

WOLSTON, BRANDON & BRETTFORD
JOINT BURIAL COMMITTEE

MINUTES OF THE MEETING HELD ON SITE AT DYERS LANE CEMETERY AT 7.00PM
THEN AT THE WOLSTON COMMUNITY CENTRE
ON THURSDAY 24th JUNE 2021

89 JBC 2021 Site Inspection

Four members of the Committee, the clerk and one member of the public met at the cemetery at Dyers Lane at 7.00 pm. On the whole, they were satisfied with the condition of the cemetery, though it was agreed to remind Lakeside to pick up the grass cuttings. The bin behind the chapel needed emptying and a new padlock was needed for the chapel door. It was noted that there were solar lights on the two ashes plots, for Mr Landy and Mr Beers and the clerk will write to the families accordingly to remind them that solar lights are not permitted. The meeting then reconvened at the Community Centre and were joined by three more Committee members and one more member of the public.

Members of the public in attendance: Two

Public Forum topics:

A resident asked why the edges of the car park had not been finished with kerbstones, but appreciated the rural nature of the setting, which might have made these inappropriate.

A resident commented that the work on the car park was a great improvement but costly.

A resident praised the work undertaken by Mr Dixon to renovate the three benches but asked if the remaining benches could also be treated.

A resident stated that he wished to see invoices, receipts, and minutes as well as the accounts and the clerk offered to make these available to him, together with the quotations for the two tarmac contracts. Later in the meeting, a resident queried the amount held in the accounts and it was explained that £40,000.00 had been ring fenced for the purchase of land and the clerk will make available the relevant minute setting this out.

A resident queried the breakdown of hours involved in the remedial work carried out to remove the topsoil and lay gravel at the car park, but it was explained that this work had been carried out as an emergency because the mud in the car park was dangerous.

In response to a suggestion from a resident, Councillor Mr Robert Grainger offered to visit the cemetery each time the grass cutting contractors had been, to inspect their work. He was thanked for this offer.

A resident reported that drug dealers were using the cemetery car park, particularly the bin enclosure. He was informed that Mr Wale will cut back the foliage surrounding the bin enclosure, once the bird nesting season is over.

The public forum then closed.

Present

Councillor Mr David Cross

Councillor Mr Robert Grainger

Councillor Mr Timothy Harvey-Smith

Councillor Mr Andrew Kirby

Councillor Reverend Iain Rennie

Councillor Mrs Mary White

Councillor Mr Peter Wilson

Mrs Juliet Carter (Clerk)

90 JBC 2021 Apologies

There were no apologies for absence to be recorded.

Page 40

91JBC 2021 Election of Chairman

Councillor Mr Robert Grainger proposed, and Councillor Mr Peter Wilson seconded a motion to elect Councillor Reverend Iain Rennie as Chairman. This was agreed unanimously, and Councillor Reverend Iain Rennie was duly appointed and signed his declaration of acceptance of office as Chairman.

92JBC 2021 Election of Vice Chairman

Councillor Mr Timothy Harvey-Smith proposed, and Councillor Mrs Mary White seconded a motion to elect Councillor Mr Robert Grainger as Vice Chairman. This was agreed unanimously, and Councillor Mr Robert Grainger was duly appointed and signed his declaration of acceptance of office as Vice-Chairman.

93 JBC 2021 Declaration of Interest

None declared.

94 JBC 2021 Minutes

Minutes of the Meeting held on 25th March 2021, having been circulated to the Committee members, were proposed by Councillor Mr Robert Grainger, and seconded by Councillor Mr David Cross to be a true record, this was agreed unanimously, and the minutes were signed by the Chairman, Councillor Reverend Iain Rennie.

95 JBC 2021 Progress Report

Nothing outstanding

96 JBC 2021 Correspondence

The only correspondence was bank statements, plus the usual emails and telephone calls from funeral directors, stonemasons, grave digger, relatives, contractors, councillors, and members of the public. These did not contain any matters that the Clerk considered needed to be drawn to the attention of Councillors as they were all considered to be part of the routine administration of the JBC.

97 JBC 2021 Finance

a) It was proposed by Councillor Timothy Harvey-Smith and seconded by Councillor Mr Peter Wilson to approve the payments below made in the period from 12/2/21 to.12/5/21 This was unanimously agreed.

