

OVINGHAM JOINT BURIAL COMMITTEE
(WYLAM, HORSLEY, OVINGHAM AND OVINGTON PARISH COUNCILS)

Minutes of a meeting of Ovingham Joint Burial Committee
13 June 2023 at the Pavilion, Ovingham

Councillors present: D Carney (Wylam PC), (Chair), S Glover (Horsley PC), D Jordon (Ovingham PC), L Marshall (Ovingham PC), M Senior (Horsley PC), T Skelly (Ovington PC) and I Swinburne (Ovingham PC)

Also present: T Wood (Clerk to the Committee)

1. Quorum

As one representative of each Member Parish Council was in attendance, the meeting was quorate.

2. Apologies for Absence

M Jones.

3. Declarations of Interest in Items on the Agenda

None declared.

4. Minutes of the Meeting held on 21 March 2023

Resolved that the Minutes of the Meeting held on 21 March 2023 be agreed as a true record of proceedings to be signed by the Chair.

5. Update on Actions Arising from the Meeting on 21 February 2023

The actions report had been circulated to members and the actions document was discussed.

Resolved that:

- i. The report be received, it be updated to reflect actions agreed at this meeting and circulated to Members for information.


6. Current Grounds Maintenance Issues

Members had completed the annual cemetery inspection prior to the meeting and the following issues were noted:

- Hedges to be cut back.
- Paths to be swept clean of grass after mowing.
- Damaged memorials to be reported to Northumberland County Council.
- Draft of updated cemetery gate sign to be circulated to members.

Resolved that:

- i. D Jordan to speak to grounds contractor about the hedge height.
- ii. D.Jordon to ask Contractor to remove - small dead tree in the north west corner of the cemetery - small dead section of conifer standing in centre of cemetery.
- iii. Clerk to speak to grounds contractor about footpaths.
- iv. Clerk to report damaged memorials to Northumberland County Council.
- v. Clerk to circulate draft of updated gate sign.

Signed:  Date: 19/06/2023

Chairman of Meeting

7. Grounds Issues

Ongoing grounds issues were discussed

- Dog waste – signs were discussed but no firm conclusion reached.
- Cars – Cars have been driving into the cemetery late at night, which is causing distress to the tenants in the Cemetery Lodge. Members discussed closing the cemetery at 10pm each night. Key safe access could be made available in the case of an emergency.

Resolved that:

- i. Dog waste signs be discussed at the next meeting.
- ii. Clerk to speak to tenants about preference for closing the gate.
- iii. Clerk to source details of key safes and add to the next meeting agenda.

8. Burial Administration Update

The update was received by the Committee.

Resolved that: the Clerk's report on burial administration matters be received.

9. Fees review 2023-24

Members reviewed a comparison report from local cemeteries. Members agreed an increase of 5% on fees for 2023-24. Cemetery rules to be updated following the meeting with the lodge tenants regarding the closing of the cemetery at 10pm.

Resolved that:

- i. Clerk to update the cemetery fees and circulate to funeral directors.
- ii. Clerk to add cemetery rules to the next meeting agenda.

10. Finance

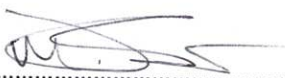
The Clerk tabled a new format for receipts and payments (document E). Members agreed this format was acceptable. Members reviewed the report of the Internal Auditor, receipts, the Budget Update and bank reconciliation to 30 April. Payments were approved. No response had been received from Northumberland County Council regarding grave digging charges.

Resolved that:

- i. The report of the Internal Auditor be noted and approved.
- ii. The receipts detailed in appendix E be noted and the payments be approved.
- iii. The budget update and bank reconciliation to April be received and approved
- iv. Clerk to contact NCC regarding the grave digging invoice.
- v. Clerk to add Maintenance Grant Member Contributions to next meeting agenda.

The Committee passed a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (sensitive information).

11. Lodge Tenancy

Signed:  Date: 10/04/2023

Chairman of Meeting

The Clerk reported on the current status of the tenancy agreement which was delayed due to appointed solicitor being away from the office.

Resolved that:

- i. Clerk to contact Caris Robson for update on status of agreement.

12. Urgent items and items for future agenda

The clerk updated members on a digital solution to cemetery record keeping available through the Rialtas accountancy system used by Wylam Parish Council. More information on costs is to be considered at the next meeting of the Committee.


Resolved that:

- i. The item be added to the September agenda.

Date of the next meeting of the Committee

Tuesday 19 September at 7pm in Wylam Institute.

The meeting closed at 8.15pm

Signed:  Date: 14/09/2023

Chairman of Meeting