

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 22nd June 2021**

The Chair opened the meeting at 7pm.

1. **Present:** Councillors: A Dale (Chair)
C Lyne
C Mincher
K Mendham
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 25th May 2021**

Attendees of the Annual General Meeting to be amended as Councillor K Mendham was not present at the meeting.

It was resolved to accept the minutes of the AGM. Proposed Councillor Mincher. Seconded by Councillor Lyne. All agreed

Minutes of the meeting had been circulated and were accepted as a true record.

Councillor Mendham questioned recording of meetings, stating it has never been discussed or recorded as an agenda item.

It was raised as a question last meeting from new Burial Board member Councillor Mincher, clerk reported back that it was for minute taking purposes only and not for the public, all councillors present at the AGM were happy with that explanation.

The chair stated that the issues preceded her as chair so could not discuss the initial agreement of this.

Councillor Lyne felt dispensation was due to lockdown, and be automatically accepted.

Councillor Dale stated it is difficult for someone to both clerk the meetings and deal with the online conferencing software at the same time so therefore for clerk purposes.

Councillor Greensmith stated she has no problem with the meeting being recorded for clerk purposes

Councillor Whitehead agreed that he has no problem with the meeting being recorded for clerk purposes.

The chair requested the clerk minute that the meeting is recorded for minute taking purposes only and the matter precedes the current chair, in that role, as well as the new councillors. It was resolved to place the issue of recording meetings onto the July agenda. Proposed Councillor Mincher. Seconded Councillor Lyne.

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

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

None

6. **Grounds Maintenance.**

Following on from the cemetery inspection site visit, Councillors discussed a complaint received regarding broken items on a relative's grave. Due to long grass growing on graves with adornments on, and the difficulty for the Grass cutting contractors, a group of councillors had moved adornments off graves whilst the maintenance team were at the cemetery. The councillors were considerate and placed items back on the graves once the work was completed. The cemetery rules and regulations clearly state what is acceptable and what actions the Burial Board can take. Clerk to write to complainant enclosing a copy of the rules and regulations. Clerk to action

The Chair reiterated that all members are welcome at future site visits/inspections.

Councillors discussed the Grass Cutting contact. Councillor Dale proposed that at the end of the current grass cutting season that the Cemetery maintenance be put out to tender as good practice. Seconded by Councillor Mincher. All agreed

Councillor Mendham suggested a contractor and would send clerk details.

Repairs to fence and shed – second quote received from M Rye of £120.00 includes parts and labour (£60 parts, £60 labour)

It was proposed by Councillor Mincher to accept the quote from M Rye, Seconded by Councillor Whitehead. Councillor Dale abstained. All agreed

Clerk to action

Councillors discussed the use of the shed for storage and would like to look at it in more detail. Clerk to email copy of disclaimer to councillors and put on agenda for next meeting.

Proposed Councillor Mincher, Seconded by Councillor Lyne. All agreed

Clerk to action

7. **An Update on Cemetery Inspections**

Cemetery inspection undertaken on 13th June with Councillors Whitehead, Dale, Mincher and Clerk present.

15 graves were identified to be levelled and a further 14 need reducing in height.

It was proposed to task A Hodgson to conduct this work by Councillor Dale, Seconded by Councillor Mincher. All agreed

The memorial on plot D159 was laid flat due to Health and Safety, a cone has been placed on top. Clerk informed the family and explained it had to be repaired by a Memorial Mason certified to work in the cemetery.

Newly erected headstone on plot AA1 in new cemetery is tilted, Clerk to contact Bambridge Bros to sort. Clerk to action

Councillors moved the 2 benches in new cemetery onto hard standing.

During the cemetery inspection it was noted that the hedge in new cemetery (surrounding the reflection area) was overgrown and the area behind being used as dumping ground.

Councillor Whitehead proposed it would be beneficial to cut back to 5-6 foot. Seconded by Councillor Mincher. All agreed

Clerk to obtain 3 quotes and investigate who is placing soil in the reflection area.

All agreed

Councillors discussed the additional cost of levelling graves and repairing memorials to the Burial Board over the past couple of years.

