

# Embleton Joint Burial Committee

## Minutes

of the Meeting held in the Ladies Room at the Creighton Hall, Embleton on  
Monday 23<sup>rd</sup> October 2017 at 2pm

**Present:** Bryn Owen; Chair (BO), Terry Howells; Vice Chair (TH), Derek Gerrard (DG),  
Elizabeth Pearson (EP), Bob Foster-Smith (BFS)

**Clerk:** Geoff Newcombe

**In Attendance:** 4 members of the public

**744. Apologies for absence**

None received

**745. Declarations of Interest**

None

**746. Confirmation of the minutes of the last meetings held 11<sup>th</sup> September 2017**

The minutes were agreed and signed off as a true record.

Proposer: Cllr Derek Gerrard

Seconder: Cllr Terry Howells

Unanimous

**747. Matters arising**

Two new bins have been installed for collection of waste floral tributes/wrappings

**748. Financial**

Bank Balance £5,767.32 @ 29/09/2017

**Received since 11/09/17**

- Inscription (Plot 57c) - £75.00
- Burial Committee Interment (Plot 19c) - £650.00

**Spent since 11/09/17**

- Clerk (pay & expenses) - £230.78
- HMRC (PAYE) – £57.00
- Creighton Hall (11/09/2017) – £13.75
- Contract Payment (Aug 2017) - £415.00
- NCC Council Tax 1 x £186.00 (October) - £186.00

**Cheques Required**

- Clerk (pay & expenses + £22.00 for 2 x bins) - £159.43
- HMRC (PAYE) – £32.20
- Creighton Hall (23/10/2017) – £13.75
- Contract Payment (Sep 2017) – Awaiting Invoice; Clerk to write to Contractor's widow with committee's condolences regarding Martin's passing and invite final invoice.
- Purchase Commercial Refuse Sacks; cost £TBC <£100 (permission for expenditure sought if exempt status (non-profit for good of community) not granted.

**Reports**

Bank Mandate amendment – Councillor Fyffe ID check pending.

Proposer: Cllr Bob Foster-Smith

Seconder: Cllr Terry Howells

Unanimous

**749. Maintenance of Cemetery**

- Bin Replacement – Installed at 2 x £11.00.

- Bench replacement – Interest from press request? – One further enquiry from public; awaiting further details. Mark Bridgeman will deliver a bench to cemetery (to location of old seat).
- Operation of contract – August complaint regarding length of grass, alleged excess clippings and alleged damage to memorial stones. – Further two letters of concerns received (attached)
- Cemetery wall collapse; Headstone for Ellen Stanton in danger of toppling? This has now been re-fixed.
- Archway clematis removal and maintenance issues
- New maintenance/administration contract; (temporary arrangements attached)  
It was agreed to operate temporary arrangements until new maintenance/admin contract. It was thought that it would be more practical to issue a separate tender/contract for grass cutting/maintenance without administrative duties.
- It was agreed that a 'Friends of Spittalford Cemetery' (FoSC) group be formed to help look after it on a voluntary basis. They could undertake litter picking, leaf and path clearance, minor tree pruning and minor maintenance issues. An article will be placed in the net or Whinstone Times requesting volunteers. The formation of the FoSC group and a renewed and more specific grass cutting/maintenance contract and regular Councillor check visits to the cemetery and all parties “To respect each other going forward” were seen as a suitable way forward to address the issues raised in the complainants letters.
- **Long Term Business Plan for Cemetery/House**
- Consideration of renovating the cemetery house for affordable housing and the application for a grant for this development. The result of 3 x Parish Council resolutions (Craster, Embleton & Newton by the Sea) on options to pursue the grant and renovate the property were all approved.
- Marketing of Cemetery House – As the grant/renovation option was approved the Cemetery House should be withdrawn from sale and the selling agent be informed.
- CAN Grant – Checks with NCC indicate it has been past to the funding panel and EJBC should have a grant offer by the 23rd October 2017.
- It was proposed that the Sullivan Survey Invoice of £720 (Inc. £120 VAT) for the Cemetery House Assessment be paid as the grant funding has been approved.  
Proposer: Cllr Derek Gerrard  
Seconder: Cllr Elizabeth Pearson  
Unanimous

**750. Items for Next Agenda**

- CAN Grant Funding Application
- Draft grass cutting tender

**751. Date and Time of Next Meeting**

TBC prior to submission of CAN grant

26/09/2017

MR NEWCOMBE

WE RECEIVED YOUR LETTER 19/09/2017

FIRST DID YOU REALLY EXPECT YOUR CONTRACTOR TO ADMIT TO THE DAMAGE CAUSED?

WE VISIT THE CEMETARY ON A REGULAR BASIS AND NOTE THE DAMAGE WHICH OCCURS DURING THESE PERIODS AND WE CAN ASSURE YOU WE DON'T LIE.

