

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Meeting of Colburn, Hipswell and Scotton
Joint Burial Authority
Held at Hipswell Village Hall on Tuesday 26th October 2021**

The Chair opened the meeting at 7pm.

1. **Present:** Councillors: A Dale (Chair)
C Lyne
C Mincher Arrived 7.15.
I Whitehead
J Greensmith
T Archer

Clerk: B Partridge

Two members of the public.
2. **To receive Councillors "Declarations of Interests"**
None
3. **Apologies**
None
4. **Approval of the minutes from the meeting held on 28th September 2021**
It was resolved to accept the minutes of the September meeting.
Proposed Councillor Greensmith. Seconded by Councillor Archer. All agreed
The Chair signed a copy of the minutes and these were filed as a true record.
5. **Matters Arising not on the Agenda**
Councillors discussed the query from Cllr Mendham regarding Burial figures, Clerk to reply
to Hipswell Parish Council explaining the findings. Clerk to action
6. **Cemetery Management**
Cemetery walkabout and inspection on 23/10/21. Cllr Whitehead present.
Cllr Whitehead provided an inspection report.
The risk assessment was noted and to be kept on file.
Councillors discussed weed killing in both cemeteries and hedge cutting asked clerk to
contact Barry Robertson to proceed.
Councillors agreed to have a cemetery walkabout/tidy up on Sunday 7th November @
2pm.
Hedge cutting in new cemetery hoped to be completed on 6th November, depending on
weather and internments.
7. **Plot Refund**
Councillors discussed the repayment of plot D73 to be used to go towards a plot at
Hauxwell Cemetery.
Blenkiron's to confirm when faculty has made their decision and the fee has been paid.
The price of the Exclusive Rights of Burial at the time of purchase to be sent to Blenkiron's
when this is completed.

Proposed Cllr Archer Seconded Cllr Lyne. All agreed.

8. Wildflower Meadow

Clerk had contacted National Parks Authority again but had still had no reply, Councillors discussed looking for other persons who may be interested.

Councillor Lyne discussed having memory trees placed in the wildflower meadow.

Proposed Cllr Lyne, Seconded Cllr Mincher.

All agreed.

9. Grass Cutting Contract

Councillors discussed the requirements for 2022/2023 season, are happy to continue with Robertsons Garden Services.

Clerk to send letter to Barry and Nicky thanking them for their work in the cemetery, councillors are pleased with the standard.

The Burial Board has received many positive comments from members of the public regarding the cemetery.

10. Correspondence

Regular ICCM updates.

The Chair brought an item from Correspondence forward as a member of the public had a letter of complaint and also wished to make a statement.

The Chair noted the comments and thanked Mrs Atkinson for attending the meeting.

The Chair asked Councillors if they wished to discuss the matter after the family had left or in Correspondence. They all wished to continue with the matter.

The Clerk explained the sequence of events prior to the meeting, Councillors discussed at great length and dealt with each request. Mrs Atkinson had requested that a reply to her letter of complaint should be received within 14 days.

The Chair asked the Clerk to compile a draft reply to be forwarded to Councillors present for their approval before sending response to the family.

The Clerk to contact the Institute of Cemetery and Crematorium Management for advice and guidance prior to drafting letter.

Clerk to send letters to Co-op funeral services, Blenkirons and the Gravedigger regarding their concerns and processes having been breached, once have been looked at by Councillors.

A request for a bench had been received at the bottom of plot C, councillors to have a look and discuss at next meeting.

A request had been received for cremated remains to be placed in an area in plot G, approval had been granted. Clerk to contact Family to arrange with a Funeral Director.

Proposed Cllr Mincher, Seconded Cllr Greensmith.

Clerk to action

A lady has requested that a plot she had purchased in the existing cemetery could be moved to the new cemetery. Councillors agreed, clerk to contact the lady to exchange Burial Grants.

11. Financial Matters

Income

The following income has been received:

Pickard	Memorial Fees (Metcalf C118)	120.00
Scott Memorials	Memorials Fees (Snell FE3)	50.00
Blenkiron	Internment (Mitchell D88)	250.00
Bambridge	Memorial Fees (Townson FE1)	120.00
Blenkiron	Internment (Allen D57f)	250.00
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		£790.00

The following expenditure is submitted for payment approval:

Ms B Partridge	Clerks Salary for Oct 2021	343.71	
	Less: Tax	-68.80	
	Plus: Expenses	21.99	296.90
H M Revenue & Customs	Clerks Tax		68.80
NYCC - Yorwaste	Waste - October		226.96
John Pickard & Son	Reserved/Burial markers		175.00
B Robertson	Grass Cutting 13/10/21		330.00
			<u>£1097.66</u>

Proposed Cllr Greensmith

Seconded Cllr Mincher

All agreed

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

Lloyds Current Account	£20637.35	
Lloyds Deposit Account	<u>£2786.65</u>	
		<u>£23424.00</u>

Proposed Cllr Lyne

Seconded Cllr Greensmith

All agreed

Clerk is now an authorised signatory on the account, however still trying to arrange a debit card.

12. Burials, Memorials and Reserved Plot

The clerk advised the following:

Burials:

Name	Plot	Date	Parish
Edward Mitchell	D88	13/10/21	Colburn
Shirley Allen	D57f	21/10/21	Hipswell

Memorials:

Name	Plot	Date
Derek Dale	B139	20/10/21
Ken Lambert	A98	20/10/21
Walter H Parnaby	A109	20/10/21
Walter W Parnaby	A15a	20/10/21
Ronald Parnaby	A125aa	20/10/21
McCauley Brend	D13	Additional Information.

Councillors approved the memorial applications.

Proposed Cllr Lyne. Seconded Cllr Dale. All agreed. Cllr Mincher abstained on Brend Application

Reserved Plots:

None

13. Any Other Business

Clerk had asked councillors whether they wished letters to be sent out to businesses regarding Christmas flowers for the Children's area as in previous years. All agreed. It was decided to meet at Colburn Village Hall on 22nd December @ 5pm to make up the posies. Cllr Dale would prepare some food on the evening.

14. Date of the Next Meetings

It was agreed that the next meetings are to be held on:

Tuesday 23rd November 2021 @ Hipswell Village Hall at 7pm

No meeting in December.

25th January 2022 @ Hipswell Village Hall at 7pm

No meeting in February.

Meeting closed at 9.45pm