

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial Authority
Held in Hipswell Cemetery on Tuesday 28th July 2020**

The Chair opened the meeting at 6.00 pm, he had asked for the meeting to be held within the cemetery as there was items that needed face to face discussion on within the agenda. Social distancing will be observed and PPE will be provided.

1. **Present:** Councillors: S Mendham (Chair)
K Mendham
A Metcalfe
K Foster
I Whitehead
J Sharma
- Clerk: B Partridge

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

None

3. **Apologies**

Cllr M Smith, Cllr A Dale

Due to Cllr M Ward’s health, Colburn Town Council’s clerk had informed the Burial Board that he had been given a period of absence, and had asked in this period that Cllr Dale take his place. This was agreed.

4. **Approval of the minutes from the meeting held on 28th January 2020.**

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

None.

5. **Grounds Maintenance.**

Barry has cleared moss from paths in new cemetery, leave for now has suggested some moss killer for future.

Cleared away all grass edging from encroaching paths.

Barry has laid slabs by bin area.

Planting has been done in the car park area.

Andrew Nicholson has removed the soil heap at bottom of cemetery.

Had lots of positive feedback regarding how lovely cemetery is looking.

Clerk to ask Barry to put weedkiller down in channel in new cemetery, and remove thistles from planting in car park area.

Also it was noted during the cemetery inspection that a grave is being obscured by a hedge. Ask Barry to cut back.

Clerk to action

6. Memorial Garden

Have completed and sent off GAP funding bid for memorial board initially meeting was going to be in May but obviously with Covid 19 virus this has not happened. Have contacted Harry Stebbing workshop and explained situation they will honor quote until such times as we get funding.

7. An Update on Cemetery Inspections

Bottom wall of cemetery in need of re pointing. Clerk to source a quote. Clerk has produced plans from inspections done by Kim and Steff for memorial repairs and grave levelling. Memorial Repairs – 56 in total. Pickards have a plan of work required. Grave Levelling – 61 in total. A Hodgson has quoted for the work but it included removing turf and replacing with new turf. Councillors did not feel this was acceptable as wanted the original turf pulling back and filling in with topsoil. Clerk to contact Andrew and ask to re quote. From the inspections the Clerk and Steff met with Pickards for advice regarding additional plots. Approx. 20 plots were found.

Clerk to action

8. Burial Board Car Park

It had been noticed that over a prolonged period of time the same cars were parking in the burial board car park (not visiting), it seems that some of these cars are residents of St Johns Road also dog walkers. This was also brought to light when a funeral (during lockdown) was on in the cemetery meaning mourners found it difficult to access the burial board car park. Furthermore, Barry was unable to access the bottom shed to get his equipment out as cars were parked in front of the shed doors.

Clerk contacted PC Godfrey for advice who suggested to put some signs up to which the clerk put laminated no parking signs up on 21st May, the next day these had been pulled down (it is worth noting that there are already no parking signs up around the car park). Clerk replaced the removed signs, and on direction of the chair, arranged for eye-catching signs to affix some permanent signage.

PC Godfrey also advised that the burial board should engage with the public, as the car park is on private land and the police have no authority to ticket, by placing polite notices on the car windscreens stating that the car park is private land and is there for visitors to the cemetery only. This prompted a letter from a resident of St Johns Road which was forwarded to burial board members. Resulting from one occasion of contacting the police, PC Katie Whitehead did speak to the car owners to clarify the situation.

The Councillors discussed at length the issues and understand the problems with the lack of parking places within the district but it still remains private land. Cllr Foster said that there are similar issues within the Colburn Ward. To this end they agreed to allow parking in the car park between the hours of 6pm-8am.

Clerk to contact Neil Linfoot (Highways) regarding how to obtain a one hour waiting restriction to be placed on car park.

Additionally, sometime between the 28th – 30th April, the Cemetery Gates were damaged by a vehicle. No-one has come forward to accept responsibility, the clerk attempted to repair the gates to some success but the gates do not close. The damage was reported to the police on 1st May at 9.41am. The Chair will look at mending the gates.

Chair/Clerk to action

9. Memorial Price Structure

The clerk has been going through old exclusive rights of burial books to ensure all exclusive rights graves were recorded appropriately and noticed some of the charges did not match up with current price structure, furthermore headstones seem to be appearing, being removed or current headstones having additional inscriptions without approval of Burial board.

The Chair instructed the clerk to send a generic letter to all memorial masons and funeral directors reminding them that all applications must be approved before any work may take place. Any work found to be carried out without approval may be removed.

