

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 Hasteed 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 Hasteed 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 Hasteed	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