

HALTWHISTLE & DISTRICT JOINT BURIAL COMMITTEE

MINUTES OF MEETING HELD ON 18 JULY 2018 AT GREENHEAD VILLAGE HALL

Present: Cllr A Sharp (Chair), Cllr M Sowler, Cllr M Ridley, Cllr E Rimmer,
Cllr A Whitehead, Cllr J Kendrew

Cemetery Keeper: Not present

Clerk: K. Little

Cllr Sharp welcomed everyone to the meeting

1. Apologies

Apologies were accepted from Cllr J Armstrong (new representative from Thirlwall PC)

2. Minutes of Meeting held 16 May 2018 to agree

Proposal for the Minutes of Meeting held 16 May 2018 be agreed and signed as a true record.
Prop: Cllr Whitehead Sec: Cllr Rimmer

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

- No burials - 1 C/R pending (Thursday)
- Town Council work ongoing, Henshaw PC require us to carry out general maintenance about 3 days work, Greenhead work to do – some done
- Electricians coming to estimate re-wiring hearse house (PD Kennedy & N Postma)
- Estimate for Thirlwall PC done
- Greenhead cemetery grass cutting caught up
- M Yeates to repair wall at Greenhead FOC (volunteered).

5. Staffing Representatives Report

No issues

6. Allotments

- 6.1 NCC Report/Survey regarding vermin– noted (*emailed to members & allotment representative as requested*)
- 6.2 Update of allotment lettings – 23C has been let to SF. 12B was let and paperwork sent but the new allotment holder is moving out of the area and has decided not to take over the allotment. Clerk to contact the next person on the list.
- 6.3 To consider rent for allotment 22C. It was proposed to reduce the rent of allotment 22C to £40 from next year as this allotment is a smaller allotment –
Prop: Cllr Ridley Sec: Cllr Kendrew clerk to write

7. Cemetery Maps/Records

To receive update from Cllr Rimmer – no update

8. Accounts

- 8.1 Statement of Account Ending 30 June 2018 noted
- 8.2 Copy of income & expenditure since last meeting to approve

Signed and accepted as a true record and accurate account of the

Meeting held on 18 July 2018

Chairperson.....

Date.....

Prop: Cllr Sharp Sec: Cllr Sowler

EXPENDITURE

Date	Name		Supply/Item	Net Cost	VAT	Chq. No	Chq. Amt
17.05.18	One Bill		Telephone	57.89	11.58	DD	69.47
24.05.18	S Glenton	Wk 7&8	Wages	417.35		Direct Payment	417.35
24.05.18	M Glenwright	Wk 7&8	Wages	631.79		Direct Payment	631.79
25.05.18	Carrs Billington		Oil	284.75	14.24	103188	298.99
25.05.18	Lloyd Ltd		Repairs/Renewals	12.17	2.43	103189	14.60
25.05.18	PPH Hire & Supplies		General Maintenanc	40.49			
			Hire	33.25	14.75	103190	88.49
25.05.18	Metcalfe Plant Hire		Training	454.60	90.92	103191	545.52
25.05.18	Richard Pattinson		Repairs/Renewals	90.00		103192	90.00
25.05.18	ICCM		Subscription	90.00		103193	90.00
29.05.19	Came & Co		Insurance	718.14		103194	718.14
31.05.18	K Little		Salary	305.91		Direct Payment	305.91
01.06.18	Scottish Power		Electricity	80.00	4.00	DD	84.00
07.06.18	S Glenton	Wk 9&10	Wages	417.55		Direct Payment	417.55
07.06.18	M Glenwright	Wk 9&10	Wages	595.27		Direct Payment	595.27
08.06.18	Nest Pension		Wages	80.80		DD	80.80
18.06.18	One Bill		Telephone	58.19	11.64	DD	69.83
21.06.18	S Glenton	Wk 11&12	Wages	417.34		Direct Payment	417.34
21.06.18	M Glenwright	Wk 11&12	Wages	582.27		Direct Payment	582.27
26.06.18	Lloyd Ltd		Repairs/Renewals	365.00	73.00	103195	438.00
26.06.18	Rickerby Ltd		General Maintenanc	29.08	5.82	103196	34.90
26.06.18	Edens Lawn Service Station		Fuel	21.60	4.32	103197	25.92
26.06.18	G Treloar		Repairs/Renewals	112.50		103198	112.50
26.06.18	Carrs Billington		General Maintenanc	37.00	7.40	103199	44.40
26.06.18	NWG		Water Rates	38.60		103200	38.60
27.06.18	PPH Hire & Supplies		Hire	249.76	49.95	103201	299.71
29.06.18	Petty Cash		Petty Cash	50.00		103202	50.00
01.07.18	Scottish Power		Electricity	80.00	4.00	DD	84.00
01.07.18	K Little		Salary	293.31		Direct Payment	293.31
05.07.18	S Glenton	Wk 13&14	Wages	417.54		Direct Payment	417.54
05.07.18	M Glenwright	Wk 13&14	Wages	631.08		Direct Payment	631.08
13.07.18	HM Revenue & Customs		Wages	1,393.73		103203	1,393.73
				9,086.96	294.05	0.00	9,381.01

