

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 28th January 2020

The Chair opened the meeting at 6.00 pm.

1. **Present:** Councillors: S Mendham (Chair)
K Mendham
A Metcalfe
- Clerk: B Partridge

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

None

3. **Apologies**

Cllr K Foster

4. **Approval of the minutes from the meeting held on 26th November 2019.**

Minutes of the meeting had been circulated and were accepted as a true record. Proposed by Councillor A Metcalfe 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

None

5. **Grounds Maintenance.**

Councillors discussed the quote for £150.00 from Barry Robertson regarding clearing the path edges. Proposed Cllr S Mendham. Seconded Cllr K Mendham. **All Agreed**

Barry will purchase paving slabs, sand and cement for bin area. **All Agreed**

Contact Farrows Skip Hire to arrange delivery for Friday 28th February and to be picked up Monday 2nd March for collection of all Christmas Wreaths. Councillors arranged to meet on Sunday 1st March at 12.00 to clear cemetery. **Clerk to action**

Send letters of thanks to all businesses/persons who donated flowers for children's graves at Christmas. **Clerk to action**

6. Memorial Garden

Clerk met with Barry and Nicky regarding planting of car park area, gave me a point of contact at Ravensworth Nurseries and to wait until weather has least chance of frost before planting.

Councillors discussed the 2 quotes for the memorial board, decided on the quote from Harry Stebbing Workshop with a header saying "In Remembrance".

Clerk to apply for GAP funding first if possible.

Proposed Cllr K Mendham. Seconded Cllr A Metcalfe.

All Agreed

7. An Update on Cemetery Inspections

The Clerk informed the board that the damaged fence had been repaired and the rest would be replaced shortly.

Clerk to action

The Clerk informed Councillors that someone had been exercising their dog without a lead in the new cemetery. They have asked that signs be placed on all entrances, also a coded lock to be placed on the gates to new cemetery.

Clerk to action

The Clerk to ask Barry Robertson for a quote to clear moss from the paths in the new cemetery.

Clerk to action

The Clerk to contact Pickard's for an update on the memorial repairs again as the board will be setting the next inspection date at the March meeting.

Clerk to action

8. Correspondence

The Clerk has had 2 enquiries from a family trying to trace a plot but had found it difficult as it has no memorial in place. The plot was found and the Clerk explained the process of purchasing a memorial for the future.

The Clerk would like to go on a course about Cemetery Management and Compliance in June 2020. Proposed Cllr K Mendham. Seconded Cllr A Metcalfe.

All Agreed

The Clerk is still encountering some difficulty in receiving paperwork from Funeral Directors, and has received advice from ICCM. The Board have instructed the Clerk to ask Andrew Nicholson (The Gravedigger) to inform the Clerk before any grave is attended too.

Another query from someone trying to find details of burial but was in Military side.

The previous Clerk had forwarded some emails that has his details on, when looking through the internet it transpires that the Churches of Hipswell website still has his details displayed. The Clerk to contact the Church Warden to change the details.

The Clerk suggested purchasing the Burial Boards own domain name from Calico for a yearly charge of £24.00. Proposed Cllr S Mendham. Seconded Cllr K Mendham.

All Agreed

A gentleman enquired regarding purchasing a reserved plot, Clerk informed him of the procedure.

9. Financial Matters

Income

The following income has been received:

Blenkiron	Burial (F Stockton – A88) – 2 nd payment	85.00
Blenkiron	Burial (Kinchin)	220.00
Blenkiron	Burial (D Thompson – A67)	170.00
A Skavn	Reserved Plots (FD83 + FD84)	260.00
K Jeff	Burial (L Jeff – B56)	85.00
		<u>£820.00</u>

Expenditure

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for Dec 2019	198.74	
	Less: Tax	-39.60	
	Plus: Expenses	<u>24.65</u>	183.29
H M Revenue & Customs	Clerks Tax		39.60
NYCC – Yorwaste	Waste – January		176.75
			<u>£399.64</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for Jan 2020	216.83	
	Less: Tax	-43.40	
	Plus: Expenses	<u>52.99</u>	226.42
H M Revenue & Customs	Clerks Tax		43.40
Robertson's Garden Serv	Flower Bed, Car Park		490.00
RS Grounds Maintenance	Cut Top Field		228.00
Zurich	Insurance 150220-140221		709.34
NYCC – Yorwaste	Waste – February		175.79
			<u>£1872.95</u>

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

Lloyds Current Account	£22900.38	
Lloyds Deposit Account	<u>£2785.47</u>	
		<u>£25685.85</u>

Proposed Cllr S Mendham

Seconded Cllr A Metcalfe
All Agreed

10. Burials, Memorials and Reserved Plot

The clerk advised the following burials:

