

HALTWHISTLE & DISTRICT JOINT BURIAL COMMITTEE

MINUTES OF MEETING HELD ON 16 MAY 2018 IN ROOM 2, HALTWHISTLE LIBRARY

Present: Cllr A Sharp (Chair), Cllr E Walton, Cllr M Ridley, Cllr E Rimmer,
Cllr A Whitehead, Cllr J Kendrew (left at 8.00pm),

Cemetery Keeper: Not present

Clerk: K. Little

1 Member of the Public & 2 representatives from the allotments

Cllr Sharp welcomed everyone to the meeting & representatives from the allotments

1. Election of Chairman

Proposed by Cllr Walton and seconded by Cllr Ridley that Cllr Sharp be re-elected as Chairman.
Resolved to accept

2. Election of Vice Chairman

Proposed by Cllr Sharp and seconded by Cllr Ridley that Cllr Walton be re-elected as Vice
Chairman. Resolved to accept
Cllr Sharp thanked Cllr Walton for all her hard work

3. Apologies

It was reported Cllr Reed was unwell

4. Chairman's Report

Cllr Sharp reported it had been a good but challenging year. We need to progress into the new
area of the cemetery. Michael and Sean are doing a very good job and we have additional
income coming from work carried out for Haltwhistle Town Council, other parishes and burials at
Haydon Bridge. Burials were quiet for a time but income has increased. Michael and Sean's
contracts are now in place. Thanks to Cllr Ridley & Cllr Rimmer for help working with Michael
and Sean. Thanks to all the committee and to Karen for all her administration work, accounts
and legal matters. Some issues going forward, Host Council and the new area. Thanks to Cllr
Whitehead as the new representative for Featherstone Parish Council.

5. Minutes of Meeting held 17 April 2018 to agree

Proposal for the Minutes of Meeting held 17 April 2018 be agreed and signed as a true record.
Prop: Cllr Whitehead Sec: Cllr Kendrew

6. Declarations of Interest

In accordance with Section 31 of the Localism Act 2011, members to declare
any Pecuniary Interests in items on this agenda – none declared

Cllr Sharp proposed and seconded by Cllr Kendrew for Agenda Items 9.1, 9.2 & 9.3 be brought
forward

9. Allotments

R Gibson & S Bainbridge were welcomed at the representatives for the allotments. They
thanked the committee for the opportunity to come to the meetings and outlined issues raised
by allotment holders.

Signed and accepted as a true record and accurate account of the
Meeting held on 16th May 2018

Chairperson.....

Date.....

One of the issues is when the increase letter is received there is no reason given for the increase and if the rents keep increasing people will not be able to afford an allotment. The clerk advised when agreeing allotment rents you have to have regard for the Allotment Act which states, *allotments shall be let at such a rent as a tenant may reasonably be expected to pay*. Case law has courts finding against those who have not shown a process of assessing what is reasonable for example comparison to land of a similar nature/and use and other rents charged in the area

9.1 To agree future allotment rents

Proposal to freeze rents for 2019/20 and to review rents in 2019 to give 12 months' notice & reason for any increase

Pro: Cllr Sharp Sec: Cllr Ridley

9.2 Response from NCC re rodents in the allotments – clerk advised she had contacted NCC and the cost would be £50 to treat each allotment. The clerk had requested a survey be carried out FOC, this has been done and await survey. When received to forward to emailed to members and R Gibson

9.3 To agree action for allotments numbers 5, 12B & 23C

Rent received for allotment No 5. Allotments 12B & 23C rent had not been received but the cemetery keeper had been verbally told allotment 23C no longer required. No letter had been received for allotment 12B. Clerk to write to both and if no response with 14 days to let the allotments.

Request for allotment list to be displayed – clerk stated unable to display list due to Data Protection

Issues raised by allotment holders at previous meeting were discussed by members It was noted that allotment holder of 12A is to spread bark on the footpaths

