

**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 25<sup>th</sup> May 2021**

The Chair opened the meeting following on from the Annual General Meeting.

1. **Present:** Councillors: A Dale (Chair)  
C Lyne  
C Mincher  
K Mendham (Joined meeting at 19.01)  
I Whitehead  
T Archer  
  
Clerk: B Partridge
2. **To receive Councillors “Declarations of Interests”**  
None
3. **Apologies**  
Councillor J Greensmith, Cllr K Mendham for start of meeting.
4. **Approval of the minutes from the meeting held on 27<sup>th</sup> April 2021.**  
Minutes of the meeting had been circulated and were accepted as a true record.  
Proposed Councillor Whitehead. Seconded by Councillor Dale. Cllrs Lyne, Mincher,  
and Archer abstained as were not present.  
The Chair signed a copy and these were filed as a true record.
5. **Matters Arising not on the Agenda**  
None
6. **Grounds Maintenance.**  
**New signs** - The proofs had not arrived from the signwriter prior to the meeting, the clerk emailed the two proofs she had prepared to the councillors for discussion. It was resolved to accept the wording on the signs with the name of the burial authority on two lines.  
Proposed Cllr Whitehead, seconded by Cllr Archer. All agreed  
**Planting in cemetery** - Councillors discussed planting within the cemetery. As we have new councillors now on the Burial Board it was agreed to conduct a site visit and report back at next meeting. Clerk to action
7. **An Update on Cemetery Inspections**  
Cemetery inspection undertaken on 23<sup>rd</sup> May with Cllr Whitehead, Dale and Clerk present.  
  
While at the inspection we were advised by a visitor to the cemetery that some artificial flowers had been removed from a grave. They were not visible around the surrounding area and assumed they had been taken. The grave has been noted and family will keep in touch with Burial Board on any outcomes.  
  
Various issues within the cemetery have been noted on the inspection form. To be discussed at site visit when all Councillors present for the inspection.  
A Hodgson has now started the grave levelling.

**Repairs to fence and shed** - clerk forwarded a quote of £150.00 from Barry Robertson for repairing fence and shed, following on from discussions it was decided to contact Barry to ask for a discount as he uses the shed for storage. Also, clerk to obtain another quote for works.

Proposed by Cllr Lyne, Seconded by Cllr Archer. Cllr Mendham abstained. All agreed  
Clerk to action

Nothing else to report on cemetery inspections.

Cllr K Mendham joined the meeting at 19.01

**8. Memorial Plaques**

The clerk reported that Eyecatching Signs do not produce plaques and recommended PADs (which is where the clerk obtained the sample from initially).

Councillors felt that it would be more appropriate to make decisions following a site visit, the clerk to take a sample plaque to the site visit. To be put on the agenda for next meeting. All to action

**9. Invoicing and late payments**

Councillors discussed the current payment arrangements and are happy to continue as is presently. Proposed by Cllr Lyne, Seconded by Cllr Mincher. All agreed

Councillors discussed the late payment fee of £50.00 and agreed to stay the same  
Proposed by Cllr Lyne, Seconded by Cllr Mincher. All agreed

**10. Data Protection**

The clerk advised that as we process data (for reserved plots and next of kin of deceased) we should register with the Information Commissioner's Office. This is a data protection annual fee and costs £40.00. It was **resolved** to register with the ICO. Proposed by Cllr Mincher, Seconded by Cllr Archer. Cllr Mendham abstained. All agreed

**11. Correspondence**

Regular ICCM updates.

Email forwarded from Scotton Parish Council regarding damage to lights on a plot, clerk to respond to family following investigations.

Completed and signed the Annual duty of care waste transfer note. Valid 1.7.21-30.6.22.

Email from Colburn Town Council with Payment of precept.

Email from Hipswell Parish Council with cheque on way.

Email from Scotton Parish Council with payment of precept.

The clerk had received an email from Calico our website host saying we should have an SSL certificate. Councillors would like more information bringing to the next meeting to discuss further. All Agreed

**12. Financial Matters**

**Income**

**The following income has been received:**

C Meehan	Reserved Plot & Internment (D73)	570.00
Colburn TC	Precept 2021-22	4025.00
Blenkiron	Ex Rights & Internment (Dale B139)	570.00
Blenkiron	Ex Rights & Internment (Metcalfe C118)	1140.00
		<u>£6305.00</u>

**The following expenditure is submitted for payment approval:**

Ms B Partridge	Clerks Salary for May 2021	267.33	
	Less: Tax	-53.60	
	Plus: Expenses	<u>37.29</u>	251.02
H M Revenue & Customs	Clerks Tax		53.60
L Carter	Internal Audit		40.00
NYCC – Yorwaste	Waste – June		181.84
			<u>£526.46</u>

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

Lloyds Current Account	£17590.23	
Lloyds Deposit Account	£2786.55	
		£20376.78

**Proposed Councillor Dale Seconded Councillor Whitehead All Agreed**

**13. Burials, Memorials and Reserved Plot**

The clerk advised the following:

**Burials:**

<b>Name</b>	<b>Plot</b>	<b>Date</b>	<b>Parish</b>
Derek Dale	B139	7/5/21	Colburn

**Memorials:**

Audrey Thompson	F79	25/5/21	Additional inscription
Beryl Callender	F48	25/5/21	Additional inscription
Gary Michael Hanna	FD87	25/5/21	New memorial stone
Mary Evelyn Massa	C22	25/5/21	Additional inscription

It was **resolved** to accept the memorial requests stated above. Proposed by Cllr Whitehead, Seconded by Cllr Archer All agreed

**Reserved Plots:**

Catherine Meehan	D73	3/5/21	Colburn
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**14. Any Other Business**

Cllr Dale requested a list of meeting dates to be placed in the noticeboard. Clerk questioned the August meeting. It was **resolved** that there would not be a meeting in the month of August unless for an emergency. Proposed Cllr Dale, seconded Cllr Whitehead. All agreed

**15. Date of the Next Meetings**

It was agreed that the next meeting to be on:

Tuesday 22<sup>nd</sup> June 2021 @7pm via Zoom.

The meeting finished at 7.45pm