Burials

Name	Plot	Date	Parish
Keith Michael Kinchin	NK	23 rd November 2019	Out of Area
Denis Thompson	A67	7 th December 2019	Out of Area
Leslie Arthur Jeff	B56	11 th January 2020	Colburn

Memorials:

Name	Plot	Date
Nicola Whittingham	FD45	13 th January 2020
Frank Stockton	A88	17 th January 2020

All Agreed

Reserved Plots:

Name	Plot	Date	Parish
Mrs A Skavn	FD83	9 th December 2019	Colburn
Mrs A Skavn	FD84	9 th December 2019	Colburn

11. Any Other Business

None

12. Date of the Next Meetings

It was agreed that the next meetings to be on:

Tuesday 24th March 2020 @ 6pmTuesday 19th May 2020 @ 6pm (AGM)Tuesday 21st July 2020 @ 6pm

The meeting finished at 7.00pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton Joint Burial
Authority
Held in Hipswell 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>
		157.41
H M Revenue & Customs	Clerks Tax	34.60
MacPlant	Groundwork	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

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton
Joint Burial Authority
Held via Zoom Video Conferencing on Tuesday 22nd September 2020**

The Chair opened the meeting at 6.00 pm.

1. **Present:** Councillors: S Mendham (Chair)
K Mendham
I Whitehead

Clerk: B Partridge

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

None

3. **Apologies**

Cllr M Smith, Cllr J Sharma, Cllr J Greensmith.

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

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. **All Agreed**

Matters Arising not on the Agenda

Take Memorial garden off agenda for present time.

Take Burial Board car park off agenda for present time as there are no issues.

Cllr S Mendham will look at cemetery gates that are damaged.

Cllr S Mendham asked if there was any further news regarding the issue of the reserved plot, nothing has been heard.

5. **Grounds Maintenance.**

Barry has cleared away a section of hedge next to C31B as requested.

He has sprayed weedkiller in new graveyard plus took thistles out and weeded car park area.

6. **Memorial Garden**

Still waiting for news from RDC regarding the funding bid, Clerk to contact Cllr Foster for any updates. **Clerk to action**

7. **An Update on Cemetery Inspections**

Bottom wall of cemetery in need of re pointing. Clerk had sourced a quote, but then the contractor was unable to do it. Have got the details of another so will meet to get a quote.

Clerk contacted A Hodgson regarding the new quote for grave levelling and he had been busy and would be in touch. Clerk to email members when new quote comes in.

Clerk to action

8. Burial Board Car Park

The parking has improved, the clerk has put the parking times agreed at the last meeting on the website.

The chair has produced a map of parking areas around the village, clerk to send map to all funeral directors, and to place the map in the noticeboards.

Clerk to action

9. Memorial Application Form

The clerk has produced a memorial application form to be completed before any work may proceed.

This will be sent to all Memorial Masons as an editable and non-editable format to be used as they wish.

Proposed by Cllr S Mendham, Seconded by Cllr I Whitehead.

All agreed

10. Precept

Cllrs discussed the precept for 2021/2022.

It was agreed that the precept be raised by 1% per council rounded up to the nearest pound

Colburn- £4025.00 (Increase of £40.00)

Hipswell- £2052.00 (Increase of £21.00)

Scotton- £1665.00 (Increase of £17.00)

Proposed by Cllr I Whitehead, Seconded by Cllr S Mendham

Clerk to action

11. Correspondence

Regular ICCM updates.

Blenkiron checking on double fees.

4 enquiries regarding reserved plots, 2 had decided to go into military cemetery.

Emailed Julie Dunk at ICCM regarding clarification of how many cremated remains are allowed per plot.

Email regarding whether members would prefer a wood casket or aluminium. 4 decided wood, 2 decided aluminium.

The cemetery management course I am booked onto is now online so have registered for that.

Email from lady that kindly looks after our bins stating that one has a broken lid has still not been replaced, reported it again to RDC.

12. Financial Matters

Income

The following income has been received:

Scotton PC	Precept 20-21	1648.00
Blenkiron	Ex Rights & Internment (Mayes AA1)	570.00
Blenkiron	Internment (Callendar F48)	170.00

Bambridge	Memorial (Whelan C70)	90.00
Pickard	Memorial (Harrison D173)	90.00
Pickard	Memorial (Brend FD85)	90.00
Robinson	Ex Rights AA2	320.00
		<u>£2978.00</u>

Expenditure

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for Aug 2020	223.02	
	Less: Tax	-44.60	
	Plus: Expenses	<u>37.35</u>	215.77
H M Revenue & Customs	Clerks Tax		44.60
NYCC – Yorwaste	Waste – September		222.40
			<u>£482.77</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for Sept 2020	215.11	
	Less: Tax	-43.00	
	Plus: Expenses	<u>0.00</u>	172.11
H M Revenue & Customs	Clerks Tax		43.00
Robertson’s Garden Serv	4 Cuts + Weed Spray		1360.00
NYCC – Yorwaste	Waste – October		182.32
			<u>£1757.43</u>

