morning while I was at the cemetery.

Also Barry had been putting some grass cuttings in the bins, I explained they are only for public use and he has now set up an agreement with David Peacock.

Email from Mr Butler enquiring about reserving a plot.

After consulting with the Chair a letter was sent to the family of the late Sabita Thapa regarding the laying of artificial grass which is against rules and regulations.

The clerk sent a letter on 20th August, no reply has been received however the grass has been removed and a plastic fence put in place.

With regards to Thapa internment – Happy with fence but clerk to speak to Jag Sharma to explain fence is their responsibility.

Reply after last meeting from David Pickard regarding update on memorial repairs, clerk forwarded to all councillors.

Request from Bambridge Bros in Darlington which was sent to JR for a memorial, even though I had given them a change of details. I emailed again to inform them.

I have sent all memorial masons a form to register to work in the cemetery, these have been filled in and returned with copies of insurance and public liability.

They now have a licence permitting them to do work in the cemetery and will be updated yearly.

Courtesy call from Co-Op regarding inscription on Wortley grave as to whether there was a fee.

Had a verbal complaint regarding a car parked obstructing disabled bay numerous times, I contacted Sean Godfrey via Angie Kay with a photo from my phone, this seems to have stopped.

Email from Co Op Darlington regarding a memorial in military cemetery, explained and gave them Frank Swailes details.

Email from Mr Boal regarding reserving a plot, have arranged to meet at cemetery in couple weeks.

Emails from Carl at Blenkirons regarding a reserved plot that had been verbally reserved with JR but no money had actually been paid, only found out after considerable time spent looking.

Lengthy discussion regarding Burial protocol and how to move forward to ensure smooth running in the future.

Clerk to write to all Funeral Directors that we deal with explaining we would prefer payment electronically, also all payments must be made in full 3 working days prior to funeral.

A surcharge of £50.00 to be added for any late /delayed payment to cover admin costs.

Clerk to amend financial regulations and terms of reference.

Clerk to action

13. Financial Matters:

Income

The following income has been received:

MS & HG Butler	Reserved Plot FD47	240.00	
Blenkirons	Burial (K Harrison) D173	535.00	
			<u>£795.00</u>

Expenditure

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for Aug 2019	272.58	
	Less: Tax	-54.40	
	Plus: Expenses	<u>19.06</u>	237.24
H M Revenue & Customs	Clerks Tax		54.40
NYCC – Yorwaste	Waste – August		176.75
NYCC – Yorwaste	Waste – September		214.44
John Pickard & Son	Grave Markers		124.80
			<u>£808.63</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for Sept 2019	346.92	
	Less: Tax	-69.40	
	Plus: Expenses	<u>37.49</u>	315.01
H M Revenue & Customs	Clerks Tax		69.40
Robertson’s Garden Serv	Grass Cutting (4/8-19/9)		1650.00
NYCC – Yorwaste	Waste – July (Charges only)		5.20
NYCC – Yorwaste	Waste - October		176.75
			<u>£2216.36</u>

The bank balances at the end of August 2019 are as follows:

Lloyds Current Account	£24785.74	
Lloyds Deposit Account	<u>£2785.00</u>	
		<u>£27570.74</u>

Proposed Cllr S Mendham

Seconded Cllr A Dale
All Agreed

14. Burials, Memorials and Reserved Plots

The clerk advised the following burials;

Burials:

Name	Plot	Date	Parish
Kathleen Harrison	D173	16 th September 2019	Hipswell

Memorials:

Raymond Smith	D171	18 th July 2019	Approved
Laura Hurry	B43A	10 th August 2019	Approved
Amber-Rose Eddie	E54	23 rd September 2019	Approved
Michael and Kathleen Murphy	C76B	23 rd September 2019	Approved

David Pickard had sent dimensions of Burial plots as previously requested by Councillors.

Reserved Plots

Mr and Mrs Butler	FD47	3 rd September 2019	Out of Area
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15. Any Other Business

Councillors discussed sending letters to Aldi, Lidl, Co op, Oops a Daisy and Tesco asking for flower donations for Children's graves at Christmas. **Clerk to action**

Cllr Dale suggested looking into donations for flowers into a Bank Account for people who live away but would like flowers putting on loved one's graves. Cllr Mendham questioned the legality/transparency of how to put them through the accounts.

Clerk to look into this matter.

Clerk to action

Cllr Metcalfe had asked to have some slabs put down for the bins at bottom of cemetery as grass was getting very messy. Cllr Dale suggested asking Barry to sort it.

All Agreed Clerk to action

16. Date of the Next Meetings

It was agreed that the next meetings to be on:

Tuesday 26th November 2019 @ 6pm.

Tuesday 28th January 2020 @ 6pm.

Tuesday 24th March 2020 @ 6pm

The meeting finished at 8.00pm

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 Tuesday 26th November 2019

The Chair opened the meeting at 6.00 pm.

1. **Present:** Councillors: S Mendham (Chair)
I Whitehead
A Metcalfe
K Mendham
M Ward
M Smith

Clerk: B Partridge

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

None

3. **Apologies**

Apologies were received from Cllr K Foster, Cllr A Dale.

