

Embleton Joint Burial Committee

Minutes

of the Meeting held in the Ladies Room at the Creighton Hall, Embleton on
Monday 25th March 2019

Present: Terry Howells; Chair (TH), Elizabeth Pearson (EP), Rosie Robson (RR),
John Roper (JR), Derek Gerrard (DG), Andrew Chillingsworth (AC),
David Cooper (DC)

Clerk: Geoff Newcombe

Attendees: 1 x member of the public

819. Apologies for absence

None received

820. Declarations of Interest

None received

821. Confirmation of the minutes of the last meetings held 21st January 2019

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

Proposer: Cllr Derek Gerrard

Seconder: Cllr Andrew Chillingsworth

Vote: Unanimous For

822. Matters arising

None

823. Financial

Bank Balance £4,905.01 @ 14/03/2019

Received since 21/01/19

- Inscription £75 (Plot 1040a) - £75.00
- Interment £650 (Plot 1090) - £650.00
- Plot Purchase £250 (Plot 118y) - £250.00
- Inscription £75 (Plot 55c) - £75.00
- NCC Double Charge Refund - £95.00
- Inscription £75 (Plot 175y) - £75.00

Spent since 21/01/19

- Clerk (Jan-Feb pay & expenses) - £525.75
- HMRC (PAYE) – £129.00
- Creighton Hall £15.00 x 1 (25/01/2019) – £15.00
- NCC Council Tax x 1 (Mar @ £19.29) - £19.29

Cheques Required

- Clerk (Jan & Feb pay £403.75 & expenses £44.54) - £448.29
- HMRC (PAYE) – £101.00
- Creighton Hall (25/03/2019) – £15.00

Reports

- NCC Council Tax Bill 2019/20 – Increase to £2478.65 from £1583.41 (2018/19) (Vacant Premises Charge of 50%).
- NCC Council Tax Bill (non-domestic) 2019/20 - £0.00
- NCC charged £19.29 Council Tax on 15/03/2019 (Vacant Premises Charge).
- Water Bill 2019/20 – Increase to £148.41 from £144.96 (2018/19)
- National Salary Award 2018/19 – The NJC has agreed new pay scales to be implemented from 01/04/2019. Spinal Column Point 20 (Clerk) to increase to £10.57/Hr.

Proposer: Cllr Andrew Chillingsworth

Seconder: Cllr Rosie Robson

Vote: Unanimous For

824. Maintenance of Cemetery

- Review maintenance contract prices – contract requires annual review of prices in line with inflation. It was proposed that the fees paid to the Cemetery Maintenance Contractor should be raised in line with the 2018/19 Consumer prices Index (ONS-13/03/2019) rate of inflation @ 1.8%.
Proposer: Cllr Derek Gerrard
Seconder: Cllr Elizabeth Pearson
Vote: Unanimous For
- Review cemetery charge prices – In 2018/19 the following number of events occurred: -
 - Burials x 10; £5,850 (1 x all charges waived)
 - Sale of plots x 4; £1,000
 - Memorials x 2; £500
 - Additional Inscriptions x 5; £375
 - Total Income 2018/19 (unaudited) - £7,725

It was proposed that all charges should remain the same as for the 2018/19 year (attached)

- Cemetery Procedures and proposed amendments to Cemetery Regulations, EJBC Terms of Reference and Revised Draft Procedures for administering burials and Cemetery Regulations were shown. It was proposed that the revised Cemetery Regulations and EJBC Terms of Reference, applicable from 01/04/2019 be approved (attached).
Proposer: Cllr Rosie Robson
Seconder: Cllr Terry Howells
Vote: Unanimous For
- Clerk to investigate cost of provision of frame/notice board to display regulations and contact information.
- Query from Newton by the Sea PC (NBS): Is there any known organised Remembrance Day celebrations? Embleton Parish does hold a service and would welcome a joint service with NBS.

825. Long Term Business Plan for Cemetery/House

- Task force meeting held on 25th March 2019; Recommendations. It was proposed that the application for approval to make the Loan Application to MHCLG be submitted to NALC for checking and approval for renovating the cemetery house for affordable housing.
Proposer: Cllr Andrew Chillingsworth
Seconder: Cllr Elizabeth Pearson
Vote: Unanimous For
- Response to Renovation Consultation – 18 responses supported the proposed renovation scheme. One responder queried the facts in the consultation flyer and asked for their comments to be presented to the committee - 18 Supportive, 0 Negative; query was presented to the Task Force

