

Ovingham Joint Burial Committee
Clerk's Report and update on actions – 25th June 2024

Burial Administration Update

There have been 5 interments since the last meeting on 16 April

- Judith Carruthers
- Ian Campbell
- Frederick Gordon
- Beryl Todd (Ashes)
- Kenneth Todd (Ashes)

The interment of ashes had been paid for in advance on 13 January 2021.

There have been no advance requests to purchase burial rights.

There have been no searches of cemetery records.

No new memorials have been erected.

There have been 3 requests to erect memorials.

Accurate records/plans of burial plots have been maintained.

Following the request for a depth check the contractor is able to complete the work on 25 June 2024. Once this has been completed the family will be informed of the outcome.

Grounds Maintenance Contract

The grounds maintenance contractor has been informed of the following:

- Epicormic Shoots should be removed from cemetery trees as part of the Grounds Maintenance Contract.
- Dead flowers should be removed from cemetery as part of the Grounds Maintenance Contract.
- Weed killer is not to be used around memorials. Grass is to be strimmed as part of the Grounds Maintenance Contract.
- Clerk has requested the removal of large heap of stones and soil from the cemetery, this work is to be completed once a larger trailer can be obtained.
- Clerk has requested a quote for the gravelling of 10 graves following the inspection of the cemetery.

OJBC Membership 2024/2025

The four constituent Parish Councils have confirmed their membership as follows for 2024/2025

Wylam – Diana Carney, Averil Armstrong

Ovingham – Doreen Jordon, Irene Swinburn

Ovington – Ben Woodcock, Anne Hudson

Horsley – Stevie Glover, Craig Turnbull

Dog Signs in Cemetery

The Animal Welfare Officer for Northumberland County Council has confirmed that dogs are to be kept on leads at all times in cemetery grounds and suggested that a sign be added to the gate of the cemetery informing members of the public. He will visit the cemetery to check on dog waste.

Cemetery Trees

The lime trees situated in the cemetery have been checked by Tyne Valley Woodlands and the epicormic shoots have been removed along with the lower branches. Tyne Valley Woodlands have confirmed that the trees are healthy and will need to be looked at in three years' time as part of a tree management programme. Residents were informed of the work to the trees. One follow up was received from a resident regarding overhanging branches on his garden from cemetery trees. Tyne Valley Woodlands have since removed the branches.

Cemetery Seat

The damaged cemetery seat has been replaced by Ovingham Parish Council. The asset register has been updated to reflect this.

Northumbrian Water

Northumbrian Water have been contacted about fitting a water meter to the lodge. The current water use for the cemetery is paid for by OJBC this includes the water usage of the lodge.

Cemetery Driveway

PWG Contractors to confirm if the final tarmacking has taken place.

Cemetery Lodge

- **Gas Safety Certificate** – inspection completed on 30 April 2024. Tenant has been sent a copy of the certificate.
- **Electrical Safety Certificate** – inspection completed on 23 May 2024 following remedial work. Tenant has been sent a copy of the certificate.

OJBC Bank Account

The bank account for the income from property within the cemetery is in the process of being set up. Following the resignation of Mike Senior, a signatory on the bank account, a new signatory, Diana Carney is to be added to the OJBC mandate. The paperwork has been completed and is awaiting the signature of Mike when he is able. Once Diana Carney has been added to the account as a signatory the new bank account will be opened.

Ovingham Joint Burial Committee – Actions arising from Meetings

Subject	Action	Who	Notes
OJBC Meeting 21-02-2023			
Lodge	<ul style="list-style-type: none"> • Arrangements be made to obtain a further quote for the work to the roof. 	Clerk	Quote received from Elliott Roofing. Second quote to be sourced.
	<ul style="list-style-type: none"> • The grant for loft insulation be progressed with the tenant and if only partial grant is available the Committee to consider paying the additional cost. 	Clerk and Tenant	Information for grant for EPC received. OJBC as landlord will be responsible for 1/3 of the cost of work required to raise the EPC rating from and E to a C.
OJBC Meeting 13 June 2023			
Grounds Issues	<ul style="list-style-type: none"> • Dog waste signs in cemetery 	Clerk	Clerk contacted the Dog Warden at NCC for advice on appropriate signs.
	<ul style="list-style-type: none"> • Closure and locking of cemetery gate at 10pm 	Clerk	To be reviewed – currently no issues.
	<ul style="list-style-type: none"> • Keysafe for cemetery gate 	Clerk	On hold.
OJBC Meeting 16 April 2024			

Questions from members of the public	<ul style="list-style-type: none"> • Clerk to respond to questions once research is complete 	Clerk	Information to be available for the September meeting for approval ahead of circulation.
Annual Actions			
Review Risk Assessment Annually	<ul style="list-style-type: none"> • Risk Assessment approved at the meeting on 17 January subject to: <ul style="list-style-type: none"> • Slips Trips and Falls – Ensure leaves, branches and debris is cleared from driveway • Committee Members to report and take action on areas when they visit the cemetery 	Clerk	Clerk to update Risk Assessment with these actions. Next review to take place in January 2024
Fees and Rules	<ul style="list-style-type: none"> • Committee to review fees and rules increase • Once fees/rules have been agreed send out to all local undertakers with copy of interment form. 	Clerk	September 2024