

# JOINT BURIAL COMMITTEE – Parishes of Longframlington & Brinkburn

## MINUTES OF MEETING

**Meeting on:** Wednesday 2<sup>nd</sup> May 2018  
**Meeting at:** Longframlington Memorial Hall  
**Meeting time:** 6:15pm  
**Present:** Gillian Apthorpe (GA), Graham Fremlin (GF) - Chair, John Munro (JM), Gillian Nelles (GN), Malcolm Ness (MN) Dave Weldon (DW)  
**In attendance** Clerk: Garth Rhodes (GR)

The meeting opened at 6.17 p.m.

- 1) **APOLOGIES FOR ABSENCE** – Carol Ashworth
- 2) **MINUTES OF PREVIOUS MEETING** - The minutes of the meeting of 3<sup>rd</sup> March 2018 were reviewed, approved and signed as a true and fair record.
- 3) **MATTERS ARISING**
- 4) **FINANCE**
  - a) Notification of receipts since last meeting - Approved

|              |     |                          |                |
|--------------|-----|--------------------------|----------------|
| 11/04/2018   | NCC | JBC Precept              | 1500.00        |
| 11/04/2018   | NCC | Cemeteries Double Charge | 120.00         |
| <b>Total</b> |     |                          | <b>1620.00</b> |
  
  - b) Approval of charge for Clerk and Approval of Other Payments since last meeting

|              |              |  |              |
|--------------|--------------|--|--------------|
| 14/03/2018   | NWG Business | Water Charge 01/12/17 - 28/02//18          | 11.90        |
| 02/05/2015   | LPC          | Recharge Clerk's wages to cemetery (April) | 4.53         |
| <b>Total</b> |              |  | <b>16.43</b> |
  
  - c) Bank Account at 30<sup>th</sup> April 2018 = **£20130.70**
  - d) Income & Expenditure 2018/19 - Approved

### Cemetery

#### Income

|                              |         |                |
|------------------------------|---------|----------------|
| Precept                      | 1500.00 |                |
| Other Income                 | 120.00  |                |
| <b>Total Cemetery Income</b> |         | <b>1620.00</b> |

#### Expenditure

|                                    |      |                       |
|------------------------------------|------|-----------------------|
| Maintenance                        | 0.00 |                       |
| Rates                              | 0.00 |                       |
| Capital Purchases                  | 0.00 |                       |
| Admin Expenses                     | 4.53 |                       |
| <b>Total Cemetery Expenditure</b>  |      | <b>4.53</b>           |
| <b>Net Income less Expenditure</b> |      | <b><u>1615.47</u></b> |

### 5) BURIALS/ASHES INTERMENTS

- 6) **MEMORIAL APPLICATIONS** – The Clerk had received further correspondence from Anne-Marie Trevelyan's (AMT) office on behalf of the Kay family who are requesting that the JBC pay for the memorial headstone which the JBC asked to be removed. They have also informed us that they are intending to exhume Mrs Kay's ashes. Clerk has informed AMT's office that the family must apply to the Diocese and JBC for permission and comply

Signed .....

Date .....

with all Cemetery regulations for any work carried out. GN asked if we had an internal system for recording and monitoring all correspondence regarding deceased persons in the cemetery. Whilst no formal monitoring system is currently in place, Clerk has set up an individual paper and electronic file of all correspondence for newly deceased persons. Clerk was asked to set up a monitoring system to record all formal correspondence/actions.

**Action: Clerk**

It was agreed to take legal advice as to what was the JBC's responsibilities for informing families of cemetery regulations and procedures (proposed MN, seconded GN, majority in favour)

**Action: GF/Clerk**

- 7) **CEMETERY EXTENSION:** John Thompson has agreed to mark out the site for the cemetery extension, once his current crop has been harvested. He has agreed to seed the land when it has been levelled. He is currently taking advice from his land agent on our request for land for a car park but is personally happy to consider it. GF reported that NCC are willing to transfer the cemetery land to the LPC subject to the PC paying £550.00 towards the legal costs. LPC will be responsible for registering the land with the Land Registry. MN expressed concerns about agreeing to this without having taken legal advice. GF proposed that the JBC engage a solicitor (with land registration expertise) to advise on the transfer of ownership. All were in favour.

**Action: GF/Clerk**

**Action: GF/Clerk**

- 8) **MEMORIAL WALL:** facility to lay flowers safely. DW has now researched the most appropriate way to do this and will make and install rings by the next meeting

**Action: DW**

- 9) **CEMETERY FORMS & RECORDING PROCEDURES:** No further work due to weather and clerk's current workload.

- 10) **AOB** – Hinges on bin cabinets have now been repaired

- 11) **DATE OF NEXT MEETING** – Wednesday 4<sup>th</sup> July 2018 at 6.30 p.m. in the Memorial Hall

The meeting closed at 6.50 p.m.

**Garth Rhodes - Clerk to Longframlington Parish Council.**