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

Lloyds Current Account	£24579.48	
Lloyds Deposit Account	<u>£2786.38</u>	
		<u>£27365.86</u>

Proposed Cllr K Mendham
All Agreed

Seconded Cllr I Whitehead

Cllr K Foster added as a signatory, clerk to liaise with Cllr I Whitehead to be added as a signatory

13. Burials, Memorials and Reserved Plot

The clerk advised the following burials:

Burials

Name	Plot	Date	Parish
Beryl Callendar	F48	03.08.20	Out of area

Memorials:

Name	Plot	Date
Marie Mayes	AA1	25.08.20

All Agreed

Reserved Plots:

Name	Plot	Date	Parish
Ms A Robinson	AA2	09.09.20	Colburn

14. Any Other Business

Cllr A Metcalfe has resigned, she was thanked for all her work over the years.

15. Date of the Next Meetings

It was agreed that the next meetings to be on:
Tuesday 24th November 2020 @ 6pm via Zoom

The meeting finished at 6.30pm

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton
Joint Burial Authority
Held via Zoom Video Conferencing on Tuesday 24th November 2020**

The Chair opened the meeting at 6.00 pm.

1. **Present:** Councillors: S Mendham (Chair)
K Mendham
I Whitehead
J Sharma
K Foster
A Dale
J Greensmith

Clerk: B Partridge

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

None

3. **Apologies**

Cllr M Smith.

4. **Approval of the minutes from the meeting held on 22nd September 2020.**

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

None

5. **Grounds Maintenance.**

Barry has cleared away a section of hedge next to C31B but needs to extend it. Councillors discussed a quote from R Bowland for clearing the top field next to new cemetery like last year. Proposed by Cllr A Dale and seconded by Cllr I Whitehead.

All Agreed

Cllr Dale had received some complaints regarding the Military cemetery, councillors discussed having a site meeting with Frank Swales.

Clerk to action

6. **An Update on Cemetery Inspections**

The Clerk has been in contact with Andy Hodgson for a quote to point the walls at the bottom of cemetery. He will start the grave levelling in next couple of weeks depending on weather.

The Clerk has contacted Pickard's to ask if the memorial repairs have been started and they confirmed they have.

Clerk to action

7. Correspondence

Regular ICCM updates.

Registrar from Darlington Borough Council contacted regarding a Burial Form which we hadn't received. Clerk contacted Co-op, it was actually a Coroners Disposal Form which they will forward on to us. I have updated the Registrar and when it is received I will pass it on.

Clerk to action

Several emails regarding plots in the Military Cemetery.

**8. Financial Matters
Income**

The following income has been received:

Blenkiron	Ex Rights & Internment (Hanna FD87)	300.00
		<u>£300.00</u>

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for Oct 2020	222.78	
	Less: Tax	-44.60	
	Plus: Expenses	<u>7.65</u>	185.83
H M Revenue & Customs	Clerks Tax		44.60
NYCC – Yorwaste	Waste – November		<u>181.84</u>
			<u>£412.27</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for Nov 2020	369.17	
	Less: Tax	-73.80	
	Plus: Expenses	<u>269.62</u>	564.99
H M Revenue & Customs	Clerks Tax		73.80
Robertsons Garden Serv	Grass Cutting		710.00
NYCC – Yorwaste	Waste – December		<u>222.88</u>
			<u>£1571.67</u>

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

Lloyds Current Account	£22909.78	
Lloyds Deposit Account	<u>£2786.42</u>	
		<u>£25696.20</u>

Proposed Cllr A Dale

Seconded Cllr S Mendham

All Agreed

9. Burials, Memorials and Reserved Plot

The clerk advised the following burials:

Burials

Name	Plot	Date	Parish
Gary Michael Hanna	FD87	3.11.20	Out of area

Memorials:

Name	Plot	Date	
Sandra Thompson Pre-Agreed by email.	D58	20.10.20	Colburn
June Anne Handforth	FD81	20.10.20	Colburn
			All Agreed

Reserved Plots:

Name	Plot	Date	Parish
None			

10. Any Other Business

The Clerk has updated the Annual Appraisal and will get the Chair to sign it off.
 The Clerk has produced a letter asking for Xmas flowers for the Children's section from Tesco, Aldi, Lidl, Co Op, and Oops A Daisy.
 The Clerk gave an update on the GAP funding, which due to the length of time has lapsed due to Covid 19 will need to be re applied for.
 The Clerk attended an online Cemetery Management Course which was very informative. Clerk to make a plan of action and bring to Burial Board in order of need.

Clerk to action**11. Date of the Next Meetings**

It was agreed that the next meetings to be on:
 Tuesday 26th January 2021 @ 6pm via Zoom

The meeting finished at 6.25pm