

Minutes of meeting of Rothbury Joint Burial Committee held on Tuesday 10th August 2021 commencing at 730pm in the Dovecote Room, Jubilee Institute

Those Present: Cllr Mrs Dawson (Chairman) - Rothbury Parish Council
Cllr Sutton - Rothbury Parish Council
Cllr Devlin - Rothbury Parish Council
Cllr Mrs Dunn - Whitton & Tosson Parish Council
Cllr Webb - Thropton Parish Council
C Miller - Clerk

2021/38 Apologies for absence

Cllr Mrs Famelton - Hollinhill Parish Council
Cllr Milburn - Hesleyhurst Parish Council

2021/39 Declaration of Members Interests

There were no Declaration of Members Interests.

2021/40 Minutes of previous meeting held 7th June 2021

It was resolved that the minutes of the previous meeting held on 7th June 2021 be accepted as a true record.

2021/41 Cemetery Lodge and grounds

2021/41/01 To receive update on proposals regarding diverting the stream, to enable the current extension land at the burial ground to be utilised for burials

The building contractors on site at Garleigh Road would be looking for land to dispose of soil, the burial ground could benefit from this and enquiries would be made, however there had been ashes scattered at the burial ground roundabout which could pose a problem for any wagons transporting spoil.

2021/41/02 To consider request for a memorial wall plaque for still-born area

M Evens had suggested a memorial plaque be placed at the still-born area in the burial ground, and he was willing to finance this, however it was agreed the Burial Committee should finance the approximate cost of £150, and to which Rothbury Parish Council would approve at their meeting 11/8/21.

2021/42 Cemetery Staffing and staff facilities

2021/42/01 To receive update on burial ground clearance works

Work was more or less complete and the burial ground was looking in good shape.

2021/42/02 To receive update on improvements to sheds

After many months one quotation had been received for the electrical upgrade to the sheds, with Rothbury Parish Council to consider at their meeting 11/8/21.

2021/42/03 To consider purchasing equipment to assist with computerised burial records

M Evens had been compiling excel records by cross checking the burial written ledgers, a computer on site would be useful, and to which the Burial Committee were in agreement with. A new chrome book could be purchased at approximately £250, which would require a back-up system and internet access. Rothbury Parish Council to consider the matter at their meeting 11/8/21.

2021/42/04 To receive update on training requirements for burial ground staff

Rothbury Parish Council were in the process of arranging training requirements for the current burial ground staff.

2021/43 Finance

2021/43/01 To note payments from 1st June to 31st July 2021, as per attached report.

Payments were noted.

2021/43/02 To receive the most recent financial accounts

It was resolved the most recent financial accounts were a true record.

2021/43/03 To receive update on purchase of mini digger for grave preparation

Quotations still awaited for purchase of mini digger for grave preparation.

2021/44 To receive Internal Audit Report year ending 31/3/21

New Recommendation 1

For payments presented to the Board to be set out in 3 columns, net cost: vat added : gross cost rather than just the 2 amounts as at present – it was agreed this recommendation would be followed.

New Recommendation 2

It is evident that the Clerks role has grown over the years and it might now be an opportune moment to review both her hours of work and pay – Rothbury Parish Council, as the employer, to consider at their meeting 11/8/21.

New Recommendation 3

For the Board to arrange completion of the PATS test on any equipment that still needs testing – there was no equipment at the cemetery that required PATS testing.

2021/45 To receive update on the following matter raised in public interest report year ending 31/3/17

2021/45/01 Joint Committees: The possibility of Thropton, Whitton & Tosson, Hesleyhurst and Hollinghill Parish Council's being able to contribute an annual fee to Rothbury Parish Council who would then take on full responsibility of the cemetery


Thropton Parish Council had officially agreed to the abolishment of the Joint Burial Committee, and to continuing to pay an annual sum towards the running of the burial ground. Clerk had contacted Democratic Services at County Hall to discuss the issue of Snitter not having a Parish Council, with the proposal the County Council could appoint a Parish Council to deal with the issue on behalf of Snitter residents, however there had been no response, and Stephen Rickitt of Northumberland Association of Local Council's was to raise the issue with the County Council at a meeting in September 2021.

Whitton and Tosson Parish Council to formally agree to the dissolution of the Burial Committee and continuing contribution to the cemetery running costs at their next Parish Council meeting.

Hesleyhurst and Hollinhill Parish Council's yet to confirm their intentions.

2021/46 Date of next meeting

The next meeting of Rothbury Joint Burial Committee will be held on Monday 11th October 2021 commencing 730pm in the Dovecote Room, Jubilee Institute



Claire Miller
Clerk to Joint Burial Committee

The meeting closed at 8pm.