INCOME								
Date		Budget Lev	Burial Fee	Grave Purcl	Headstone Allotment	Pet	Misc.	Banked
15.05.18	HTC						656.75	656.75
16.05.18	HTC	8348.16						8348.16
25.05.18	Melkridge PC	463.04						
	Thirwall PC	285.98						
	Greenhead PC	909.04						
	I Robinson				170.00			
	Hexham TC						363.68	
	Colman				225.00			
	Allotment Rent					100.00		2516.74
05.06.18	HTC						300.00	300.00
08.06.18	Co-op (Smith, HB)			395.00			400.00	
	Coanwood PC	413.31						
	A Dodd Funeral Director						120.00	
	Co-op (Dodd)		1620.00					
	I Blair		932.00					
	Allotment Rent					50.00		3930.31
29.06.18	Plenmeller with Whitf	661.19						
	Co-op (Webb)		195.00					
	Co-op (Little)		485.00					
	Cash - Pet Cemetery						42.00	1383.19
13.07.18	Featherstone PC	399.71						
	Cumbria Headstone				170.00			
	N Oliver		556.00					
	Henshaw PC						292.60	1418.31
		11480.43	3788.00	395.00	565.00	150.00	42.00	2133.03
								18553.46

8.3 Current Account Statement

B/F	12,167.09
Income	28,650.83
Expenditure	<u>17,416.34</u>
Balance	<u>23,401.58</u>

8.4 VAT on pet cemetery

The clerk advised not aware that Vat was to be charged on pet burials, but this will be rectified on the next Vat return

8.5 Budget Request - Melkridge PC

Melkridge PC had rejected a 20% increase of the budget request. It was proposed to write Melkridge PC to ask them to reconsider.

Prop: Cllr Sowler Sec: Cllr Kendrew

8.6 Salary / Wage Review

To review Contracts of Employment, Terms & Conditions, Appraisals

The clerk advised having read the notes from the last meeting disagreed with the account of her appraisal or lack of. There are also concerns relating to the other contracts. A detailed report to be produced for the next meeting.

8.7 Washing/Toilet Facilities for Employees/Volunteers (Welfare Requirement)

Agree requirement / position for Haltwhistle Cemetery

Date/time scale for implementation

Costs to be obtained – by who / how many quotes

The clerk advised if toilet washing facilities were to be in the Hearse House or adjoining may need planning permission as she understands it is a Grade 2 Listed Building Following a discussion, it was agreed to obtain a portable loo to be placed beside Hearse House until Cllr Ridley and Cllr Rimmer investigate drainage for permanent toilet/washing facilities. Cemetery Keeper to get costs for a portaloo and delegated to clerk to proceed immediately

- 8.8 Essential Electrical Work Required Following Electrical Checks re insurance
To receive quotations and agree
Cemetery Keeper has contacted two electricians (see report) – delegated to clerk – clerk to email prices to members
- 8.9 Purchase of Small Trailer
Agree requirement - if yes
Costs obtained – by who / how many
How soon can it be purchased / arranged by
It was proposed to purchase a small trailer (7x4) for cemetery staff to transport items:

3 quotes received

Lloyd Ltd	£835.00 + VAT	Bateson
Tuers	£750.00 + VAT	Ifor Williams
Hubbocks	£890.00 + VAT	Nugent

Cllr Ridley advised the Nugent was the preferred trailer of the cemetery keeper
Prop: Cllr Kendrew Sec: Cllr Rimmer

9. **Update on Data Protection – defer**
10. **Exclusive Rights to be agreed and signed**
Exclusive Right for grave numbers 920F, 4138, 3517A were agreed and signed
11. **Memorials to review/agree**
Memorials since the last meeting were reviewed
12. **Risk Assessment – to report any issues – no issues reported**
13. **Programme of Works**
 - Grave levelling ongoing
 - Fence to do at Greenhead
14. **New area – update re planning consent and agree further action**
The clerk reported she had been asked to contact NCC to see if planning had been granted for the previous extension as recorded in Minutes of 14 June 1960 and whether it included the further area to the boundary. Prior to 1974 HRDC were the planning authority so had contacted Woodhorn Archives they do have it in planning register as an application from the Burial Committee dated 8 March 1960. However, there are no stored plans after 1948 so in terms of identifying the area we are no further forward. The clerk suggested delegating to her to apply for planning permission but following a discussion it was agreed the clerk to send an email to Sinton Solicitors with the above information. Clerk to contact County Cllr Hutchinson regarding drainage to ask if he contact someone at County Hall to assist.
15. **Correspondence**
15.1 Letter from concerned resident – clerk to respond
16. **Host Council – clerk to contact NCC**
17. **To consider position, purpose & cost of a poly tunnel – to remove from agenda**
18. **Standing Orders & constitution to consider - defer**
19. **Date of next meeting – 5 September 2018 at Featherstone Village Hall**