

Minutes of electronic meeting of Rothbury Joint Burial Committee held on Monday 12th October 2020 commencing at 730pm

Those Present: Cllr Foggon (Vice Chairman)	-	Thropton Parish Council
Cllr Sutton	-	Rothbury Parish Council
Cllr Devlin	-	Rothbury Parish Council
Cllr Mrs Dunn	-	Whitton & Tosson Parish Council
Cllr Mrs Famelton	-	Hollinhill Parish Council
Cllr Milburn	-	Hesleyhurst Parish Council
C Miller	-	Clerk

2020/30 Apologies for absence

Cllr Mrs Dawson - Rothbury Parish Council

2020/31 Declaration of Members Interests

There were no Declaration of Members Interests.

2020/32 Minutes of previous meeting held 4th August 2020

It was resolved that the minutes of the previous meeting held on 4th August 2020 be accepted as a true record.

2020/33 Cemetery Lodge and grounds

2020/33/01 To receive update on ground levelling works required to extension of burial ground

Levelling works were required to flatten the ground which would encompass additional materials added for compression purposes and would improve the aesthetics. It was resolved a groundworks contractor would need to be engaged and quotations sought.

2020/33/02 To consider tree replanting and fence replacement further to works actioned relating to the above

Fencing near to stream required replacing due to sheep being able to access the ground. An electric fence could be an option in the interim, however Clerk advised stock would be removed in the near future. It was resolved quotation would be sought for fencing works. Trees would need planting on the downwards slope of the bank and Clerk would contact Alan Winlow of Whitton and Tosson Parish Council who could advise on the most appropriate species.

2020/33/03 To receive update on memorial wall in burial ground

Clerk had received one enquiry regarding the memorial wall plaque service introduced.

2020/33/04 To receive update on works to remove gas pipe and fit new meter box and back door to cemetery lodge

Works to be actioned in due course. A half glazed door with safety glass would be required.

2020/33/05 To consider works required to cemetery lodge roof

Guttering is blocking up on the gable end of the lodge roof. There appears to be broken roof tiles, and a small amount of damp is evident in the property. It was resolve quotation would be sought for works required.

2020/34 Finance

2020/34/01 To note that following the conclusion of the 2020/21 NJC pay award, a 2.75% rise backdated from 1/4/20 is included in salary payments for September 2020

The above was noted by the committee.

2020/34/02 To approve the following payments

- C Miller – 12 months expense claim - £108.07
- A Gaskell – safety boots - £49.95

It was resolved to approve the payments.

2020/34/03 To report on payments made since the previous meeting held on 4th August 2020

Rontec, fuel	D Card	30.98
Nest, pension	Ddebit	123.46
British Telecom	Ddebit	95.27
Salary	BACS	1446.46
Salary	BACS	633.35
Rontec, fuel	Dcard	30.61
Rontec, fuel	D Card	24.03
R&D Edmondson, repairs/renewals	BACS	79.56
Robson & Cowan, repairs/renewals	BACS	75.6
Npower, electricity	BACS	109.68
Nest, pension	BACS	123.46
Salary	BACS	1635.1
Salary	BACS	804.57
Salary	BACS	303.34
Northumbrian Water	Ddebit	57.08
HMRC	Debit Card	1344.75
Rontec, fuel	Debit Card	24.49

It was resolved to approve the payments.

2020/34/04 Replacement grasscutting machinery

Current machinery had been repaired a further time. There were problems with cutting due to the cemetery ground being uneven which may be affecting the machinery, and it was resolved quotations would be sought for replacement equipment.

2020/34/05 To approve the most recent financial accounts

It was resolved to accept the most recent financial accounts as a true record.

2020/35 To approve action required by Joint Burial Committee, further to public interest report year ending 31/3/17

2020/35/01 Joint Committees: to approve action required regarding Joint Committees not being body corporate - to approve Joint Burial Committee payments and financial statements be authorised by Rothbury Parish Council at their monthly meetings, reported at the next Joint Burial Committee meeting, and Joint Burial Committee Constitution amended to reflect this

After discussion it was resolved the process would commence at the November 2020 meeting of Rothbury Parish Council and the Joint Burial constitution amended accordingly.

2020/36 To consider and approve Fire Risk Assessment, further to insurance policy specifying Fire Risk Assessment for premises

Cemetery Superintendent had carried out Fire Risk Assessment on burial ground buildings and which was accepted as sufficient.

2020/37 To consider issues relating to Hollinhill and Rothley Parish Council Rothbury Joint Burial Committee precept

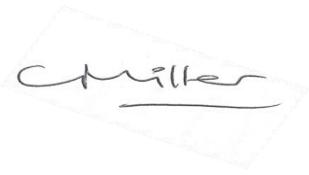
All precept monies owing from Hollinhill and Rothley Parish Council relating to Hollinhill burial precept had been received and banked.

2020/38 Urgent Business

There was no urgent business.

2020/39 Date of next meeting

The next meeting of Rothbury Joint Burial Committee will be held on Monday 14th December 2020 commencing 730pm.

A handwritten signature in cursive script, appearing to read 'C. Miller', is enclosed within a faint, rectangular border.

Claire Miller
Clerk to Joint Burial Committee

The meeting closed at 750pm.

DRAFT