7. Cemetery Keeper's Report

Apologies received from cemetery keeper

- Sean has passed digger test 90% Score
- No burials since last meeting – one this week at Haydon Bridge and C/R on Saturday
- S Beverley unable to do roof repairs can couldn't give assurance as when it would be done – acquired price from K Bennet – Agreed to delegate to clerk
- Request for new leaf blower – Lloyds have provided a verbal quote for an Echo blower for £380.00. Carrs can supply a Stihl which is the LA choice as more powerful and better anti vibration. Members said choice up to the cemetery keeper. Clerk to use delegated authority - Delegated to clerk to discuss with cemetery keeper
- Price from PPH to take grass machinery to Greenhead - £40.00 round trip
- HTC work ongoing
- Maintenance work at Henshaw play park, one job to finish, awaiting key from play equipment manufacturer
- Play equipment at Greenhead repaired
- Prices for locking allotment gates 2 locks £14.95 50 keys £150.00 Chain £18.00
£182.95 total

8. Staffing Representatives Report

Request for SG to work same hours as MG – the clerk advised this was not included in the budget – further information required

10. Cemetery Maps/Records

To receive update from Cllr Rimmer. Friend of Cllr Rimmer to photograph Greenhead record book and put into files on a computer and onto a memory stick, which would enable files to be located and print relevant information. Proposed an initial budget of £500.00

Prop: Cllr Ridley – agreed

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11. Accounts

11.1 Year End 31 March 2018 Accounts to approve

Proposal to approve Prop: Cllr Sharp Sec: Cllr Whitehead

11.2 Copy of income & expenditure since last meeting approved

CNH Industrial had mistakenly taken a direct debit payment on 27 March 2018. The clerk had contact CNH Industrial immediately of their mistake and this was refunded on 4 April 2018.

		INCOME							
Date		Budget Lev	Burial Fee	Grave Purc	Headstone	Allotment	Pet	Misc.	Banked
29.03.18	Co-op (Walton)		544.00						
	Sherlock		544.00						
	Co-op							385.00	1473.00
02.04.18	Allotment Rents					1046.00			1046.00
02.04.18	Allotment Rents					800.00			
	A Dodd Funeral Director							400.00	1200.00
04.04.18	CNH Industrial							3565.00	3565.00
10.04.18	HTC							395.00	395.00
14.04.18	Dickinson Funeral Directors							400.00	
	Co-operative Funeral Care							400.00	
	Co-operative (Armstrong)		555.00						
	Pape			387.00					
	Allotment Rents					500.00			2242.00
01.05.18	HMRC - VAT							440.97	440.97
03.05.18	Allotment Rents					200.00	30.00		
	Co-operative (Barker)		555.00						
	Co-operative Memorials					423.00			1208.00
		0.00	2198.00	387.00	423.00	2546.00	30.00	5985.97	11569.97

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EXPENDITURE						
Date	Name	Supply/Item	Net Cost	VAT	Chq. No	Chq. Amt
19.03.18	One Bill	Telephone	51.38	10.28	DD	61.66
26.03.18	PPH Hire & Supplies	Gen Maintenance	263.55			
		Hire	282.40	109.19	103171	655.14
26.03.18	Rickerby Ltd	Gen Maintenance	69.00		103172	69.00
26.03.18	Featherstone Village Hall	Room Hire	15.00		103173	15.00
26.03.18	Northumbria Water	Water Rates	124.93		103174	124.93
26.03.18	PD Kennedy - Electrician	Gen Maintenance	50.55	10.11	103175	60.66
26.03.18	Richard Pattinson	Gen Maintenance	340.00		103176	340.00
28.03.18	Rickerby Ltd		120.94	24.18	103177	145.12
27.03.18	CNH Industrial Cap	Repairs & Renewa	3,565.00		DD	3,565.00
27.03.18	CNH Industrial Cap	Repairs & Renewa	50.00		DD	50.00
29.03.18	K Little	Mth 12 Wages	309.51		Direct Payment	309.51
29.03.18	S Glenton	Wk 51&52 Wages	402.79		Direct Payment	402.79
29.03.18	M Glenwright	Wk 51&52 Wages	546.13		Direct Payment	546.13
31.03.18	Petty Cash	Petty Cash	50.00		103178	50.00
01.04.18	Scottish Power	Electricity	80.00	4.00	DD	84.00
03.04.18	Nest Pension	Wages	23.52		DD	23.52
12.04.18	HMRC	Wages	1,245.73		103179	1,245.73
12.04.18	NCC-Cemetery Lodge	Rates	1,456.05		103180	1,456.05
12.04.18	NCC-Haltwhistle Cemetery	Rates	903.98		103181	903.98
12.04.18	NCC-Greenhead Cemetery	Rates	44.19		103182	44.19
12.04.18	S Glenton	Wk 1&2 Wages	417.41		Direct Payment	417.41
12.04.18	M Glenwright	Wk 1&2 Wages	599.35		Direct Payment	599.35
17.04.18	One Bill	Telephone	66.86	13.38	DD	80.24
26.04.18	K Little	Mth 1 Wages	306.91		Direct Payment	306.91
26.04.18	S Glenton	Wk 3&4 Wages	417.49		Direct Payment	417.49
26.04.18	M Glenwright	Wk 3&4 Wages	583.53		Direct Payment	583.53
26.04.18	PPH Hire & Supplies	Gen Maintenance	2.10			
		Hire	280.64	56.55	103183	339.29
26.04.18	Harry Wilson & Son	Gen Maintenance	120.00	24.00	103184	144.00
26.04.18	G Treloar	Repairs & Renewa	100.00		103185	100.00
26.04.18	P&P MacDonald	Gen Maintenance	94.50	18.90	103186	113.40
26.04.18	Lloyd Ltd	Oil/Fuel	22.50	4.50	103187	27.00
27.04.18	Nest Pension	Wages	56.50		DD	56.50
01.05.18	Scottish Power	Electricity	80.00	4.00	DD	84.00
10.05.18	S Glenton	Wk 5&6 Wages	417.35		Direct Payment	417.35
10.05.18	M Glenwright	wk 5&6 Wages	583.39		Direct Payment	583.39
			14,143.18	279.09		0.00
						14,422.27

