

Minutes of electronic meeting of Rothbury Joint Burial Committee held on Monday 8th February 2021 commencing at 730pm

Those Present: Cllr Mrs Dawson (Chairman)	-	Rothbury Parish Council
Cllr Sutton	-	Rothbury Parish Council
Cllr Devlin	-	Rothbury Parish Council
Cllr Foggon	-	Thropton Parish Council
Cllr Mrs Dunn	-	Whitton & Tosson Parish Council
Cllr Mrs Famelton	-	Hollinhill Parish Council
Cllr Milburn	-	Hesleyhurst Parish Council
C Miller	-	Clerk
Two members of the public.		

2021/01 Apologies for absence

There were no apologies for absence.

2021/02 Declaration of Members Interests

There were no Declaration of Members Interests.

2021/03 Minutes of previous meeting held 7th December 2020

It was resolved that the minutes of the previous meeting held on 7th December 2020 be accepted as a true record.

2021/04 Cemetery Lodge and grounds

2021/04/01 Planning permission for change of use for cemetery extension – to consider engaging consultant to submit full planning permission

The planning application submitted for change of use was invalid and a full application was required containing a flood risk assessment, existing and proposed site (block) plans, and a fee of £461. Alternatively, a fee of £150 could be paid for a pre-planning application where a Planning Officer could advise what is needed to be submitted and the possibility of gaining planning permission. It was agreed a professional would be engaged, and which Rothbury Parish Council would need to approve at their meeting 10/2/21.

2021/04/02 To receive update on works to lodge as follows: remove gas pipe, replace back door, install new meter box and carry out gas service and CP12 landlords ticket; repairs to roof;

Pipe had been removed, CP12 landlords ticket actioned, meter box and door to be actioned in the near future

2021/04/03 To consider landscaping of new boundary

Nothing to discuss at the present time.

2021/04/04 To receive update on computerised burial records

Cllr J Devlin in the process of creating computerised spreadsheet records, however a lot of headstones in the extension either sit between plots or are particularly wide. Clerk had contacted three specialist companies and advised a professional computer package would be costly. Cllr H Dunn to speak to Whitton & Tosson parishioner who had created computerised records several years ago on behalf of the Burial Committee.

2021/04/05 To consider improvements to hearse access/footpaths

The hearse and smaller vehicles have problems accessing the burial ground, and it had been suggested the roundabout be removed to prevent vehicular damage to gravestones. A site meeting would be arranged to discuss further.

2021/04/06 To approve quotation for fence repair

Quotation had been received at £735.00 for fence repair, which was agreed as acceptable, and Rothbury Parish Council would need to approve at their meeting 10/2/21.

2021/04/07 To approve quotation for removal of tree stumps

Quotation had been received at £770, which was agreed as acceptable and Rothbury Parish Council would need to approve at their meeting 10/2/21.

2021/04/08 To approve quotation for perimeter wall repairs

One quotation received, with a further two awaited.

2021/04/09 To confirm No Vehicular Access signage had been erected on main cemetery gates

Signage had been erected and part of main gate shut to discourage vehicular access.

2021/04/10 To confirm mechanical assistance for clearance works had not been necessary

The above was noted.

2021/05 Cemetery Staffing and staff facilities

2021/05/01 To receive update on burial ground clearance works

50 to 100 tonne of debris had been removed and staff were carrying out a fantastic job.

2021/05/02 To approve purchase of paint for sheds

Joint Burial Committee in agreement with shed to be repainted and used as staff facilities, and which Rothbury Parish Council would approve at their meeting 10/2/21.

2021/05/03 To approve replacement door/frame repairs to sheds

Doorways and frames had rotted. The Joint Burial Committee were in agreement with carrying out repairs and which Rothbury Parish Council would need to approve at their meeting 10/2/21.

2021/05/04 To approve electrician be engaged to carry out safety checks/install new power points in sheds

The Joint Burial Committee were in agreement with the above and which Rothbury Parish Council would need to approve at their meeting 10/2/21.

2021/05/05 To approve village gardeners be retained in the short term to assist with the day to day maintenance/grave preparation, whilst Superintendent is absent

Joint Burial Committee in agreement with the above, Rothbury Parish Council Staffing Committee would need to approve and amend the village gardening contract at their meeting 15/1/21.

2021/06 Finance

2021/06/01 To confirm payments made since the previous meeting held on 7th December 2020

4.12.20	Nest	BACS	109.89	Pension	
4.12.20	Hedgeley Services	D Card	24.85	Fuel	4.14 VAT
9.12.20	R&D Edmondson	BACS	14.34	Renewals	2.39 VAT
9.12.20	M Evens	BACS	142.5	Clearance	
11.12.20	Seton Signs	D Card	37.46	Signage	6.24 VAT
11.12.20	North County Council	D Card	121	Planning	4.17 VAT
14.12.20	EON	Ddebit	114.72	Electricity	5.46 VAT
15.12.20	Salary	BACS	2131.1	Salary	
16.12.20	Tesco	Dcard	23.8	Fuel	3.97 VAT
24.12.20	Anglian Water	BACS	54.46	Water/Sew	
4.1.21	Nest	BACS	126.86	Pension	
13.1.21	Chirnell Construction	BACS	340	Chimney	
13.1.21	ICCM	BACS	95	Subscription	
13.1.21	Robson & Cowan	BACS	99.5	Renewals	
13.1.21	M Evens	BACS	1968.75	Clearance	
15.1.21	Salary	BACS	2570.66	Salary	
21.1.21	HMRC	Ddebit	1146.85	HMRC	

Payments were noted.

2021/06/02 To approve the most recent financial accounts

The most recent financial accounts were accepted as a true record.

