

HALTWHISTLE & DISTRICT JOINT BURIAL COMMITTEE

MINUTES OF MEETING HELD ON 16 JANUARY 2019 AT ROOM 2, HALTWHISTLE LIBRARY AT 7.00PM

Present: Cllr A Sharp (Chair), Cllr M Sowler, Cllr M Ridley, Cllr E Rimmer,
Cllr A Whitehead, Cllr E Walton, Cllr P Reed

Cemetery Keeper: Not present

Clerk: K. Little

Cllr Sharp welcomed everyone to the meeting and read out a letter received from Cemetery Keeper

1. Apologies

Apologies were accepted from Cllr Kendrew

2. Minutes of Meeting held 12 December 2018 to agree

Cllr Sharp proposed the last line of Agenda Item 5.1 to include.

This was agreed bearing in mind the Cemetery Keepers current illness and the importance of the continuation of day to day business. With this amendment the Minutes were agreed

Proposed: Cllr Sharp Sec: Cllr Ridley

3. 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

4. Cemetery Keeper's Report

- Burials – two this week, 1 R/O and 1 Double Fee
- Have plan for extension (can I now sell grave plots) people waiting up to 6 now.
Cllr Sharp agreed to go ahead with selling graves – new form to be devised to include section for consecrated / unconsecrated grave and to be signed by Cemetery Keeper and purchaser
- Have 20 ton of road planings, another 20 ton to come courtesy of Geoff Oliver, Henshaw Parish Council & NCC who organised this. Some have been used on the road
- Hedge Cutting – This is ongoing as awaiting somewhere to burn this as putting it in waste bay is not optional as it would fill it
- Outside work for parishes still coming in presently have ongoing maintenance for HTC plus Thirlwall, Henshaw, Greenhead and Featherstone
- Cemetery Wall at Greenhead now repaired some pointing still to do (Cllr Rimmer will update) as this is cemetery maintenance – Cllr Rimmer said the wall between the cemetery and play area is now finished and asked who the wall belongs to? This to be discussed at Greenhead PC meeting, but Cllr Sharp thought the wall would belong to the cemetery.
- Tractor – consider new tractor for 2019 price given still stands at 15 January 2019 from Lloyds £8,500 + VAT payment options available

5. Staffing Representatives Report – nothing to report

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Date.....

6. Allotments

- 6.1 Letting of allotment 12B – The clerk reported that she had received confirmation that the person concerned was taking the allotment and the paperwork and fee were to be posted to her or handed in the cemetery keeper, this had not happened. Following a discussion, the committee instructed the clerk to write a letter giving 7 days for the fee and paperwork to be received.

An email had been received from a resident raising his concerns about the time taken to let this allotment, further asking what was the committee policy in this situation. Clerk to write policy for approval. He also raised concern about structures of poor construction which he considered to be potentially dangerous and strongly urged the committee to visit and access the situation. Members agreed to have a site visit.

- 6.2 Application for 2nd allotment – an application had been received from a current allotment holder to apply for a 2nd allotment the committee agreed a current allotment holder could apply for a 2nd allotment.
Proposed Ridley Sec: Cllr Rimmer Agreed

7. Cemetery Maps/Records

To receive update from Cllr Rimmer – Cllr Rimmer reported that it would be some while before his acquaintance could carry out further coping of the records due to other commitments.

8. Accounts

- 8.1 Copy of income & expenditure since last meeting to approve
Prop: Cllr Sowler Sec: Cllr Sharp Agreed

		INCOME							
Date		Budget Lev	Burial Fee	Grave Purc	Headstone	Allotment	Pet	Misc.	Banked
01.12.18	Colman				170.00				
	Co-op (Bainbridge)		485.00						
	Featherstone PC	399.71							
	Whitfield PC	661.19							
	Co-op (Scollick)				75.00				
	I Robinson				122.00				
	I Robinson				170.00				2082.90
04.12.18	HTC							185.40	185.40
27.12.18	Henshaw PC							63.60	
	Greenhead PC							194.65	
	Greenhead PC							140.40	
	Co-op (Lewins)		485.00						883.65
31.12.18	Co-op (Palmer)		810.00						810.00
		1060.90	1780.00	0.00	537.00	0.00	0.00	584.05	3961.95

