

**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 28<sup>th</sup> September 2021**

The Chair opened the meeting at 7pm.

1. **Present:** Councillors: A Dale (Chair)  
C Lyne  
K Mendham  
J Greensmith  
T Archer

Clerk: B Partridge

2. **To receive Councillors "Declarations of Interests"**  
None

3. **Apologies**  
Councillor Mincher, Councillor Whitehead

4. **Approval of the minutes from the meeting held on 9<sup>th</sup> August 2021 and extra-ordinary meeting held on 6<sup>th</sup> September 2021**

It was resolved to accept the minutes of the August meeting. Proposed Councillor Greensmith. Seconded by Councillor Lyne. Cllr Mendham asked for some amendments. All agreed

The Chair signed a copy of the amended minutes and these were filed as a true record. It was resolved to accept the minutes of the Extra- Ordinary meeting in September. Proposed Cllr Lyne. Seconded Cllr Archer. All agreed that were present at meeting.

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

Councillors discussed an email from Rebecca Blenkiron regarding any updates from the faculty. The Diocese had not been processing faculty applications due to Covid but it was hoped that it would be re started soon. She will contact Rev Lawton.

Councillors discussed the refunded money back to Mr & Mrs Middlemiss and asked it be put on the October agenda for discussion and ratification. Proposed Cllr Greensmith. Seconded Cllr Dale. Cllr Mendham abstained. All agreed

No matters arising from extra-ordinary meeting.

6. **Cemetery Management**

Cemetery walkabout and inspection on 19/9/21. Cllr Dale & Whitehead present. Cllr Whitehead provided an inspection report as unable to attend meeting. Councillors discussed weed killing in both cemeteries and asked to be put on agenda for October.

Councillors discussed broken fencing adjacent to the proposed the wild flower meadow, councillors requested this be put on October agenda. The risk assessment was noted and to be kept on file.

Cllr Dale had contacted the National Parks Authority to arrange a site visit regarding wild flower meadow, the clerk had provided the National Parks Authority with photographs of the area in question in preparation. Will contact Councillors if a date is provided for the site visit.

C/Cllr Grant is very happy to support the Wildflower Meadow with up to £500.00 from her Locality Budget.

**7. Precept**

Councillors discussed Precept for 2022/2023 and agreed to leave as it currently stands:

Colburn £4025.00.

Hipswell £2052.00.

Scotton £1665.00.

Councillors wish to look at different formulas early next year.

Proposed Cllr Lyne. Seconded Cllr Archer. All agreed.

**8. Policies and Procedures**

Councillors discussed and ratified Grievance Policy.

Proposed Cllr Lyne. Seconded Cllr Archer. All agreed.

Councillors discussed and ratified Terms of Reference.

Proposed Cllr Greensmith. Seconded Cllr Lyne. All agreed.

Councillors discussed and ratified Financial Regulations.

Proposed Cllr Greensmith. Seconded Cllr Archer. All agreed.

Review Policies March 2022.

**9. Cemetery Signage**

Cllr Lyne proposed that an additional sign, reiterating point 7a of the Rules and Regulations, being same size and colour to the recent sign ordered for top of cemetery, be placed at the bottom end of the existing cemetery which will be easily seen by visitors coming in the Hall Lane Entrance. Clerk produced a proof for inspection by all councillors. Clerk to contact Eye Catching signs to have sign made and erected.

Proposed Cllr Lyne. Seconded Cllr Archer.

All agreed

**10. Price Review**

Councillors discussed the updated information requested from September meeting.

Councillors wanted a definition added to the rules and Regulations regarding residency, stating that "A person living in the Parishes of Colburn, Hipswell and Scotton at the time of death qualifies as a resident, Exception being if the person has left home to be cared for in a residential home, nursing home or hospital. This will be based on individual cases where necessary".

Councillors discussed a price increase on the following from 1/11/2021.

Purchase of Exclusive Rights of Burial. Earthen Grave £420.00.

Proposed Cllr Greensmith. Seconded Cllr Mendham. All agreed.

Purchase of Exclusive Rights of Burial. Cremated Remains £180.00.

Proposed Cllr Greensmith. Seconded Cllr Archer. All agreed.

Internments- All burials of over 12 years of age. £280.00.

Proposed Cllr Archer. Seconded Cllr Lyne. All agreed.

Internments- Burial of Cremated Remains. £120.00.

Proposed Cllr Archer. Seconded Cllr Lyne. All agreed.

Memorial Fees on Earthen Graves and Cremated Remains. £145.00.  
Proposed Cllr Greensmith, seconded Cllr Archer. All agreed.

