

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 23rd March 2021**

The Chair opened the meeting at 6.00 pm.

1. **Present:** Councillors: I Whitehead (Chair)
K Mendham (left meeting at 19.50)
K Foster
A Dale
J Greensmith (joined meeting at 18.06)
M Smith (joined meeting at 18.59)

Clerk: B Partridge

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

None

3. **Apologies**

Councillor J Sharma

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 A Dale Seconded by Councillor K Foster. All Agreed

The Chair signed a copy and these were filed as a true record.

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

Nothing to report.

Councillor J Greensmith joined the meeting.

6. **Grounds Maintenance.**

Wall Pointing

Councillors discussed quotes received from Abbey Builders £367.43 (£440.92 inc VAT) and M Rye £410 inc VAT. Councillor K Foster declared an interest as M Rye is a friend, Councillor A Dale stated she also knows M Rye but as she has no pecuniary interest is happy to discuss this matter.

It was **RESOLVED** that M Rye is the preferred contractor given his comprehensive and competitive quote. **Clerk to contact M Rye.**

Proposed Councillor J Greensmith Seconded Councillor A Dale All agreed

Encroachment of items on plots in cremation section (F and FD)

Councillors discussed the issues surrounding the encroachment of items on the plots in the cremation area, the regulations state that items on cremation plots are to be limited to an area of 2ft by 2ft. Councillor K Mendham stated that the wording is confusing and should be measured from the back of the headstone and using the middle of the headstone as a reference point. **Clerk to update regulations**

It was **RESOLVED** that the Burial Board write to relatives who have been identified as exceeding the 2ft by 2ft limit to request that they adhere to the regulations.

Proposed Councillor A Dale Seconded by Councillor K Foster. **Clerk to action**

It was **RESOLVED** that the Burial Board install additional signage, using the official regulation wording regarding items on cremations plots and asking visitors to respect others. The signage is to be 2ft by 2ft. Clerk to mock up sign and obtain quotes. Exact details and cost to be agreed at next meeting. **Clerk to action**
Proposed Councillor K Foster Seconded by Councillor A Dale All agreed
Clerk reported that she had informed Andrew Nicholson about the sunken graves and he will fill.

Memorial Bench

The working group reported that they had identified an area in the children's section (Plot E) for the memorial bench request from Rebekah Taylor. It was **RESOLVED** that the bench would be situated in the proposed area and that the councillors agreed to approve the bench in principle with the conditions that the bench is made from hardwood, is sited on paving slabs/concrete and is installed by an approved contractor.

Proposed Councillor A Dale Seconded Councillor K Foster. All agreed
Clerk to contact Ms Taylor

7. An Update on Cemetery Inspections

Memorial Repairs - The clerk reported that she had confirmation from Pickards that the memorial repairs were almost completed and would be finished this week.

Levelling of graves - The clerk had not received a response from Andrew Hodgson regarding levelling of graves but would keep trying.

Nothing else to report on cemetery inspections.

8. Working practices and procedures

Councillors discussed the length of time needed to view documentation required at a meeting, especially as the meetings are currently online. Councillor A Dale stated that she is happy with the current 3 days prior to the meeting, Councillor K Mendham stated she would prefer 7 days before the meeting. The clerk stated that completing and sending the financial documentation 7 days prior to the meeting would be difficult and create additional work. Councillor K Mendham clarified that it is the non-financial documents that are required with a longer lead time, the financial matters are acceptable 3 working days prior to the meeting, as are any items that arrive in the week prior to a meeting.

It was **RESOLVED** that the clerk would distribute documentation, excluding financial matters, required for discussion at a meeting, 7 days prior to the meeting. Financial matters, and last minute items will be distributed 3 days prior to the meeting. This to be reviewed in 4 months. **Clerk to action**
Proposed Councillor A Dale Seconded Councillor K Foster All agreed

9. Financial Regulations

Councillors felt that the minimum amount on item 7.1 and 7.3 on the Financial Regulations is too high. It was **RESOLVED** to reduce the amount of £3000 down to £250 on both item 7.1 and 7.3 of the financial regulations. **Clerk to action**

Proposed Councillor A Dale Seconded Councillor K Foster
Councillor M Smith joined the meeting at 18.59

10. Clerk Hours

RESOLVED that members of the press and public are excluded from the meeting due to the nature of the business to be transacted being prejudicial to the public interest. Public Bodies (Admissions to Meetings) Act 1960

The clerk provided councillors of a breakdown of her basic hours and overtime over the past year. The basic hours were set to 3.5 per week when the employment commenced to be reviewed in 3 months however this didn't take place. It was **RESOLVED** to increase the weekly hours to 5 hours per week.

