

HALTWHISTLE & DISTRICT JOINT BURIAL COMMITTEE

MINUTES OF MEETING HELD ON 5 SEPTEMBER 2018 AT FEATHERSTONE VILLAGE HALL

Present: Cllr A Sharp (Chair), Cllr M Sowler, Cllr M Ridley, Cllr E Rimmer,
Cllr A Whitehead, Cllr J Kendrew (left 9.00pm), Cllr E Walton
Cllr P Reed (left 9.00pm)

Cemetery Keeper: Not present

Clerk: K. Little

1 Member of the Public

Cllr Sharp welcomed everyone to the meeting

1. Apologies

None received

2. Minutes of Meeting held 18 July 2018 to agree

Proposal for the Minutes of Meeting held 18 July 2018 be agreed and signed as a true record.
Proposal by Cllr Walton to amend Agenda Item 2 to accept apologies from Cllr Walton as she was on holiday and had informed members at the May meeting

Cllr Walton asked if the hand-written note regarding wage and job descriptions from the May meeting had been discussed had been signed at the July meeting. The clerk advised it had not been signed but would be presented at the next meeting to be signed.

Proposal by Cllr Whitehead to amend Agenda Item No 16 to the Clerk has been asked at the previous meeting to contact NCC

Prop: Cllr Sharp Sec: Cllr Sowler

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 report as the cemetery keeper is unwell

Proposed by Cllr Sharp to move Agenda Item 8.7 to end of the meeting - Agreed

5. Staffing Representatives Report

No report

6. Allotments

6.1 To consider rent for allotment 12B

The clerk had contacted the next person on the list and he had confirmed he would contact the cemetery keeper to look at the allotment. It was agreed for a half year rent of £25.00

Prop: Cllr Sharp Sec: Cllr Reed

7. Cemetery Maps/Records

To receive update from Cllr Rimmer

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

Date.....

Cllr Rimmer to meet with acquaintance next week to do the Greenhead book and place on a memory stick & CD then try on Cllr Rimmer's computer to make sure it is readable.

8. Accounts

8.1 Copy of income & expenditure since last meeting was circulated and approved
The clerk reported the monthly DD payment for Scottish Power had increased and had asked the cemetery keeper for an up to date meter reading so she can contact Scottish Power.

Prop: Cllr Sharp Sec: Kendrew

EXPENDITURE							
Date	Name		Supply/Item	Net Cost	VAT	Chq. No	Chq. Amt
17.07.18	One Bill		Telephone	57.89	11.58	DD	69.47
19.07.18	M Glenwright	Wk 15&16	Wages	595.27		Direct Payment	595.27
19.07.18	S Glenton	Wk 15&16	Wages	417.35		Direct Payment	417.35
26.07.18	SL Beverley		Gen Maintenance	406.00	79.20	103204	485.20
26.07.18	Edens Lawn Service Station		Fuel	23.98	4.80	103205	28.78
26.07.18	Rickerby Ltd		Repairs/Renewals	22.00	4.40	103206	26.40
26.07.18	JS Hubbick Ltd		Repairs/Renewals	890.00	178.00	103207	1,068.00
02.08.18	K Little		Salary	309.31		Direct Payment	309.31
02.08.18	Scottish Power		Electricity	138.10	6.90	DD	145.00
02.08.18	M Glenwright	Wk 17&18	Wages	595.27		Direct Payment	595.27
02.08.18	S Glenton	Wk 17&18	Wages	417.55		Direct Payment	417.55
07.08.18	PPH Hire & Supplies		Hire	503.04			
			Gen Maintenance	39.43	108.49	103208	650.96
07.08.18	Greenhead Village Hall		Room Hire	24.00		103209	24.00
16.08.18	M Glenwright	Wk 19&20	Wages	633.07		Direct Payment	633.07
16.08.18	S Glenton	Wk 19&20	Wages	417.55		Direct Payment	417.55
14.08.18	Nest Pension		Wages	58.10		DD	58.10
17.08.18	One Bill		Telephone	57.89	11.58	DD	69.47
27.08.18	Edens Lawn Service Station		Fuel	21.37	4.27	103210	25.64
27.08.18	Harry Wilson & Son		Gen Maintenance	250.00	50.00	103211	300.00
27.08.18	PD Kennedy Electrical		Gen Maintenance	160.00	32.00	103212	192.00
27.08.18	PPH Hire & Supplies		Hire	200.64	40.13	103213	240.77
28.08.18	Lloyd Ltd		Gen Maintenance	36.62	7.32	103214	43.94
30.08.18	M Glenwright	Wk 21&22	Wages	595.27		Direct Payment	595.27
30.08.18	S Glenton	Wk 21&22	Wages	417.55		Direct Payment	417.55
31.08.18	Nest Pension		Wages	58.10		DD	58.10
31.08.18	K Little		Salary	328.86		Direct Payment	328.86
				7,674.21	538.67		0.00
							8,212.88

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		INCOME							
Date		Budget Lev	Burial Fee	Grave Purc	Headstone	Allotment	Pet	Misc.	Banked
31.07.18	HTC							1245.36	1245.36
08.08.18	HMRC - VAT							328.38	328.38
	Co-op - McManus		810.00						
	Co-op - Proctor		278.00						1088.00
31.08.18	Co-op - Parker		970.00						
	Bone		405.00						1375.00
		0.00	2463.00	0.00	0.00	0.00	0.00	1573.74	4036.74

8.2 Current Account Statement as at 31/08/2018

B/F	12,167.09
Income	32,965.67
Expenditure	<u>25,691.72</u>
Balance	<u>19,441.04</u>

8.3 Budget Request – Response from Melkridge PC – agree to contact NCC

Members of Melkridge PC had again rejected the 20% budget increase. The Clerk explained that when there was disagreement on acceptance of the budget it was for NCC to determine, and suggested she notify NCC. Members disagreed and proposed that yet another letter to be prepared by the clerk and agreed by members by end of September to be sent to Melkridge PC.