1<sup>ST</sup> ON NO ACCOUNT NOW OR IN THE FUTURE WILL WE ALLOW A NUMBER TO BE PUT ON MY PARENTS HEADSTONE AND OURS IN THE FUTURE (WE HAVE THE NUMBER OF OUR PLOT) YOU HAVE LEDGER WITH ALL NAMES AND NUMBERS IN.

2<sup>ND</sup> REMOVING FLOWERS & PERSONAL ITEMS IS NOT ACCEPTABLE (UNLESS FLOWERS ARE DEAD).

3<sup>RD</sup> NUMBER 12 ON YOUR RULES STATES IT IS UP TO THE OWNER OF THE HEADSTONE FOR REPAIRS OR YOU WILL LAY THEM FLAT. THAT'S A BIT IRONIC IF THAT GRAVE HAS NO FAMILY SO IS THE COMMITTEE GOING TO RE INSTALL THE HEADSTONE AT THEIR COST?. IF YOU LEAVE THEM FLAT THEN THERE IS A GREAT DANGER OF THEM BEING DAMAGED & APART FROM THAT IT IS DISRESPECTFUL TO LEAVE THEM LYING DOWN.

4<sup>TH</sup> WHEN MY HUSBAND AND I VISITED LAST WEEK THE TARMAC ROAD YOU SPENT MONEY ON WAS COVERED IN MOSS AND WITH IT BEING WET IT WAS VERY SLIPPERY AND PEOPLE LIKE MYSELF WITH LACK OF MOBILITY IT IS DANGEROUS.

5<sup>TH</sup> LAST BUT NOT LEAST IT WAS SAID THAT AFTER A NUMBER OF YEARS YOU HAVE THE RIGHT TO BURY ON TOP, I HAVE LOOKED INTO THIS AND IF THIS ARISES YOU MUST INFORM THE FAMILY SO IF THEY WISH THEY CAN RENEW THE LEASE.

WHEN YOU HAVE A GOOD LOOK AROUND THE EARLIER GRAVES DATED BACK FROM 1700 & 1800'S HOW DO YOU DEAL WITH THE ABOVE ISSUE?

6<sup>TH</sup> WE'VE COME TO THE CONCLUSION THAT THE MAJORITY OF THE COMMITTEE HAVE NO FAMILY THERE SO THEY DON'T CARE ABOUT THE LIKES WHO HAVE.

7<sup>TH</sup> WE WOULD BE INTERESTED TO HEAR WHO MAKES THESE RULES?

8<sup>TH</sup> IS IT POSSIBLE TO ADVERTISE IN THE NET WHEN YOUR MEETINGS ARE HELD WHICH WILL INFORM THE PUBLIC SHOULD THEY WISH TO ATTEND.

V. Pawlson

011 123456789

Dear Sir,

Re your letter regarding the damage, badly cut grass, at Spitalford Cemetery, Embleton.

We were very dismayed at the condition we found the Cemetery in, the grass cutting was really deplorable, not to mention the broken plaque found by my late husband's grave, very upsetting.

Since the plaque has been restored and put back at the grave, I owe you a 'Thank you', whilst this was extremely kind of you, it doesn't take away the fact it should never have been broken in the first place. The plaque itself had been placed on the grave some 5 yrs before, in all that time there was no issue about where it was placed, no damage by the

previous caretaker/grass cutter of the time.

Having received your letter, I found no mention of the broken plaque at all, very upsetting, more so, no written apology for any distress caused.

If by chance the headstone becomes loose or dislodged I'm aware as next of kin, I would be deemed responsible, and obviously would do all in my power to rectify, however, would like to be informed of this before anyone decides to lay headstone flat!

These headstones are not cheap by any means, and laying flat to me is not a good option.

On that point would not in no circumstances allow numbers to be placed on my families headstones, why?, the parish/burial record will have the plot N°/etc., really need to clarify that point to me!

I'm given to understand that there is a chance after a number of years, there may be a decision to bury over or on top of subsequent graves, are members of the family duly notified of this? If not immediate family, ie myself, extended family?

Please inform!

Sincerely hope these matters are talked about fully, and not "ruled"!

Yours Sincerely,

## **Embleton Joint Burial Committee**

### **Spitalford Cemetery, Embleton**

#### **Cemetery Administration**

There are new arrangements for administration at the Spitalford Cemetery commencing **10<sup>th</sup> October 2017**.

All requests for grave-digging and arrangements for interments should be made through a Funeral Director.

All requests to pre-purchase a plot, headstone, additional inscription or plaque should be directed to the Clerk to Embleton Joint Burial Committee.

Any other queries should be directed to the Clerk to Embleton Joint Burial Committee.

