

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 9th August 2021**

The Chair opened the meeting at 7pm.

1. **Present:** Councillors: A Dale (Chair)
C Lyne Arrived 7.01
C Mincher
K Mendham Arrived 7.01. Left 7.04 Returned 7.22
Difficulty with Internet Connection
J Greensmith
I Whitehead

Clerk: B Partridge

2. **To receive Councillors “Declarations of Interests”**
None

3. **Apologies**
Councillor T Archer

4. **Approval of the minutes from the meeting held on 22nd June 2021**

It was resolved to accept the minutes of the June meeting. Proposed Councillor Whitehead. Seconded by Councillor Mincher. Cllr K Mendham abstained. All agreed The Chair signed a copy and these were filed as a true record.

5. **Matters Arising not on the Agenda**

Councillors asked if there were any updates regarding the Middlemiss plot, the clerk had contacted Rebecca Blenkiron but the faculty have still not decided.
Councillors discussed the Metcalfe price refund, to continue conversation while discussing terms of reference.

6. **Grounds Maintenance.**

Councillors discussed a wild flower planting meadow in the field above the new cemetery. Cllr Dale suggested speaking to National Parks Authority to arrange a site visit for some guidance.
Clerk to contact C/Cllr Helen grant regarding some financial help from a Locality Budget.
Proposed by Cllr Dale, Seconded Cllr Whitehead. All Agreed Clerk to action

7. **An Update on Cemetery Inspections**

Cemetery inspection undertaken on 11th July.
Cllr Whitehead informed the members of some plots with rose bushes which need cutting back.
Several black bags containing soil have been left in the new cemetery, Clerk to contact Blenkiron to ensure it does not happen again.
Clerk to contact Barry Robertson regarding strimming around the edges in new cemetery.
Clerk to contact Yorwaste as a bin has a broken lid.

Pickards have confirmed that the memorial that was laid flat due to Health and Safety has been re fixed. Clerk to action

Cllr Dale clarified that herself and Cllr Whitehead are responsible for Cemetery Inspections, however in the interest of openness and transparency, everybody is welcome to attend and observe and get a feel for the cemetery.

Cllr Whitehead agreed that burial board members attendance at Cemetery Inspections meant that everything is open and transparent and members know what is going on.

Cllr Dale wished to have it noted that, when there is a Burial Board meeting, the next day we do not want further discussions via email. If anyone has anything to say it needs to be said on the evening not the day after via email. All councillors agreed.

Cllr Dale also noted that the Cemetery Rules and Regulations allow councillors to take immediate action if deemed necessary during Cemetery Inspections.

8. Policies and Procedures

Councillors discussed the policies and procedures prepared by the Clerk on Communications, Complaints, Equality and Diversity, Health and Safety, Grave Digging, Memorial Inspections and Social Media. Discussions were held regarding whether the policies, mostly based on NALC and ICCM templates were up to date. Cllr Mendham stated that Hipswell Parish Council's policies are outdated as they were adopted around 4 years ago and are due to be updated and felt that the proposed policies were out of date. Cllr Greensmith confirmed Scotton Parish Council had recently adopted the NALC policies. Cllr Mincher recommended the clerk to contact NALC/YLCA to check whether revised templates were available.

As the Burial Board does not currently have these policies and procedures in place. It was resolved to adopt the prepared policies whilst investigations are undertaken to determine if more up to date policy templates are available and subsequently review and update the policies as required in future meetings.

Proposed by Cllr Mincher, Seconded Cllr Whitehead. All agreed except Cllr Mendham who opposed the proposal.

Financial Regulations – Cllr Mincher suggested amendments to points 2.2, 4.3, 5.1, 6.3, 8.2, 8.3 and 11.2. Councillors agreed that the Clerk makes amendment as suggested and send to councillors for discussion at the next meeting.

Councillors discussed how to deal with the approval of regular payments for months when meetings are not held. Cllr Mendham reported that YLCA had advised that only contracted hours may be approved away from a Burial Board meeting and that overtime and expenses are not to be paid until the next meeting. Cllr Mendham suggested that clerk contact YLCA to request their advice on this matter.

Cllr Dale proposed that the clerk should be reimbursed for hours worked and expenses without delay. All in agreement except Cllr Mendham.

It was resolved that a bank debit card be requested for the clerk's use to reduce the need for expenses to be repaid and ensure transparency. Proposed by Cllr Mincher, seconded for Cllr Lyne.

Terms of Reference – As the meeting is running out of time, the chairman suggested that discussion around the Terms of Reference be deferred to the next meeting. Clerk to send the Terms of Reference out to councillors again, the chairman requested that councillors send their feedback to the clerk prior to the next meeting where the terms of reference can be discussed. The chairman also asked if councillors would rather do this as a working group, which would need to be set up during this meeting, councillors showed no interest in doing that.

Cllr Mendham wanted it minuted that she had sent an email to all councillors to ask if there had been a meeting to do with the financial regulations and didn't receive a

response. Cllr Dale confirmed that there had not been any meetings, and that she had asked for members to read the existing documents, sent out by the clerk, prior to this meeting and send thoughts and views to the clerk. Cllr Mincher informed the councillors he had done this.

9. Cemetery Signage

Cllr Lyne proposed that an additional sign, reiterating point 7a of the Rules and Regulations, being same size and colour to the recent sign ordered for top of cemetery, be placed at the bottom end of the existing cemetery which will be easily seen by visitors coming in the Hall Lane Entrance. Clerk to produce proof for inspection by all councillors.