Prop: Cllr Kendrew Sec: Cllr Whitehead

8.4 Salary / Wage Review

To review Contracts of Employment, Terms & Conditions, Appraisals

The clerk advised there were a number of errors identified in the contracts.

The clerk read a short report regarding her appraisal and annual pay rise, which had not been forthcoming although added responsibility, extra meetings and additional work had been undertaken. Cllr Walton asked for the clerk to list her additional duties and following this suggested an appraisal to be undertaken by Haltwhistle Town Council or Hexham Town Council

8.5 Washing/Toilet Facilities for Employees/Volunteers

Agree requirement / position for Haltwhistle Cemetery

Date/time scale for implementation

Costs to be obtained – by who / how many quotes

A portaloos has now been situated beside the Hearse House – cost £25.00 per week and £50.00 to empty when required. Cllr Ridley stated there was no sewerage system beside the Heare House for permanent washing/toilet facilities.

8.6 Essential Electrical Work Required Following 5 Year Periodic Electrical Checks re

insurance - To receive quotations to carry our full rewire of Hearse House

Quotation received from Postma Electrical Ltd - £1,640.00 + VAT

Quotation received from PD Kennedy Electrical Ltd - £1095.00 + VAT

Quotation received from PD Kennedy Electrical Ltd for remedial repairs to Cemetery Lodge - £295.00 + VAT

Agreed for PD Kennedy to carry out the work. Clerk to contact and request work to be carried out asap

Prop: Cllr Kendrew Sec: Cllr Walton

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*Discussed at end of the meeting***8.7 To consider increasing Cemetery Assistants hours to 37**

The clerk had produced a report outlining background and cost of employing the cemetery assistant. Following a discussion and due to ill health of the cemetery keeper, it was agreed to increase the cemetery assistant's hour to 37 with immediate effect until 31 December 2018 – and to monitor.

Prop: Cllr Sharp – agreed

The clerk asked about sick pay as the new contracts states only entitled to statutory sick pay and Cllr Sharp stated the cemetery keeper had been employed for over 25 years and said he should be entitled to full pay as he had been in the past, Cllr Walton said the staffing committee had asked for the documentation from the cemetery keeper regarding sick pay from the previous agreement but this had not been produced. There was a discussion regarding cover in the cemetery while the cemetery keeper is absent and obtaining a vehicle for the cemetery staff to use as the cemetery keeper maybe off work for some time. The clerk advised the committee this could not be agreed at this meeting as it was not an agenda item. Cllr Rimmer disagreed with the clerk and stated we are the committee and we can do whatever we want. He also said he was the Chair of Greenhead Parish Coiuncil and had attended more meetings over the years than the clerk. The clerk asked the Chair to intervene but the Chair said he did not disagree with Cllr Rimmer. Cllr Rimmer apologised to the clerk but stated she was always putting obstacles in the way. The clerk again advised a decision could not be taken at this meeting. It was agreed for Cllr Whitehead to obtain prices for a contract vehicle and a meeting to be held on 12 September at 9.00am - To agree cost of contract vehicle and confirmation of cover when cemetery keeper absent from work.

9. Update on Data Protection – clerk had prepared a policy and to email members policy to approve at next meeting

10. Exclusive Rights agreed and signed

Exclusive Rights for Grave numbers 881F and C40 were agreed and signed

11. Memorials to review/agree - no memorials

12. Risk Assessment – to report any issues

No issues to report

13. Programme of Works

Cllr Sharp reported the cemetery staff had maintenance work and playground inspections to carry out for Bardon Mill/Henshaw, maintenance at work at Greenhead, ongoing grass cutting for HTC and washing the play equipment and other works for Thirlwall PC

14. New area – update re planning consent and agree further action

The clerk had received an email from Jane Lowdon of Sintons Solicitors stating it would be for the Planning Department of Northumberland County Council to advise or not the entry in the Minute Book is sufficient evidence of planning permission being granted for the new area. Provided Jane Lowdon has written confirmation from the planners that they are content that the relevant permission was granted back in 1960, then that would be sufficient for her purpose. The clerk had emailed the details to County Cllr Ian Hutchinson to ask him to contact the planners at NCC to try and find out if they have any documentation. Cllr Ridley expressed frustration for the delay and the clerk explained it was a requirement for the area for consecration that planning permission and a water assessment would need to be completed before burials could take place in the new area.

Cllr Sharp proposed to lay 2 rows of flags in the area that is not going to be consecrated.

Prop: Cllr Kendrew Sec: Cllr Rimmer

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- 15. **To agree Burial Committee** details and minutes going on website
Proposal for the clerk to contact Northumberland Association for Local Councils to request a website for agendas, minutes, burial fees etc. The parishes could then have a direct link to this website. Prop: Cllr Reed Sec: Cllr Rimmer
- 16. **Correspondence**
 - 15.1 Letter from concerned resident regarding position of portaloo. Clerk to reply.
 - 15.2 Further letter from resident regarding previous questions – withdrawn until such time as he checks the interment map against the burial register.
- 17. **Host Council** – response from Mr Liam Henry – The clerk has asked Liam Henry if the advice that members of the committee that it would be appropriate for them to have a view regarding a host council though the decision would not have authority to be implemented/or not as it is decision for the participating parishes. Mr Henry agreed with the basis of the advice
- 18. **Date of next meeting** – Wednesday 12 September at 9.00am

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