The clerk produced a suggested price structure based on various local authorities/cemeteries around and discussed that from 1st August 2020 the following prices will apply;

All Memorials	£120.00
Tablet on ground level	£80.00
Vase	£50.00
Additional Inscription	£40.00

It was also noted when examining old books that the children's exclusive rights fees have been omitted from the price structure for some time.

Councillors agreed to charge £25.00 for the exclusive rights.

Proposed by Cllr K Foster, Seconded by Cllr K Mendham.

All agreed

10. Correspondence

Yorwaste was unable to empty bin on 24.2.20 due to snow but will be done on 25.2.20.

Have had regular and very informative updates from ICCM regarding Covid 19.

Yorwaste – price increase.

Pickard – Updated annual docs.

Lady enquiring regarding erecting a memorial informed of procedure.

02.04.20 – Zurich insurance given 3 free months due to Covid, therefore insurance will not renew on 15.02.21 but on 15.05.21.

Various emails/telephone calls regarding reserved plots and burials – all dealt with appropriately.

Letter from Peacocks Farm (12.06.20) regarding grass cut on their land (next to cemetery) was sent to HPC but should have come to BB. Had asked Barry for quote to tidy up as didn't know who was responsible for land and was looking overgrown, as Barry was out with equipment he cut it anyway and charged a nominal fee. Clerk replied apologizing and all sorted with Peacocks, good relations remain.

Clerk emailed Scotton Parish Council to remind clerk that precept was due. Cllr I

Whitehead gave the cheque to the clerk on the night of meeting.

An email was received from Mags asking about the Clerks contract which had previously dealt with in point 8 of the minutes of the July 19 meeting and asked why she wasn't being included in the payment for approval emails. Clerk is tasked with getting 2 signatories to approval payments and is doing this appropriately. Email passed to Chairman to reply.

The Chairman stated that the clerk was doing an exceptional job and was aware of the vast amount of work she had undertaken since taking the position. The Councillors all agreed.

Various emails due to parking issues (discussed earlier)

The issue regarding the use of a reserved plot is still being resolved by the parties involved.

An exhumation order has been sent to the diocese for their approval by the funeral director and we are still awaiting their decision.

However, Blenkirons have sent a invoice and initially expected the Burial Board to pay the whole amount. The clerk has spoken to James Blenkiron explaining that the Burial Board had no involvement with the mistake, and were not tasked with micro managing professional bodies.

Councillors discussed the issue and asked the clerk to inform the parties involved that is should be apportioned 3 ways.

Clerk to Action

11. Financial Matters Income

The following income has been received:

Pickard	Whittingham (FD45)	90.00
Blenkiron	Reserved Plot (C120)	320.00
Blenkiron	Burial (S Williams – C95)	250.00
A Brend	Reserved Plots (FD85 + FD86)	260.00
A Brend	Burial x 2 (FD85)	170.00
Blenkiron	Ex Rights & Burial (E Waite – B136)	570.00
Blenkiron	Burial (McLoughlin – D86)	250.00
Blenkiron	Burial (P Matthews – C120)	250.00
Pickard	Memorial – (Munro – F34)	90.00
Pickard	Memorial – (N Hodgson – B144a)	90.00
Bambridge	Memorial (C Lucas – E58)	90.00
Blenkiron	Burial (N Clements – D151)	250.00
Blenkiron	Burial (S Thompson – D58)	250.00
HMRC	VAT Reclaim	1758.85
Colburn TC	Precept 20-21	3985.00
Aspden	Reserved Plot (B144)	640.00
Hipswell PC	Precept 20-21	2031.00
Pickard	Memorial (F Stockton – A88)	90.00
Blenkiron	Burial (E Spours – D25)	250.00
Blenkiron	Ex Rights & Burial (S Townson - FE1)	215.00
Blenkiron	Burial (B Gale – F26)	85.00
Blenkiron	Ex Rights & Burial (J Handforth – FD81)	215.00
		<u>£12199.85</u>

Expenditure

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for Feb 2020	173.46
	Less: Tax	-34.60
	Plus: Expenses	<u>18.55</u>
H M Revenue & Customs	Clerks Tax	34.60
MacPlant	Groundswork	364.80
NYCC – Yorwaste	Waste – March	215.92
		<u>£772.73</u>

Ms B Partridge	Clerks Salary for Mar 2020	241.61	
	Less: Tax	-48.40	
	Plus: Expenses	<u>102.16</u>	295.37
H M Revenue & Customs	Clerks Tax		48.40
Robertson's Garden Serv	Edging & Bin		289.62
Farrow	Skip		138.00
Pickard	Memorial Repairs		3438.00
Brightpay	Payroll Software		58.80
NYCC – Yorwaste	Waste – April		176.27
			<u>£4444.46</u>

