Haltwhistle & District Joint Burial Committee
Friday 21st April 2023 at Featherstone Village Hall
Approved Minutes

Present 19.00	Cllr M Ridley Cllr A Whitehead	Cllr A Sharp Cllr E Walton Cllr J Elliott	Clerk – Miss K L Heaney HTC Clerk – Susan Saunders

41/23 **Meeting Started at 19:02pm - Apologies for absence –** Cllr M Barwick and Cllr A Dale – Apologies received by the committee.
The chair proposed that the urgent matters were discussed first and brought forward.
Items 45/23, 46/23 and 50/23.03 – any matters to addressed will be deferred to the next meeting.

42/23 **Declarations of Interest**
The Chair reminded members of the Council of their duty to declare an interest at each agenda item.

43/23 **Minutes of the meeting for approval held on:**
Minutes from Wednesday 5th April 2023
It was agreed that personal names included in the minutes are to be taken out.
Cllr J Elliott opposed to the minute ref 33/22.01 from the mins of 5th April 2023. Members discussed this and voted that the statement written up by the Clerk was relevant to the conversation that was held at the time. Cllr A Sharp moved progress on this matter.
The minutes were approved with the amendment of names.
PROPOSED Cllr M Ridley SECONDED Cllr A Sharp AGREED

44/23 **Matters arising from previous Minutes not dealt with elsewhere in the current agenda.**

45/23 **Cemetery Matters**
45/23.01 Exclusive Rights **–** None to sign.
The Haltwhistle Town Council (HTC) clerk has recently attended a Cemetery compliance course and proposed that some of the procedures in use for the issue of Exclusive Rights of Burial (EROB) should be reviewed and included in the policies which are also under review and will be published on the website once complete.

It was agreed that once the owner of a grave has been buried, the next of kin should be sent a letter explaining that a process should take place to transfer the EROB from the deceased owner to the next person who has the legal right to it. As, any work (such as headstones) or subsequent burials need the written signature of the owner, it is good practice to advise the family to transfer the rights.

There is a procedure and check list to help the family undertake this transfer which the Town clerk would help them to complete which would incur a charge – see below.
PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED
45/23.02 Burial Book Audit – *Noted.*
45/23.03 The fee of £75 for the transfer of ERs and a fee of £60 for a pet burial.
The Burial Committee approved the above fees which will included on the scale of fees for 2023-2024. Clerk to ensure the revised fees are sent appropriately.
PROPOSED Cllr M Ridley SECONDED Cllr A Sharp AGREED

45/23.04 Comb Hill Play Inspections – deferred to the next meeting.

46/23 **46/23.01 Allotments**
The following decisions were proposed.
The tenant of Plot 31 was to receive a letter asking for immediate improvement of the allotment. Should no such improvement occur, termination procedures will begin.

	The tenant of Plot 26 contacted the clerk to say the outstanding fee would be paid by Monday 24th April. Members agreed to give until Wednesday 26th April and then start termination procedures. The tenant of plot 23 was sent a letter last week to ask for fee payment by Friday 21st April. Members agreed that the agreement should now be terminated and the next person on the waiting list contacted. It was reminded that no-one should start using an allotment until the agreement contract and fees were in place. The above points were approved and, members arranged to have an inspection of the allotments on Monday 26th April at 5pm followed by a further inspection in a month's time. **PROPOSED Cllr M Ridley SECONDED Cllr E Walton AGREED**
47/23	**Reports on Financial Matters –** deferred to the next meeting.
48/23	**Land Register of Haltwhistle and Greenhead Cemetery -** deferred to the next meeting.
49/23	**49/23.01 Administrative Matters –** **Cemetery Legal Compliance Training** A brief discussion took place but, a longer discussion will be held in due course.
50/23	**Staffing Committee** **50/23.01** To approve the terms of reference. – Deferred until the next meeting. **Confidential Matters: Resolution to Exclude Press and Public** To consider a resolution to exclude the public and accredited representatives of newspapers from the following item relevant to a subject which affects the Council's area. **Resolution** "That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw." This resolution is moved under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item. **PROPOSED Cllr M Ridley SECONDED Cllr A Sharp AGREED** **50/23.02** – Melkridge Parish Council – deferred till the next meeting. **50/23.03** – To Approve the confidential minutes from meetings held on Wednesday 5th April 2023 & Wednesday 22nd February 2023 – Confidential Minute taken. The minutes were approved subject to suggested amendments. **PROPOSED Cllr E Walton SECONDED Cllr M Ridley AGREED**
51/23	**Date and Time of Next Meeting –** **Wednesday 7th June 2023 @ 7pm** Venue to be Whitfield Village Hall *Meeting closed @ 21:29pm*