**11. Hedge Cutting**

Councillors discussed the three quotes for hedge cutting in the new cemetery. It was agreed that Robertson's Garden Services quote be accepted.  
Proposed Cllr Lyne, seconded Cllr Archer. All agreed.

**12. Correspondence**

Regular ICCM updates.

Letter from Hipswell Parish Council received 14 September 2021 – following query from Cllr Mendham regarding burial figures, Cllr Dale and clerk to look at figures and report back at next meeting.

Letter from Hipswell Parish Council received 15<sup>th</sup> September 2021 - the Burial Board agreed that a reply be sent to HPC stating that the Terms of Reference set out how the Burial Board is run and that the clerk includes advice received from ICCM regarding changes to membership of a joint burial authority.

Request for reservation of cremation plot in new cemetery near wall. Councillors discussed request but rejected as rows are to be released one at a time.

Compliments have received on condition of cemetery.

Letter from Hipswell Parish Council received 28<sup>th</sup> September 2021 regarding noticeboard on Hipswell Village Hall. Councillors agreed that clerk request the respective councils to display the agenda and meeting dates in their noticeboards for public interest.

Councillor Mendham left meeting at 9.03pm

**13. Financial Matters  
Income**

**The following income has been received:**

Blenkiron	Ex Rights & Internment (King B144b)	570.00
Brend	Exclusive Rights (FD48)	260.00
Co-op	Ex Rights & Internment (Fell AA15)	570.00
Co-op	Exclusive Rights (AA14)	320.00
Morris	Exclusive Rights (D57f + D57g)	640.00
Blenkiron	Internment (Hamilton B115b)	250.00
		<u>£2610.00</u>

**The following expenditure was paid by prior agreement:**

Ms B Partridge	Clerks Salary for August 2021	267.33	
	Less: Tax	-53.60	
	Plus: Expenses	<u>10.93</u>	224.66
H M Revenue & Customs	Clerks Tax		53.60
NYCC – Yorwaste	Waste – August		185.48
Y.H.E.A	Professional Services		1620.00
Peter Metcalfe	Refund of Burial Fees		570.00
			<u>£2653.74</u>

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

Ms B Partridge	Clerks Salary for Sept 2021	394.63	
	Less: Tax	-78.80	
	Plus: Expenses	63.42	379.25
H M Revenue & Customs	Clerks Tax		78.80
NYCC - Yorwaste	Waste - September		185.96

Eyecatching Signs	Sign Supplied and Fitted	150.00
Abbey Builders	94 Graves Infilled	2594.40
B Robertson	Grass Cutting to 24/08/21	1725.00
B Robertson	Grass Cutting to 27/09/21	660.00
		<u>£5773.41</u>

**Proposed** Cllr Archer      **Seconded** Cllr Greensmith      **All agreed**

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

Lloyds Current Account	£25990.76	
Lloyds Deposit Account	<u>£2786.63</u>	
		<u>£28777.39</u>

**Proposed** Cllr Lyne      **Seconded** Cllr Greensmith      **All agreed**

As discussed and agreed at a previous meeting for the clerk to have a debit card it required a signatory on the account to contact Lloyds Bank to go through the process. Cllr Dale contacted Lloyds Bank however the card was sent out in her name as you have to be a signatory on the account.

Councillors discussed and agreed to add the clerk as a signatory, for her to then obtain a debit card.

**Proposed** Cllr Greensmith      **Seconded** Cllr Archer      **All agreed**

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

The clerk advised the following:

**Burials:**

<b>Name</b>	<b>Plot</b>	<b>Date</b>	<b>Parish</b>
Colin King	B144b	6/9/21	Colburn
Lilian Fell	AA15	10/9/21	Colburn
John Hamilton	B115b	25/9/21	Colburn

**Memorials:**

Macaulay Brend	D13	24/9/21
Sandra Townson	FE1	21/9/21
Betty Snell	FE3	21/9/21

**Reserved Plots:**

Mr & Mrs J Brend	FD48	4/9/21	Out of Area
Mr N Fell	AA14	6/9/21	Colburn
Mr & Mrs Morris	D57g	20/9/21	Hipswell
Mr & Mrs Allen	D57f	20/9/21	Hipswell

**15. Any Other Business**

None

**16. Date of the Next Meetings**

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

Tuesday 26<sup>th</sup> October 2021 @ Hipswell Village Hall at 7pm

Tuesday 23<sup>rd</sup> November 2021 @ Hipswell Village Hall at 7pm

Meeting closed at 9.25pm