These arrangements are tabulated below;

<b>Clerk</b>	Geoff Newcombe
	T: 01665 571239
	E: <a href="mailto:ejbc@crastercommunity.org.uk">ejbc@crastercommunity.org.uk</a>
<b>Administration</b>	
<b>Records, complaints or genealogy enquiries</b>	Contact Clerk to Embleton Joint Burial Committee E: <a href="mailto:ejbc@crastercommunity.org.uk">ejbc@crastercommunity.org.uk</a>

# SPITALFORD CEMETERY REGULATIONS

Spitalford Cemetery is managed by Embleton Joint Burial Committee (hereafter the 'Committee'), which has representatives from the three constituent Parish Councils; Embleton, Craster and Newton by the Sea.

Should you wish to make any comments, or complaints, regarding this cemetery then please contact the Clerk of the Embleton Joint Burial Committee by email at [ejbc@crastercommunity.org.uk](mailto:ejbc@crastercommunity.org.uk). However, should the matter be extremely urgent please first contact the Clerk T: 01665 571239 and then also email the Clerk.

For ease of maintenance in the Cemetery and to avoid any possible distress to visitors would you note and adhere to the following regulations:-

1. The Cemetery will be open to the public daily between the hours of 8.30 am and dusk. However, the Committee may close the Cemetery, or any part thereof, to the public for such time as they may consider necessary or expedient.
2. Dogs accompanying visitors to the grounds must be kept on a leash at all times.
3. The Committee is responsible for grass cutting, therefore, no part of the grave should be planted with trees or shrubs, or anything which would impede maintenance.
4. Kerbstones, railings, fences or other types of edging for enclosing graves are not permitted.
5. Permanent mounding of graves is not be permitted and the surface level of graves shall be that of the surrounding turf level.
6. Children under 12 years of age will not be allowed within the Cemetery, except under the care of a responsible person.
7. Visitors are requested to assist in keeping the Cemetery in good order. All waste flowers or rubbish must be deposited in the receptacles provided.
8. Only flowers and wreaths and other small personal items may be placed on a grave. The flowers and wreaths and personal items will be allowed to remain for a period of 14 days, after which they may be removed.
9. A minimum period of 6 months must be allowed after the interment date before a memorial can be erected, to allow for grave settlement. All memorials must be in the form of headstones the maximum height of which is to be 2 foot six inches (750 mm). The headstones are to be anchored to a robust foundation and erected by an authorised monumental mason. The plot number of the grave shall be clearly marked on the headstone.
10. Prior to the erection of a permanent headstone a small temporary memorial may be erected.
11. The Committee is not held responsible for any damage or breakage which may occur to headstones.
12. Every headstone must be kept in repair at the expense of the owner. The Committee shall make reasonable efforts to communicate with grave owners by giving written notice by post to the owner when repairs are needed. If the owner does not make such repairs within six months the Committee shall be at liberty to remove or lay flat the headstone. In the event of a headstone being in a dangerous condition, immediate action will be taken by Embleton Joint Burial Committee.

These regulations are to ensure that the Cemetery is managed and maintained in a practical manner whilst at the same time remaining attractive to visitors.

**(Agreed and adopted 7<sup>th</sup> December 2015 - EJBC Minute No. 658)**

<b>EJBC RECEIPTS and PAYMENTS ACCOUNT</b>			
	Position as 17 October 2017	<b>Joint Burial Board - Year Ending 31st March 2018</b>	
<b>RECEIPTS</b>			
<b>Last Year</b>			<b>This Year</b>
£ -		<b>Precept</b>	£ -
£ 319.79		<b>Refunds</b>	£ 86.88
£ 2,400.00		<b>Burial Authority</b>	£ 1,900.00
£ 400.00		<b>Purchase Plot</b>	£ 250.00
£ 400.00		<b>Ashes/ Headstones</b>	£ -
£ 1,025.00		<b>Additional Inscriptions</b>	£ 150.00
£ 2,700.00		<b>Fix a Plaque</b>	£ 200.00
<b>£ 7,244.79</b>		<b>TOTAL RECEIPTS</b>	<b>£ 2,586.88</b>
<b>PAYMENTS</b>			
<b>Last Year</b>			<b>This Year</b>
£ 4,235.92		<b>Salary</b>	£ 945.46
£ -		<b>Phone</b>	£ -
£ 2,640.00		<b>Grass Cutting</b>	£ 2,158.00
£ 137.35		<b>Water Rates/ Council Tax</b>	£ 830.86
£ 126.25		<b>Room Hire</b>	£ 41.25
£ 198.97		<b>Insurance</b>	£ 285.68
£ 794.40		<b>Other Payments</b>	£ 48.58
£ 83.28		<b>VAT</b>	£ 1.75
<b>£ 8,216.17</b>		<b>TOTAL PAYMENTS</b>	<b>£ 4,311.58</b>
-£ 971.38		Increase/Decrease in Funds	-£ 1,724.70
£ 8,927.40		Funds at start of the year	£ 7,956.02
<b>£ 7,956.02</b>		<b>Funds at end of the year</b>	<b>£ 6,231.32</b>