Proposed Councillor K Foster Seconded Councillor M Smith

Clerk to create addendum to employment contract item 13, to be signed by clerk and chairman. **Clerk to action**

Expenses Policy

It was agreed that nobody should be out of pocket for expenses occurred in the day to day running of the Burial Board and that expenses and bills should be paid in a timely manner, if this is to be done via email approval, signatories are to carefully check the documentation (invoices, timesheets etc) thoroughly prior to approval and respond on or before 4th Tuesday of the month. Councillors recognise that issues arise due to non-meeting months where payment approval is sought via email. It was **RESOLVED** to revert back to monthly meetings commencing April 2021.

Proposed Councillor K Foster Seconded Councillor K Mendham.

Performance Management

The clerk confirmed that self appraisals had been completed in Nov 2019 and 2020 and signed off by the chairman. It was agreed that a Performance Management Committee would be put together at the May Annual meeting, to oversee the appraisal procedure when next due (November 2021). Councillor A Dale suggested that one councillor from each town/parish council would work well. **Clerk to action**

Letter of Complaint

The councillors not involved in the letter of complaint would meet following this meeting. Councillor A Dale to arrange and invite councillors via Zoom.

11. Correspondence

Regular ICCM updates.

Telephone call from a lady regarding searching for a plot of her sibling from years ago, passed it on to Military cemetery.

Email forwarded from Hipswell Parish Council regarding memorial and cemetery ideas from Glasdon.

Green waste bin stickers have arrived will fix to bins next time at cemetery.

Letter of complaint from Mrs Hastead

It was **RESOLVED** that the clerk would reply to Mrs Hastead regarding her letter outlining the actions discussed in item 6 with reassurance that the Burial Board are dealing with the issues raised.

Proposed Councillor K Foster Seconded Councillor A Dale.

Councillor K Mendham left the meeting at 19.50

Clerk to action

12. Financial Matters Income

The following income has been received:

Blenkiron	Internment (Millard F14)	85.00
Seaton Leng	Internment (Kendall D108)	250.00
Pickard	Memorial (Waite B136)	120.00
Blenkiron	Internment (Massa C22)	250.00
		<u>£705.00</u>

The following expenditure was paid by prior agreement:

Ms B Partridge	Clerks Salary for Feb 2021	238.69	
	Less: Tax	-47.80	
	Plus: Expenses	<u>91.30</u>	282.19
H M Revenue & Customs	Clerks Tax		47.80
NYCC – Yorwaste	Waste – March		<u>222.88</u>
			<u>£552.87</u>

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for Mar 2021	216.41	
	Less: Tax	-43.20	
	Plus: Expenses	<u>16.65</u>	189.86
H M Revenue & Customs	Clerks Tax		43.20
RJ Farrow	Skip		144.00
NYCC – Yorwaste	Waste – April		<u>181.84</u>
			<u>£558.90</u>

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

Lloyds Current Account	£20522.33	
Lloyds Deposit Account	<u>£2786.51</u>	
		<u>£23308.84</u>

Proposed Councillor A Dale **Seconded** Councillor J Greensmith **All Agreed**

The clerk pointed out that the payroll software subscription will be due for renewal at the start of April at a cost of £49+vat (£58.80) but the invoice hasn't been received yet. Councillor K Foster requested that a priority be put on the email to approve the invoice.

13. Burials, Memorials and Reserved Plot

The clerk advised the following:

Burials:

Name	Plot	Date	Parish
Frederick Arthur Kendall	D108	02.02.21	Colburn
Mary Evelyn Massa	C22	11.03.21	Colburn

Memorials:

None

Reserved Plots:

None

14. Any Other Business

None

15. Date of the Next Meetings

It was agreed that the next meeting to be on:
Tuesday 27th April 2021 @ 7pm via Zoom

The meeting finished at 20.15pm