

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 26th January 2021**

The Chair opened the meeting at 6.00 pm.

1. **Present:** Councillors: S Mendham (Chair)
K Mendham
J Sharma arrived at 6.15pm
K Foster
A Dale
J Greensmith

Clerk: B Partridge

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

None

3. **Apologies**

None

4. **Approval of the minutes from the meeting held on 24th November 2020.**

Minutes of the meeting had been circulated and were accepted as a true record. Proposed by Councillor A Dale and seconded by Councillor K Foster. The Chair signed a copy and these were filed as a true record. **All Agreed**

Matters Arising not on the Agenda

Councillors K Mendham, S Mendham, A Dale, and J Sharma discussed the site meeting with Frank Swales regarding the cutting of the large trees in the Military cemetery which were over hanging into the new cemetery. He explained of some upgrades happening in the future and to monitor the situation.

5. **Grounds Maintenance.**

Cllr S Mendham asked whether there was any updates regarding the pointing of the wall at the bottom of the cemetery. The clerk had spoken to a contractor who was going to give a quote but unfortunately was unwell and would not be able to quote. We are waiting for another quote coming in, the clerk had asked if any councillors knew of any contractors who may be interested. They would email any contacts to the clerk.

Councillors discussed ordering a skip for the wreaths and Christmas flowers to be delivered on Thursday 4th March and removed on Monday 8th March. Councillors would meet at the cemetery on Friday 5th March at 2pm to fill the skip.

Clerk to put information on the website to remind visitors regarding the wreaths and flowers. **All Agreed**

Clerk to action

Cllr Dale had commented how the garden at the bottom of cemetery by the car park is looking lovely.

6. An Update on Cemetery Inspections

The Clerk has been in contact with Andy Hodgson regarding the grave levelling, it is hoped to start once the weather has improved and also the Christmas wreaths and flowers have been removed.

Pickard's have started the memorial repairs, again weather and work pressures have made it difficult but are working to complete as soon as possible.

Clerk to ask Andrew Nicholson to top up a sunken grave asap.

Cllr S Mendham has repaired to double gates that were damaged and will now close.

Clerk to action

7. Memorial Bench Request

Councillors discussed an email from a lady enquiring about a bench in the Children's section of the cemetery. It was decided that a site visit would be the best course of action in the first instance. Councillors will meet at the cemetery and report back at the next meeting. All agreed

Councillors to action

8. Working practices and procedures

Councillors discussed amendments to the rules and regulations in accordance with ICCM working practices, it was **resolved** to amend item 1 to include the wording *proof of Exclusive Right of Burial will be required*, to amend item 7 to include the wording *Items must not exceed 1ft in any direction, measured from the centre of the plot*, item 12 not to be amended.

Clerk to send updated rules and regulations to Cllr S Mendham who will place them in the noticeboards in the cemetery. Clerk to update rules and regulations on the website.

Following a complaint regarding encroachment of items onto their relative's grave, the councillors discussed methods of dealing with issues of encroachment. It was decided that councillors would inspect the areas raised during the site visit and report back to the next meeting.

Clerk to action

Councillors discussed having 2 signs made by Eye Catching signs to go at the top and bottom of cemetery. It was **resolved** that Cllr S Mendham would arrange for the signs to be made with the appropriate wording. Proposed by Cllr S Mendham, Seconded by Cllr A Dale. All agreed.

Cllr S Mendham to action

9. Correspondence

Regular ICCM updates.

Telephone call regarding flowers/memorabilia encroaching plot.

Telephone call from Clerk Scotton Parish Council regarding online banking details in preparation for the precept.

10. Financial Matters

Income

The following income has been received:

Pickard	Memorial (Handforth FD81)	120.00
Hynes	Ex Rights (Hynes FD38a)	130.00
Blenkiron	Internment (Lambert A98)	250.00
Blenkiron	Internment (Peach B140)	85.00
		<hr/>
		£585.00

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for Dec 2020	178.22	
	Less: Tax	-35.60	
	Plus: Expenses	<u>39.72</u>	182.34
H M Revenue & Customs	Clerks Tax		35.60
NYCC – Yorwaste	Waste – January		<u>222.88</u>
			<u>£440.82</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for Jan 2021	241.87	
	Less: Tax	-48.40	
	Plus: Expenses	<u>22.50</u>	215.97
H M Revenue & Customs	Clerks Tax		48.40
Harry Stebbing Workshop	Memorial Board		782.40
Calico UK	Domain renewal		24.00
NYCC – Yorwaste	Waste – February		<u>140.32</u>
			<u>£1211.09</u>

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

Lloyds Current Account	£21782.29	
Lloyds Deposit Account	<u>£2786.46</u>	
		<u>£24568.75</u>

Proposed Cllr K Foster

Seconded Cllr J Sharma

All Agreed

Clerk reported that GAP claim for memorial board has been submitted.

Cllr S Mendham asked clerk to send copies of completed timesheets to councillors for approval.

11. Burials, Memorials and Reserved Plot

The clerk advised the following burials:

Burials:

Name	Plot	Date	Parish
Joan Kathleen Peach	B140	22.12.20	Colburn
Kenneth L Lambert	A98	23.12.20	Scotton
John Barry Millard	F14	24.12.20	Colburn

Memorials Requests:

Name	Plot	Date	
Edgar Waite	B136	13.1.21	Colburn

All Agreed

Reserved Plots:

Name	Plot	Date	Parish
M & NJC Hynes	FD38A	16.12.20	Colburn

12. Any Other Business

The Clerk produced the annual breakdown of Burials, Memorials and Reserved plots for 2020.

Burials; Colburn 13	Memorials; Colburn 10	Reserved plots; Colburn 5
-------------------------------	---------------------------------	-------------------------------------

Hipswell 0
Scotton 3
Out of Area 3

Hipswell 2
Scotton 1
Out of Area 4

Hipswell 0
Scotton 1
Out of Area 1

Compared to the previous year;

Burials; Colburn are up by 4, Hipswell down by 2, Scotton up by 2, Out of area reduced by 5.

Memorials; Colburn up by 5, Hipswell up by 2, Scotton same, Out of area same.

Reserved Plots; Colburn up by 2, Hipswell same, Scotton up by 1, Out of area same.

13. Date of the Next Meetings

It was agreed that the next meeting to be on:

Tuesday 23rd March 2021 @ 6pm via Zoom

The meeting finished at 6.50pm