

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 27th April 2021**

The Chair opened the meeting at 7.00 pm.

1. **Present:** Councillors: I Whitehead (Chair)
J Greensmith
K Mendham
K Foster (joined meeting at 19.32)
A Dale
J Sharma (joined meeting at 19.04)
M Smith (joined meeting at 19.09)

Clerk: B Partridge
2. **To receive Councillors “Declarations of Interests”**
None
3. **Apologies**
Councillor K Foster for start of meeting due to RDC meeting.
4. **Approval of the minutes from the meeting held on 26th January 2021.**
Minutes of the meeting had been circulated and were accepted as a true record.
Proposed Councillor J Greensmith. Seconded by Councillor A Dale. All Agreed
The Chair signed a copy and these were filed as a true record.
5. **Matters Arising not on the Agenda**
Pointing to the cemetery wall has been completed by Mark Rye. Further re-pointing to be identified in future cemetery inspections.
6. **Grounds Maintenance.**
The Councillors discussed the quotes for the signage, it was resolved to use Eyecatching signs. Proposed Councillor A Dale, seconded by Councillor M Smith. Councillors felt the wording was too confusing and long winded. Councillors to consider wording and inform clerk via email, clerk will then get some proofs for next meeting. Clerk to action
7. **An Update on Cemetery Inspections**
Cemetery inspection undertaken on 25th April with Cllr Whitehead and Clerk present.
It was noted that there is a corridor of trees in the new cemetery which requires attention, a site meeting/inspection to take place.
Two memorials were noted as needing attention. Clerk to contact Pickards.
There is a gap at bottom of large shed down Hall lane, also fence rails need repairing at the bottom entrance on Hall Lane. Clerk to seek quotes.
A tree has fallen from the Military cemetery into the top unused area of the new cemetery.
Clerk to contact Frank Swales regarding removal. Clerk to action

Levelling of graves - The clerk had spoken to Andrew Hodgson who is starting shortly, there had been an issue obtaining top soil and his workload.

Nothing else to report on cemetery inspections.

8. Memorial Board

The memorial board has now been fitted.

The Clerk showed a plaque which can be purchased from PADS, it is made of hard plastic and wording is lasered on as required.

Councillors asked clerk to contact Eyecatching signs to see if they have any aluminium ones which would weather better outside.

Details around pricing and contract duration to be put onto next agenda for further discussion

Clerk to action

9. Correspondence

Regular ICCM updates

A member of the public contacted to enquire regarding reserving a plot, clerk sent out an agreement form.

Telephone call and subsequent emails to reserve a plot, forms received and paying by BACS in next few days.

Email from registrar in Harrogate regarding a burial performed by Blenkiron but had not received documentation, clerk explained it was not within our cemetery. They were going to contact Blenkirons.

Email asking permission to take photos of the backs of the memorial stones within the cemetery for an Art project. Councillors discussed the matter and agreed that as long as it was respectful it was approved.

Clerk to action

Proposed by Cllr K Foster Seconded by Cllr A Dale All Agreed

Clerk requested to attend an online ICCM course on Sexton Duties.

Proposed by Cllr A Dale Seconded by Cllr J Sharma All Agreed

10. Financial Matters

Income

The following income has been received:

£0.00

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for Apr 2021	381.90	
	Less: Tax	-76.20	
	Plus: Expenses	<u>22.28</u>	327.98
H M Revenue & Customs	Clerks Tax		76.20
R Bowland	Grass cutting		228.00
Brightpay	Payroll Software licence		58.80
ICCM	Membership renewal		95.00
M Rye	Pointing wall		410.00
Zurich	Insurance		709.34
NYCC – Yorwaste	Waste – May		222.88
Robertson Garden Serv.	Grass Cuts & Weed Spray		1065.00
			<u>£3193.20</u>

The bank balances at the end of March 2021 are as follows:

Lloyds Current Account	£20213.43	
Lloyds Deposit Account	£2786.53	
		£22999.96

Proposed Councillor A Dale

Seconded Councillor J Sharma

All Agreed

11. Burials, Memorials and Reserved Plot

The clerk advised the following:

Burials:

Name	Plot	Date	Parish
Vincent Thomas Metcalfe	C118	1/4/21	Out of Area

There has been an issue with late payment from a funeral director, councillors discussed options and working practices and agreed to have it put on agenda for next meeting.

Memorials:

None

Reserved Plots:

None

14. Any Other Business

Clerk requested to purchase some reserved (R) markers from Pickards to finish of plots A,B,C,D. Proposed by Cllr A Dale. Seconded by Cllr K Foster. All Agreed

Following the rules set by government regarding face to face meetings, Cllr A Dale proposed that the clerk as proper officer be given delegated powers regarding Zoom meetings. This scheme will remain in place until councillors decide that a return to face to face meetings is safe, or that the delegation should cease. Proposed by Cllr A Dale. Seconded by Cllr K Mendham. All agreed

Letter of thanks to be sent to Cllr S Mendham for all his work at Burial Board, he has gone above and beyond over the years. Chair to action

15. Date of the Next Meetings

It was agreed that the next meeting to be on:

Tuesday 25th May 2021 @ 6.30pm via Zoom following the Annual Meeting.

The meeting finished at 8.45pm