Expenditure

Wolston Parish Council – moles	£180.00
J Stephens resurfacing car park	£2,838.00.
J Stephens manhole cover	£222.00.

b) It was proposed by Councillor Timothy Harvey-Smith and seconded by Councillor Mr Peter Wilson to approve the receipts below made in the period from 12/2/21 to.12/5/21 This was unanimously agreed.

Income

J Jones additional inscription	£93.50
J Jones ashes interment non parishioner	£385.00
J Webber new grave parishioner	£632.50
Parishioner reserve grave	£400.00
D Sutton new grave non parishioner	£1518.00
M Ward ashes interment non parishioner	£462.00
J Gibbs additional inscription	£93.50
Mr & Mrs Holton new memorial	£198.00
Non parishioner reserve grave	£800.00
Parishioner reserve grave	£400.00
VAT refund	£516.00
R Warren new grave parishioner	£759.00

Resolved:

a) **That the Finance report & Bank Statements fully reconciled and confirmed that these were signed, though the bank reconciliation for 31st March 2021 needed further supporting documentation.**

b) **That the receipts be approved**

c) INTERNAL AUDITOR'S REPORT

The clerk read out Mr Michael Spencer's Internal Auditor's report and confirmed that all three recommendations he had made had now been implemented.

RESOLVED: It was proposed by Councillor Mr Robert Grainger and seconded by Councillor Mr David Cross and unanimously **agreed that the Internal Auditors report be accepted.**

THE ANNUAL GOVERNANCE STATEMENT 2020/21 AS PART OF THE ANNUAL RETURN.

The Clerk read out each of the statements within 'Section 1 - Annual Governance Statement' and Councillors provided a positive response to each statement within this section. Councillor Timothy Harvey-Smith proposed a motion that the Section 1 of the Annual Return be signed by the Chairman and RFO, which was seconded by Councillor Mr Peter Wilson and all other Councillors supported the proposal.

RESOLVED: For Section 1 (Annual Governance Statement) to be agreed, and to be completed and signed by the Chairman and RFO.

TO CONSIDER, COMPLETE, APPROVE AND SIGN THE ACCOUNTING STATEMENTS 2020/21 AS PART OF THE ANNUAL RETURN.

In view of the fact the accounts had been checked by the Internal Auditor, certified by the RFO, and the figures matched the end of year bank reconciliation and financial documents, Councillors were satisfied that 'Section 2 of the Accounting Statement' could be signed. Councillor Timothy Harvey-Smith proposed that Section 2 of the Annual Return be signed by the RFO and then the Chairman, which was seconded by Councillor Mr Peter Wilson and all Councillors were in agreement.

RESOLVED: For Section 2 (Accounting Statements) to be signed by the RFO and Chairman.

98 JBC 2021 Exclusive Rights of Burial

Jean JONES re-open non parishioner for ashes
Roy David POWER ashes plot previously reserved.
Dawn Patricia JONES new grave parishioner previously reserved
Mary Olive WARD re-open non parishioner for ashes
James Donald WEBBER new grave parishioner
Denise SUTTON new grave non parishioner
Roy Graham GARNER new grave parishioner
Ronald George WARREN new grave parishioner
Evelyn Muriel May HUMPHREYS re-open non parishioner for ashes
Monica Jean MORGAN re-open grave parishioner

Also, three applications to reserve graves, two parishioner & one non parishioner.

99 JBC 2021 Memorial Applications

Resolved: That the applications for new memorials for Janet Campbell and Michael McWilliams were unanimously approved.

100 JBC 2021 Headstone Working Party

Resolved: That the clerk should circulate plans of the cemetery to each of the Councillors so that they could each inspect the safety of the headstones in their section and report back to the next Committee meeting.

Page 42

101JBC 2021 Future Agenda Items

Councillors are requested to use this opportunity to raise items for future agendum and are respectfully requested to advise the Clerk to the Committee of any future agenda item at least 10 working days before the next meeting.

102 JBC 2021 Date of Next Meeting

The next meeting of the Committee will be on Thursday 23rd September 2021 at 7.30 pm, at the Community Centre.

The meeting then closed at 8.45 pm.