2021/06/03 To consider mechanical digging of graves and quote received

Quote of £70 per grave had been received for mechanical digging which the Burial Committee were in agreement with and which Rothbury Parish Council would need to approve at their meeting 10/2/21.

2021/06/04 To approve the following BACS/Direct Debit payments for 2021-2022 due to contractual obligations:

- Employees - salary and pensions; HMRC - PAYE; British telecom - telephone; Npower - electricity; Anglian Water - water & sewage charge; Northumberland County Council - renewal of garden waste bin

Joint Burial Committee in agreement with the process for payment, and which would need to be approved by Rothbury Parish Council at their meeting 10/2/21.

2021/06/06 To approve weekly purchase of fuel for grasscutting equipment 2021-2022 using bank account debit card

Joint Burial Committee in agreement with the process for payment and which would need to be approved at Rothbury Parish Council meeting 10/2/21.

2021/06/07 To confirm Rothbury Parish Council are now members of The Institute of Cemetery and Crematorium Management

The above was noted.

2021/07 To confirm the following would be actioned during f/y 2021-2022, further to public interest report year ending 31/3/17

2021/07/01 Joint Committees: The possibility 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.

2021/08 To update on progress further to internal audit report for year ending 31/3/20

1. That future reports on proposed virement/transfer reports should show the before and after balances of each budget – to be actioned when required.
2. That the Board reviews the reinstatement figure on the cemetery lodge and considers whether it should be revalued; clarifies that the boundary wall around the cemetery is included in its insurance policy documents – fee for re-valuation would be £395 plus VAT – current valuation within insurance policy being £162,205.39. Joint Burial Committee in agreement with revaluing the lodge which Rothbury Parish Council would need to approve at their meeting 10/2/21. Wall not included within insurance policy with RPC to consider valuation at meeting 10/2/21.
3. That the Board clarifies the basis of valuation for the plant and machinery and, if not on a new for old basis, the cost of changing to that level of cover – confirmation had been received the cover is new for old.
4. That prices shown on Agenda, and in the subsequent minutes, should state any vat as might have been added – being actioned.
5. The Board should clarify (a) if planning permission is required for this use (cemetery extension) and (b) if there are any covenants or restrictions in the deeds affecting such use – Clerk confirmed there were no restrictions on the use of the land.
6. That the Board should note and monitor its obligations as Landlords of the Cemetery Lodge – issue ongoing.
7. To continue with the tree inspection regime – ongoing, with advice received an arboriculturist report should be carried out every five years, however further information had been received which indicated a survey three years would be preferable, and to which Rothbury Parish Council would consider at a future meeting.
8. That should the Board be considering the purchase of any new fuel driven equipment it might be advisable to consider equipment which is either diesel or battery driven – advice noted.

9. That in accordance with its own Financial Standing Orders the Board carries out an annual review of staff pay including possibly the job descriptions (if appropriate) and staff performance – Rothbury Parish Council Staffing Committee to action.
10. That each page of the minutes is numbered in accordance with the guidance note contained in the booklet referred to – being actioned.
11. That the Clerk be allowed to engage the services of suitably qualified person(s) to assist in the preparation/management of any works of a more detailed nature – being actioned.

2021/09 Review of Joint Burial Committee Documents

2021/09/01 Review of Standing Orders – to approve removal of all points under the following heading:

19. HANDLING STAFF MATTERS - STAFFING MATTERS ARE THE RESPONSIBILITY OF THE EMPLOYER, ROTHBURY PARISH COUNCIL

It was resolved to approve the amendments.

2021/09/02 To approve removal of the following item

23. RESTRICTIONS ON JOINT BURIAL COMMITTEE MEMBER ACTIVITIES

- a. Unless authorised by a resolution, no Joint Burial Committee member shall:
 - i. inspect any land and/or premises which the Joint Burial Committee has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

It was resolved to approval removal of the item from the Standing Orders.

2021/10 Annual Review of Asset Register

The Asset Register was accepted as a true record and which would be approved at RPC meeting 10/2/21.

2021/11 Annual Review of Risk Assessments

The Joint Burial Committee agreed the Risk Assessments were acceptable for the current requirements and which Rothbury Parish Council would need to approve at their meeting 10/2/21.

2021/12 Annual Review of Internal Controls

It was resolved the current system of internal control was sufficient and to which Rothbury Parish Council would consider at a future meeting.

2021/13 Annual Review of Bank Signatories

There were currently three bank signatories to which the Burial Committee agreed as acceptable at the present time, and to which the Parish Council would approve at their meeting 10/2/21.

2021/14 Annual Review of Insurance

Equipment value £15,448.88; Employers liability £10,000,00; Public liability £10,000.00; Officials indemnity £500,000; Fraud & dishonesty £150,000; Cemetery Lodge £162,205.39 and to which the Joint Burial Committee were in agreement with, and to which Rothbury Parish Council would approve at their March meeting (lodge value could change further to re-valuation of property).

2021/15 Annual Review of Burial Ground Fees and Charges

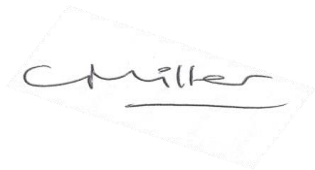
It was agreed to defer the item until the next meeting on 5/4/21.

2021/16 To approve amendments to Publication Scheme regarding display of draft minutes

It was resolved to approve amendments to the Publication Scheme regarding display of draft minutes.

2021/17 Date of next meeting

The next meeting of Rothbury Joint Burial Committee will be held on Tuesday 6th April 2021 commencing 730pm.

A handwritten signature in cursive script that reads "C. Miller". The signature is written in black ink on a light-colored, slightly textured rectangular background.

Claire Miller
Clerk to Joint Burial Committee

The meeting closed at 825pm.

DRAFT