

MINUTES OF MEETING

Meeting on: Wednesday 6th September 2017
Meeting at: Longframlington Memorial Hall
Meeting time: 6:30pm
Present: Cllrs Graham Fremlin (GF), John Munro (JM) (*arrived 7.05*) Gillian Nelles (GN), Malcolm Ness (MN), Dave Weldon (DW) (*arrived 6.50*)
In attendance Clerk: Garth Rhodes (GR)

- 1) **Apologies for Absence:** Carol Ashworth
- 2) **Minutes of previous meeting:** The minutes of the meeting of 5th July 2017 were reviewed, approved and signed as a true and fair record.
- 3) **Matters Arising (Not appearing elsewhere on the Agenda):** None
- 4) **FINANCE**

a) Notification of receipts since last meeting

26/06/17	C. Steele	Cremated Remains Headstone	40.00
15/08/17	Streetle Memorials	Grant for Memorial	100.00
22/08/17	D.O. Humble	Purchase x2 plots (non-resident)	800.00
23/08/17	B H Malik	Purchase x1 plot (resident)	200.00
Total			1140.00

b) Approval of charge for Clerk and of Other Payments

17/07/2017	NPC C Mavin	Mole Control	65.00
31/07/2017	Gavin Christie	Grass cutting	80.00
01/08/2017	LPC	Clerk's wages (Aug)	45.27
06/09/2017	LPC	Clerk's wages (Sep)	167.50
06/09/2017	Gavin Christie	Grass cutting*	80.00
Total			437.77

October Reconciliation *

c) Balance per cash book at 04/09/17 = £17,160.27

d) Cemetery Income & Expenditure 2017/18 at 5th September 2017

Income	
Precept	1500.00
Other Income	1758.43
VAT	0.00
Total Cemetery Income	3258.43
Expenditure	
Maintenance	637.00
Rates	63.90
Capital Purchases	0.00
Admin Expenses	340.05
Total Cemetery Expenditure	1040.95
Net Income less Expenditure	2217.48

5) Burials/Ashes Internments

- a) Deed of Grant of Exclusive Right of Burial for Brian & Dorothy Humble (Swarland) approved by delegated powers (paid in full), was noted.
- b) Deed of Grant of Exclusive Right of Burial for Barbara Malik (Longframlington) for consideration at the meeting (paid in full), was approved.

6) Memorial Applications.

- a) Arthur Wood. Application received to erect memorial, (payment in post at time of meeting), was approved.

Signed

Dated

b) Margaret Cay. The revised application (payment made in full), had not been submitted at the time of the meeting. Agreed that the Clerk write to the family to inform them that the memorial had to be removed and if not removed within 7 days then the JBC would arrange for its removal to a place of safety for collection by the family. **Action: Clerk**

7) **Cemetery Extension.** It was agreed that the first action that had to take place was to get the cemetery land (including that for the extension) signed over to Longframlington Parish Council. There has been some delay over this as Mr Austin who has been dealing with this on our behalf has been indisposed for the last six weeks. It was agreed to go ahead with this action

Action: GF

Following approval it would then be possible to mark and fence off the area of the extension. GF informed the meeting that additional land for car parking and a further extension of the cemetery was becoming an issue and likely to become more serious once the extension was in operation. The possibility of acquiring some land from John Thompson was discussed at some length. It was agreed to write to Mr Thompson's solicitor to explore the possibility of acquiring some land for a car park.

Action: GF/Clerk

8) **Memorial Wall:** The quote has still not been received for the metal ring flower holders. Item deferred until the next meeting. **Action: DW**

9) **Cemetery Forms & Reporting Procedures:**

- a) GF reported that the Clerk had updated cemetery procedures and forms. He had examined these and all were in order. Forms and Procedures were approved.
- b) Process for Reserved Spaces. The regulations currently state that reserved plots are initially reserved for *'ten years, at which time it may be renewed at no additional charge. At the end of the ten year period the Parish Council will attempt to notify the owner of the right, of the need to renew it. If it is not renewed the space may be re-allocated.'* However, there is no process to review reservations after the ten year period. Currently 37 reserved plots, of which 23 fall outside the 10 year review period. Indeed, a number of reserved spaces date back to the 1960's. Plot 60 is reserved but no record for whom this is reserved. Approximately 16 plots have no identification as to whether they are reserved or occupied. It was agreed that JM/GN would try to identify gaps in information and that once this information had been collated the Committee would agree a way forward on a revised process. **Action: JM/GN/Clerk**
- c) The burial records from 2012 are well maintained by the use of a detailed spreadsheet. However, records that remain in our care, prior to this date are lacking in accuracy and detail. There are some individual burial records on file and a number paper lists undertaken at various times over the years, but nothing that accurately records all detail of those buried within the cemetery. Agreed to produce a comprehensive spreadsheet to incorporate all information on all burials and plots in the cemetery **Action: Clerk**

10) **AOB:** JM reported that a small area on the main path had lifted.

Action: Clerk to ask Gavin Christie to undertake repairs

11) **Next Meeting:** It was agreed that this would be held on **Wednesday 1st November 2017 at 6.30 pm.**

Meeting closed at 7.30pm.

Garth Rhodes

Clerk to Longframlington Parish Council 5 Wardle Terrace, Longframlington, NE65 8AB

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Signed

Dated