10. Price Review

Councillors discussed the need for increasing prices and compared prices for local cemeteries, both burial board and council run. Cllr Dale suggested that the clerk obtain further prices from Burial Boards, whether their fees incorporate grave levelling and memorial repairs. Defer till September meeting.

11. Shed Storage

Councillors discussed the use of the shed for storage by Barry Robertson and have seen sight of the disclaimer. All happy to continue. Proposed Cllr Whitehead. Seconded Cllr Greensmith. All agreed

12. Recording of meetings

It was agreed at the May AGM that the meeting can be recorded by the clerk for the purpose of minute taking. The clerk read out part of a letter received from Callum McKeon regarding recording of meetings stating "If meetings are solely for the purpose of allowing the clerk to create the minutes, then there is no requirement to retain them for inspection by members of the Board or members of the public once the clerk is happy that the minutes have been produced and are ready for approval at the next meeting". Cllr Mendham asked to see a copy of said letter. Cllr Mendham abstained. All agreed

13. Provision of Meeting in Person

It was agreed that going forward, meetings would be in person – Cllr Lyne requested that the venue have plenty of space and be well ventilated. Cllr Dale assured that the meeting would be socially distanced.

Councillors discussed alternating venues within the three parishes. All agreed

14. Correspondence

Regular ICCM updates.

Letter from Hipswell Parish Council dated 15th July 2021 regarding request for information.

Cllr Mendham confirmed that Hipswell Parish Council requested information regarding the number of burials and cremations per parish over the past 5 years and the process and regulations regarding withdrawal from a Joint Burial Authority. Cllr Mendham questioned the clerk to ask if she has already been in touch with YLCA as Cllr Mendham had been informed by YLCA that they had emailed the Burial Board on 7th July with details on how a parish can withdraw from the Joint Burial Authority. The clerk confirmed that she had not contacted YLCA or received an email from YLCA on this or any other matter.

Cllr Dale stated that it would be good to have more councillors representing Hipswell on the Burial Board, which is why she attended the Hipswell Parish Council meeting on 12th July 2021. Cllr Mendham stated that nobody wanted to be on the Burial Board, however Cllr Bagley is going to be a Burial Board member but cannot attend Zoom meetings. Cllr Dale reiterated that it would be excellent for have more representation from Hipswell Parish.

Cllr Greensmith questioned what had happened for this to be the case. Cllr Dale voiced that she was shocked to hear that Hipswell had questioned withdrawing from the Joint Burial Authority as they were unhappy with the way the Burial Board is run. Cllr Mendham said that no-one replied to her email to say when the meeting was held to discuss policies and procedures (no meeting other than this one). Cllr Dale suggested that herself and the vice chair attend the next Hipswell Parish Council meeting to determine what the issues are.

Cllr Dale suggested that the Burial Board will probably need to call an EOM on this.

**15. Financial Matters
Income**

The following income has been received:

Bambridge	Additional Inscription (Kendall D108)	40.00
HMRC	VAT Refund 2020-21	552.83
A Grant	Exclusive Rights (FE2)	260.00
Blenkiron	Internment (Walker A88)	85.00
Blenkiron	Ex Rights & Internment (Snell FE3)	430.00
Brend	Ex Rights & Internment (D13)	570.00
Brend	Exclusive Rights (D14+D15)	640.00
		<u>£2577.83</u>

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for July 2021	509.20	
	Less: Tax	-101.80	
	Plus: Expenses	<u>55.74</u>	463.14
H M Revenue & Customs	Clerks Tax		101.80
NYCC – Yorwaste	Waste – July		227.44
Premier Patio & Paving	Repairs to fence and shed		120.00
Calico	SSL certificate annual charge		28.80
			<u>£941.18</u>

The following expenditure is submitted for payment approval:

Atech Computes	Repair laptop hinge		55.00
			<u>£55.00</u>

Proposed Cllr Mincher **Seconded** Cllr Lyne. Cllr Mendham abstained **All agreed**

Cllr Mendham questioned how often the Grass Cutter sends in the bills. Clerk confirmed haven't received any this month. Cllr Dale requested that the clerk contacts B Robertson to request monthly invoices.

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

Lloyds Current Account	£26509.50
Lloyds Deposit Account	<u>£2786.61</u>
	<u>£29296.11</u>

Proposed Cllr Mincher **Seconded** Cllr Whitehead. **All agreed**

16. Burials, Memorials and Reserved Plot

The clerk advised the following:

Burials:

Name	Plot	Date	Parish
Edith Doreen Walker	A88	30/6/21	Hipswell
Betty Snell	FE3	3/7/21	Out of Area

McCaulay Brend D13 24/7/21 Colburn

Memorials:

None

Reserved Plots:

Mr & Mrs Grant	FE2	2/7/21	Out of Area
Russell/Brend Family	D14	19/7/21	Colburn
Russell/Brend Family	D15	19/7/21	Colburn

17. Any Other Business

Clerk informed board of upcoming operation. Clerk still working as normal however will be on light duties therefore Cllr Whitehead will deal with any marking of graves etc if required.

18. Date of the Next Meetings

It was agreed that the next meeting to be held on:

Tuesday 28th September 2021 at 7pm Venue to be confirmed.

Councillors agreed that there is to be no meeting held in December.

The meeting finished at 8.50pm