Ms B Partridge	Clerks Salary for Apr 2020	173.46	
	Less: Tax	-34.60	
	Plus: Expenses	<u>26.45</u>	165.31
H M Revenue & Customs	Clerks Tax		34.60
ICCM	Membership		95.00
NYCC – Yorwaste	Waste – May		143.15
			<u>£438.06</u>

Ms B Partridge	Clerks Salary for May 2020	247.80	
	Less: Tax	-49.60	
	Plus: Expenses	<u>109.46</u>	307.66
H M Revenue & Customs	Clerks Tax		49.60
Robertson's Garden Serv	Grass Cuts – April		1065.00
NYCC – Yorwaste	Waste – June		142.67
			<u>£1564.93</u>

Ms B Partridge	Clerks Salary for Jun 2020	297.36	
	Less: Tax	-59.40	
	Plus: Expenses	<u>47.59</u>	285.55
H M Revenue & Customs	Clerks Tax		59.40
Robertson's Garden Serv	3 Cuts + Planting in Car Park		1258.89
NYCC – Yorwaste	Waste - July		262.05
L Carter	Internal Audit		40.00
			<u>£1905.89</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for July 2020	446.04	
	Less: Tax	-89.20	
	Plus: Expenses	<u>45.00</u>	401.84
H M Revenue & Customs	Clerks Tax		89.20
Robertson's Garden Serv	3 Cuts + Weed Spray		1065.00
NYCC – Yorwaste	Waste – August		182.32
			<u>£1738.36</u>

The bank balances at the end of June 2020 are as follows:

Lloyds Current Account	£23182.10	
Lloyds Deposit Account	<u>£2786.17</u>	
		<u>£25968.27</u>

Proposed Cllr J Sharma

Seconded Cllr A Metcalfe

All Agreed

The annual accounts were presented to all councillors, then signed off by the chairman.

12. Burials, Memorials and Reserved Plot

The clerk advised the following burials:

Burials

Name	Plot	Date	Parish
Simon Williams	C95	21.2.20	Colburn
Baby Christopher Lucas	E58	24.2.20	Out of Area
Edgar Waite	B136	26.3.20	Colburn
Teresa Mc Loughlin	D86	31.3.20	Colburn
Peter Mathews	C120	01.4.20	Colburn
Carol Ming Brend	FD85	11.4.20	Scotton
Noel Clements	D151	23.4.20	Colburn
Sandra Thompson	D58	19.5.20	Colburn
Elizabeth Spours	D25	29.5.20	Colburn
Sandra Townson	FE1	10.7.20	Scotton
Bernard Gale	F26	18.7.20	Colburn
June Handforth	FD81	12.9.20	Colburn
Marie Mayes	AA1	24.7.20	Colburn

Memorials:

Name	Plot	Date	
Nessie Wright	B144A	24.3.20	Agreed via email 25.3.20
Morris Munroe	F34	24.3.20	Agreed via email 25.3.20
Christopher Lucas	E58	16.5.20	Agreed via email 16.5.20
Hazel Hobson	D69	6.7.20	
Carol Brend	FD85	6.7.20	
Peter Mathews	C120	6.7.20	
Teresa Mc Loughlin	D86	6.7.20	
TJ and AN Whelan	C70	8.7.20	
Kathleen Harrison	D173	21.7.20	

All Agreed

Reserved Plots:

Name	Plot	Date	Parish
Mr P Matthews	C120	6.2.20	Colburn
Mr A Brend	FD85	10.3.20	Scotton
Mr P Brend	FD86	10.3.20	Colburn
Mr E Waite	B136	20.3.20	Colburn
Mr J Aspden	B144	20.5.20	Out of Area

13. Any Other Business

Due to various emails from people trying to locate graves, clerk has produced a shortened copy of Burial register and put it on website.

Finally completed 1467 details on index cards and also produced a memorial application file.

Filed ALL burial slips in year order of what we hold from previous clerk.

Councillors agreed approval for clerk to take individual photos of each grave and put on to a storage device so that in future should anything be changed without approval we will have evidence.

Have produced new up to date plot details will email to Chair,also gravedigger, funeral directors and memorial masons.

Discussed with Councillors regarding AGAR forms as we need 2 years completed accounts and obviously the previous clerk never kept them up to date we will be able to send one next year.

14. Date of the Next Meetings

It was agreed that the next meetings to be on:

Tuesday 22nd September 2020 @ 6pm via Zoom

Tuesday 24th November 2020 @ 6pm via Zoom

The meeting finished at 7.25pm