

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

**Minutes of the Extra Ordinary Meeting of Colburn, Hipswell and Scotton
Joint Burial Authority
Held at Colburn Village Hall on Monday 6th September 2021**

The Chair opened the meeting at 7pm, she welcomed all back to the first face to face meeting after restrictions had been lifted.

1. **Present:** Councillors: A Dale (Chair)
C Lyne
C Mincher via Zoom as shielding (non-voting role)
I Whitehead
T Archer

Clerk: B Partridge
District Councillors K Foster, H Grant, and P Middlemiss.

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

None

3. **Apologies**

Cllr Bagley, Cllr Mendham, Cllr Greensmith

4. **Hipswell Parish Council Withdrawal from Joint Burial Authority**

Councillors discussed the letter received from the clerk of Hipswell Parish Council dated 15th July 2021 requesting information of the number of burials and cremations broken down for each year for the last 5 years, and by Parish.

Also, the process and regulations regarding withdrawal from a Joint Burial Authority.

The Burial Board Clerk produced a breakdown of figures as requested not only for the 5 years but also since its formation in 1958.

With regard to the process and regulations regarding withdrawal from a Joint Burial Authority, the YLCA have stated that the procedure needs to be requested by the relevant constituent Council.

Councillors agreed to send a reply with all the information requested.

Proposed Cllr Dale. Seconded Cllr Lyne.

All Agreed Clerk to action

Councillors discussed a letter received signed from Cllr Mendham Chairperson of Hipswell Parish Council dated 3rd September 2021.

Clerk to write to Cllr Mendham after seeking advice from Monitoring Officer at RDC.

Proposed Cllr Lyne. Seconded Cllr Archer.

All agreed Clerk to action

5. **Burial Fees**

Councillors discussed the email regarding out of area fees charged to Mr Metcalfe, it was agreed that in this instance single fees would be applicable.

Councillors agreed that in certain instances each case should be based on its own merit.

Clerk to contact Mr Metcalfe to arrange repayment.

Clerk to action

Proposed Cllr Whitehead. Seconded Cllr Lyne.

All Agreed

A Memorial Application for the late Vincent Metcalfe had been submitted, this was approved.

All agreed

6. **Yorkshire & Humber Employees Service**

Councillors agreed the payment for Professional Services.
Proposed Cllr Whitehead. Seconded Cllr Lyne.

All Agreed

7. **Any other Business**

None

The meeting finished at 7.52pm