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EXPENDITURE							
Date	Name		Supply/Item	Net Cost	VAT	Chq. No	Chq. Amt
09.11.18	Nest Pension		Wages	73.50		DD	73.50
19.11.18	One Bill		Telephone	71.45	14.30	DD	85.75
22.11.18	S Glenton	Wk 33&34	Wages	449.68		Direct Pay	449.68
22.11.18	M Glenwright	Wk 33&34	Wages	595.47		Direct Pay	595.47
26.11.18	JA & L Ogle		General Maintenanc	100.00	20.00	103232	120.00
26.11.18	Edens Lawn Service Station		Fuel/Oil	74.61	14.91	103233	89.52
26.11.18	Rickerby Ltd		Repairs/Renewals	118.12	23.62	103234	141.74
26.11.18	Carrs Billington		Fuel/Oil	325.40	16.27	103235	341.67
28.11.18	HMCTS		Wages	94.05		103236	94.05
28.11.18	PPH Hire & Supplies		General Maintenanc	169.26			
			Hire	277.76	89.40	103237	536.42
28.11.18	PD Kennedy Electrical Ltd		General Maintenanc	1,545.00	309.00	103238	1,854.00
03.12.18	Scottish Power		Electricity	67.70	3.30	DD	71.00
03.12.18	Cart-a-loo		General Maintenanc	605.00	121.00		726.00
05.12.18	HMCTS		Wages	94.05			94.05
06.12.18	Nest Pension		Wages	112.18		DD	112.18
06.12.18	K Little	Mth 8	Salary	305.91		Direct Pay	305.91
06.12.18	S Glenton	Wk 35& 36	Wages	447.68		Direct Pay	447.68
06.12.18	M Glenwright	Wk 35& 36	Wages	595.28		Direct Pay	595.28
17.12.18	One Bill		Telephone	57.89	11.58	DD	69.47
20.12.18	S Glenton	Wk 37&38	Wages	448.68		Direct Pay	448.68
20.12.18	M Glenwright	Wk 37&38	Wages	595.28		Direct Pay	595.28
21.11.18	E Rimmer		Copy records	50.00		103241	50.00
19.12.18	HMCTS		Wages	94.05		103242	94.05
19.12.18	Anglician Water		Water Rates	396.37		103243	396.37
19.12.18	Rickerby Ltd		Boots - MG	66.00		103244	66.00
19.12.18	Richard Pattinson		General Maintenanc	208.53		103245	208.53
19.12.18	Edens Lawn Service Station		Fuel/Oil	57.27	11.46	103246	68.73
27.12.18	PPH Hire & Supplies		General Maintenanc	45.71			
			Hi Vis Jackets	55.00			
			Hire	308.64	81.87	103247	491.22
31.12.18	Petty Cash		Petty Cash	50.00		103248	50.00
02..01.19	Scottish Power		Electricity	67.70	3.30	DD	71.00
03.01.19	M Glenwright	Wk 39&40	Wages	595.28		Direct Pay	595.28
03.01.19	S Glenton	Wk 39&40	Wages	448.68		Direct Pay	448.68
03.01.19	HMCTS		Wages	94.05		103249	94.05
				9,761.23	720.01		0.00
							10,481.24

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- 8.2 Financial Statement as at 31 December 2018 for information
 8.3 Current Account Statement as 4 January 2019

B/F	12,167.09
Income	59,017.31
Expenditure	<u>48492.62</u>
Balance	<u>22,691.78</u>

- 8.4 Scale of Fees to review - Reviewed and updated with effect from 1 April 2019
 Prop: Cllr Sowler Agreed
- 8.5 To agree charge out rate for cemetery staff & machinery
 The clerk suggested an additional and separate for machinery incurred cost. Members disagreed and were happy to continue with a basic hourly rate for cemetery staff, and that hourly rate increased to £16.00 per hour/per person with effect from 1 April 2019
 Prop: Cllr Reed Sec: Cllr Sowler
- 8.6 To agree Haydon Bridge charge out rate. Members agreed not to increase this charge
 Prop: Cllr Sowler Sec: Cllr Reed

9. Exclusive Rights to be agreed and signed

Exclusive Rights for Grave number 805E agreed and signed

10. Memorials to review/agree

Memorials applications were reviewed since the last meeting

11. Risk Assessment – to report any issues – No concerns or issues raised

12. Programme of Works - ongoing

13. Agree to amend Employment Contract to allow Cemetery Keeper to incur expenditure

Members agreed to amend Cemetery Keepers Employment Contract to incur expenditure up to £100 per order.

14. Correspondence

14.1 Complaint about hedge cutting – the committee considered a complaint regarding the severe cutting of the hedge boundary to his property and was very concerned it had taken place without consultation with residents. Cllr Sharp said he had mistakenly looked at the wrong hedge. Members will have a look at the hedges when on site visit to the allotments, comment was also made that the hedge was on cemetery ground. Cllr Ridley put forward the reasonable view that the reduction to a manageable height was consistent with efficiency of maintenance and also employee safety in the cutting of the hedge.

15. Timeliness of Play Inspection Reports and Invoice Information

The clerk raised again concerns she had previously raised with Cllr Sharp about the timely production of the necessary paperwork required for the production of invoices. This matter had also been raised at a Haltwhistle Town Council meeting. It was agreed that the staffing representatives would raise this with cemetery staff.

16. Date of next meeting – 30 January 2019

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