

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 @ 6pm

Tuesday 19th May 2020 @ 6pm (AGM)

Tuesday 21st July 2020 @ 6pm

The meeting finished at 7.00pm