8. **Memorial Plaques**
 Councillors discussed the pricing of the memorial plaques for the memorial board. It was resolved to charge £50.00 to include plaque and fitting. The plaque to be in place for perpetuity. Proposed Councillor Mincher, Seconded by Councillor Dale. Councillor Mendham abstained. All agreed

9. **Cemetery Signage**
 Councillors discussed the proof received from Eyecatching Signs. It was resolved to approve the proof and order the signage. Proposed Councillor Greensmith, Seconded by Councillor Whitehead. All agreed

Councillor Lyne requested that an additional sign for the cemetery be put on the agenda for discussion.

10. **SSL Certificate**
 Councillors discussed information the clerk had produced explaining the details of the certificate offered by Calico.
 It was proposed by Councillor Dale to purchase the SSL certificate, Seconded by Councillor Greensmith. Councillor Whitehead against. Councillor Mendham abstained. All agreed Clerk to action

11. **Correspondence**
 Regular ICCM updates.
 Letter from Mr Metcalfe regarding double fees paid due to deceased living out of area but being from one of the parishes. Councillors discussed at length but requested to move the decision to the next meeting. Clerk to put on July agenda and inform Mr Metcalfe. Clerk to action
 Letter from Mr & Mrs Middlemiss regarding plot at Hauxwell Cemetery. Clerk informed councillors she is waiting on Funeral Director to proceed further. Clerk to chase Funeral Director and reassure Mr & Mrs Middlemiss that the matter is being dealt with. Clerk to action

12. **Financial Matters**
Income

The following income has been received:

Scotton PC	Precept 2021-22	1665.00
Blenkiron	Internment (Collins C113)	250.00
Bambridge	Memorial (Mayes AA1)	120.00
Hipswell PC	Precept 2021-22	2052.00
		<u>£4087.00</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for June 2021	445.55
	Less: Tax	-89.00
	Plus: Expenses	<u>25.05</u>
		381.60
H M Revenue & Customs	Clerks Tax	89.00
B Robertson	Grass Cutting	1320.00
ICO	Data Protection Fee	40.00

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

Lloyds Current Account	£24833.77	
Lloyds Deposit Account	£2786.57	
		<u>£27620.34</u>

Proposed Councillor Dale **Seconded** Councillor Whitehead Councillor Mendham abstained. **All Agreed**

Councillor Whitehead has been added as a signatory.
Clerk advised councillors that PFK Littlejohn informed that the Agar is not required at all as under threshold, they can do an Internal Audit for £200.00 plus VAT. As an internal audit has already been carried out and the councillors can review the accounts whenever. It was resolved not to have an additional internal audit from PFK Littlejohn. Proposed Councillor Dale, Seconded Councillor Whitehead. Councillor Mendham abstained.

All agreed

Clerk would like to purchase a book on Essential Law for cemetery and cremation managers for £39.00. Proposed Councillor Dale, Seconded Councillor Mincher.

All agreed.

Mr Aspden had made a bank payment to Burial Board in error, clerk has received a copy of transaction from Mr Aspden. Clerk asked if Councillors are happy to return money. Proposed Councillor Mincher, Seconded by Councillor Lyne. Councillor Dale abstained as family member.

All agreed.

13. Burials, Memorials and Reserved Plot

The clerk advised the following:

Burials:

Name	Plot	Date	Parish
Christine Elizabeth Collins	C113	25/5/21	Scotton

Memorials:

Frederick A Kendall	D108	22/6/21	
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It was **resolved** to accept the memorial requests stated above. Proposed by Councillor Dale, Seconded by Councillor Whitehead All agreed

Reserved Plots: None.

14. Any Other Business

The clerk informed the councillors that the Burial Board laptop hinge has come away, therefore it can't be opened fully or closed. Clerk has contacted ATech computers who can repair it at a cost of £50.00. It was resolved that this work should be carried out. Proposed Councillor Dale, Seconded by Councillor Mincher. All agreed
The Clerk informed councillors that ICCM are holding a Memorial Inspection Workshop in Goole on Monday 27th September, Clerk asked if any Councillors would be interested in attending. Councillors to consider.

15. **Date of the Next Meeting**

It was agreed that the next meeting to be on:

Tuesday 27th July 2021 @7pm via Zoom.

The meeting finished at 8.55pm