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11.3 Current Account Statement as at 12/05/18

B/F	12,167.09
Income	10,097.37
Expenditure	<u>8,027.33</u>
Balance	<u>14,237.13</u>

11.4 Annual review of insurance cover

The clerk has received a renewal from BHIB for £2,460.98 and had obtained a quote from Came & Company. Delegated to the clerk to forward by email documentation received from Came & Company to all members to check and raise any comments or concerns.

11.5 Co-op Funeral Care – change of accounting procedure to approve

Form to complete for payment to be paid by BACS – clerk to request payment terms remain the same

11.6 Salary / Wage Review

To review Contracts of Employment, Terms & Conditions, Appraisals

Signed contracts have now been received from the cemetery keeper and assistant cemetery keeper

Member of the public & clerk left the room for item 11.7 & 11.8

11.7 To discuss & agree cemetery keepers wage

Cllr Walton read a hand-written statement – see attached

Agreed to pay 0.25p per hour backdated to 1 April 2018

11.8 To discuss & agree clerks salary

No increase until job description/list of duties are agreed and appraisal will be carried out

Prop: Cllr Walton Sec: Cllr Rimmer

11.9 To agree fortnightly payments for cemetery staff

Prop: Cllr Ridley Sec: Cllr Rimmer

11.10 To agree cost of hire from PPH to transport grass cutting equipment to Greenhead

Cemetery or agree to purchase a trailer

Proposal to agree hire from PPH of £40.00 per round trip

Prop: Cllr Sharp Sec: Cllr Ridley

12. Update on Data Protection

Clerk advised bring forward model policies from NALC for agreement at the next meeting. A DPO will be needed but advice received is the clerk cannot be it, as effectively they would be policing themselves. The clerk also advised the names relating to exclusive rights will no longer be included in the minutes, only the grave number.

13. Exclusive Rights to be agreed and signed

Exclusive right for grave number 881H was agreed and signed

14. Memorials to review/agree

Memorials since the last meeting were reviewed

15. Risk Assessment – to report any issues

No issues raised

16. Programme of Works

Grass cutting ongoing

17. New area – update from Cllr Sharp & Cllr Ridley re planning consent and agree further action

Cllr Ridley informed the clerk the decision regarding planning was recorded in the minute book dated 14 June 1960 – clerk to contact NCC for copy of planning permission.

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18. Correspondence

18.1 Letter regarding further interment

Clerk to write and advise further interment cannot be permitted

18.2 Letter from concerned resident – copy circulated to members

19. Decision on Host Council

The clerk explained it is perfectly reasonable for the committee to have a view, however the decision is for the parishes and in the event of a disagreement it is to be determined by NCC. It was agreed that it is the view of members present that there should be a host council and for the clerk to write to NCC.

20. To consider position, purpose & cost of a poly tunnel - defer

21. Standing Orders & constitution to consider - defer

22. Training – now complete

23. Date of next meeting – 18 July 2018 at Greenhead Village Hall

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