826. Items for Next Agenda

827. Date and Time of Next Meeting

TBC

| EJBC RECEIPTS and PAYMENTS ACCOUNT | | | |
|---|-----------------------------|---|--------------------|
| | | | |
| Provisional | Position as 25th March 2019 | Joint Burial Board - Year Ending 31st March 2019 | |
| RECEIPTS | | | |
| Last Year | | | This Year |
| £ - | | Precept | £ - |
| £ 626.88 | | Refunds | £ 392.84 |
| £ 4,500.00 | | Burial Authority | £ 5,850.00 |
| £ 750.00 | | Purchase Plot | £ 1,000.00 |
| £ 900.00 | | Ashes/ Headstones | £ 500.00 |
| £ 225.00 | | Additional Inscriptions | £ 300.00 |
| £ 200.00 | | Fix a Plaque | £ - |
| £ 7,201.88 | | TOTAL RECEIPTS | £ 8,042.84 |
| PAYMENTS | | | |
| Last Year | | | This Year |
| £ 1,883.50 | | Salary | £ 2,724.09 |
| £ - | | Phone | £ - |
| £ 2,573.00 | | Grass Cutting | £ 3,333.71 |
| £ 1,631.54 | | Water Rates/ Council Tax | £ 1,728.37 |
| £ 96.25 | | Room Hire | £ 88.75 |
| £ 580.87 | | Insurance | £ 349.86 |
| £ 745.10 | | Other Payments | £ 2,962.04 |
| £ 127.83 | | VAT | £ 47.87 |
| | | | |
| £ 7,638.09 | | TOTAL PAYMENTS | £ 11,234.69 |
| -£ 436.21 | | Increase/Decrease in Funds | -£ 3,191.85 |
| £ 7,956.02 | | Funds at start of the year | £ 7,513.58 |
| £ 7,513.58 | | Funds at end of the year | £ 4,321.73 |

Cemetery Charge Prices for 2019/20

| Spitalford Cemetery | |
|--|------|
| Embleton Joint Burial Committee | |
| Table of Fees 2019/20 | |
| Burial fee | £650 |
| Purchase of plot | £250 |
| Permission for erecting a headstone | £250 |
| Permission for additional inscription | £75 |
| Permission to fix a plaque to the memorial wall | £200 |
| All cemetery charges be waived for interments of children under 16years of age | £0 |

Embleton Joint Burial Committee

Terms of Reference

1. **Background:** the Embleton Joint Burial Committee (the Committee) is a committee of the parish councils of Craster, Embleton and Newton by the Sea, formed under section 101 of the Local Government Act 1972 to administer these parish councils' functions as Burial Authorities. The Committee is the successor to the Embleton Joint Burial Board, in accordance with Schedule 26, paragraph 2 of the 1972 Act. Embleton Parish Council is the host Parish Council for the committee.
2. **Name:** the Embleton Joint Burial Committee
3. **Territory:** the areas served by the parish councils of Craster, Embleton and Newton by the Sea, in the county of Northumberland.
4. **Functions:** the Committee will operate the Burial and Cremation functions of the 3 parish councils, as provided by Section 214 of the Local Government Act 1972, subject to the provisions contained in these Terms of Reference. The committee will manage and maintain the Cemetery House for the 3 parish councils with liability in proportion to the number of electors on the parish electoral roll.
5. **Composition:** the Committee shall consist of the following number of parish councillors, nominated by their respective councils:

| | |
|-------------------|-----------|
| Craster | 2 members |
| Embleton | 3 members |
| Newton by the Sea | 2 members |
6. **Terms of Office:** the Annual Meeting of each council will review and confirm their council's representation on the Committee.
7. **Meetings:** the Committee will meet on no fewer than 4 occasions in each year. One of these meetings will be an Annual Meeting, to be held each year normally in June or July, at which the Committee members will elect a Chairman and a Vice Chairman, from among their members.
8. **Rules:** the Committee will comply with all procedural requirements that apply to committees of parish councils. The Committee will follow the standing orders of the host Parish Council.
9. **Attendance at meetings:** meetings of the Committee will be quorate when no fewer than one representative from each of the 3 councils is present. A council is empowered to delegate a councillor who is not among its nominees to attend a meeting and act on behalf of the council if its nominee is unavailable. If there is no representative from one council present then the meeting cannot be held but will be rescheduled at which time the quorum will be a minimum of three representatives from any council.

10. Finance:

- (i) the Committee shall maintain full financial records, which shall be examined or audited according to any statutory requirements and Proper Practices.
- (ii) Before the end of November each year the Committee will prepare a budget for the following year, showing (inter alia) what financial contribution is required from each of the parish councils.
- (iii) the parish councils will each contribute to the budget of the Committee, in direct proportion to the number of electors on the electoral register of each parish.
- (iv) Any urgent expenditure up to £500 authorised by the Clerk will be in consultation with the Chair/Vice-Chair and the committee members will be notified.

11. **Property:** unless otherwise agreed and specified, the property of the Committee will be held jointly by the 3 parish councils.

12. **Delegation:** the Committee may delegate to an officer or Chair/Vice Chair such aspects of its day-to-day decision-making as it considers appropriate, in accordance with section 101 of the Local Government Act 1972. The terms of delegation must be clearly documented in the minutes of the Embleton Joint Burial Committee meeting and be in compliance with Embleton Parish Council Standing Orders.

13. **Alterations:** the 3 parish councils may agree to alter these Terms of Reference from time to time. These Terms of Reference shall be reviewed every 4 years.

14. **Dissolution and changes in arrangements:** dissolution of, or significant changes to, these arrangements will be subject to the consent of the principal local authority (Northumberland County Council), as required by paragraph 4 of schedule 26 of the Local Government Act 1972.

(Agreed and adopted 25/03/2019 - EJBC Minute No. 824)

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 (EJBC) by email at ejbc@crastercommunity.org.uk. However, should the matter be extremely urgent please first telephone the Clerk T: 07512 798934 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: -

No burial shall take place, no cremated remains scattered and no memorial shall be placed, or inscription added without the permission of the EJBC Clerk

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 6 inches (760 mm). The headstones are to be anchored to a robust foundation and erected by an EJBC 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 25/03/2019 - EJBC Minute No. 824)