Cllr M Smith informed the Burial Board that Cllr K Lambert had resigned due to ill health. He was wished a speedy recovery.

4. **Approval of the minutes from the meeting held on 24th September 2019.**

Minutes of the meeting had been circulated and were accepted as a true record. Proposed by Councillor K Mendham and seconded by Councillor S Mendham. The Chair signed a copy and these were filed as a true record. **All Agreed**

Matters Arising not on the Agenda

Clerk had contacted Pickards with regards to an update on the memorial repairs, they should have them finished within next couple weeks and will confirm when completed.

Have arranged to have the Christmas flowers for the children's area picked up starting on Friday 20th December. Clerk to liaise with Kim, Steff and Ang a time to meet at cemetery.

Clerk to action

5. **Grounds Maintenance.**

Councillors discussed the quotes for a one-off cut in the top field of the new cemetery. Ray Bowland's quote was accepted. Proposed by Cllr S Mendham and seconded by Cllr M Smith.

A quote was discussed from Barry Robertson for a weed control layer and pebbles for area by the car park. This was accepted. Proposed by Cllr K Mendham and seconded by Cllr A Metcalfe. **All Agreed**

6. Memorial Garden

The clerk had been asked to produce a list of 'bee friendly' plants for the area by the car park. Cllrs discussed the various options and asked the clerk to liaise with Barry with regard to planting. A figure of maximum £150.00 was proposed by Cllr S Mendham and seconded by Cllr K Mendham. Noted to make sure not to overplant. **Clerk to action**
Councillors discussed sighting the memorial board on the side wall of the shed in the cemetery. The clerk had produced a memorial plaque made by PADS. The clerk to look for different options of backing boards to fix the plaques too. **All Agreed**

7. An Update on Cemetery Inspections

Risk Assessment Report was completed on 2.10.19 with Cllrs S Mendham and Foster and the Clerk. Councillors worked through the report and discussed work to be done. Hedges in both cemeteries needed cutting – Barry Robertson was aware and was dealing with this. Leave Military side at this present time.
Remind Barry regarding the slabs for siting under the bins.
Liaise with Barry regarding cutting back of rose bushes, fencing, obtain quote for overgrown grass on paths throughout the cemetery.
Leave pointing of wall until springtime. **Clerk to action**

8. Clerk Appraisal

The Clerk completed an annual self appraisal with the chair as per contract. This has been submitted and chair to sign off and keep with contract. **Clerk to action**

9. Correspondence

Request for help in finding a plot from a lady have passed on to Frank Swailes as in Military side.
Email from Yorwaste regarding Xmas collections have left alone as they wanted to know if cemetery was closed over the holidays.
Request for help in finding a plot from a lady have passed on to Frank Swailes as in Military side.
Request for help in finding some plots that have gone via the Vicar at Colburn to the Clerk of Town Council. We have details on our noticeboards and also on our website. Have replied to the family with the details they require.
Email from HMRC relating to previous clerk. Have been in touch with HMRC and the Payroll company that he dealt with and they are sorting it out.

10. Financial Matters

Income

The following income has been received:

Pickards	Memorial (Murphy)	90.00
Bambridge	Memorial (R Smith)	90.00
Watson	Memorial (L Hurry)	90.00
R & L Boal	Reserved Plot (B141)	320.00
Blenkirons	ER & Burial (R Rucroft - D134)	1070.00
Blenkirons	Burial (H.E Hobson - D69)	250.00
Blenkirons	Burial (F Stockton – A88)	85.00
		<u>£1995.00</u>

Expenditure

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for Oct 2019	309.75	
	Less: Tax	-62.00	
	Plus: Expenses	<u>265.95</u>	513.70
H M Revenue & Customs	Clerks Tax		62.00
NYCC – Yorwaste	Waste – November		176.27
			<u>£751.97</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for Nov 2019	235.42	
	Less: Tax	-47.20	
	Plus: Expenses	<u>28.11</u>	216.33
H M Revenue & Customs	Clerks Tax		47.20
Robertson's Garden Serv	Grass Cutting (3/10 -23/10)		1485.00
NYCC – Yorwaste	Waste – December		215.92
			<u>£1964.45</u>

The bank balances at the end of October 2019 are as follows:

Lloyds Current Account	£24252.41	
Lloyds Deposit Account	<u>£2785.23</u>	
		<u>£27037.64</u>

Proposed Cllr K Mendham

Seconded Cllr I Whitehead
All Agreed

11. Burials, Memorials and Reserved Plot

The clerk advised the following burials:

Burials

Name	Plot	Date	Parish
Patricia Rucroft	D134	25 th September 2019	Out of Area
Babies Pullen	E57	9 th October 2019	Colburn
Frank Stockton	A88	19 th November 2019	Out of Area
Hazel Elizabeth Hobson	D69	25 th November 2019	Hipswell

Memorials:

Name	Plot	Date
None		

Reserved Plots:

Name	Plot	Date	Parish
Mr Mrs Boal	B141	1.10.19	Hipswell

12. Any Other Business

None

13. Date of the Next Meetings

It was agreed that the next meetings to be on:

Tuesday 28th January 2020 @ 6pm.

Tuesday 24th March 2020 @ 6pm

The meeting finished at 7.00pm