

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