

OVINGHAM JOINT BURIAL COMMITTEE

(WYLAM, HORSLEY, OVINGHAM AND OVINGTON PARISH COUNCILS)

MINUTES OF MEETING OF OVINGHAM JOINT BURIAL COMMITTEE HELD ON 9th JANUARY 2018 AT 7pm at Wylam Institute

Councillors present: Mr. T. Martin (Wylam PC) (Chairman); Mrs. D. Jordon (Ovingham PC); Mr. I Campbell (Ovingham PC); Mr. M. Senior (Horsley PC)(Vice-Chairman); Mrs. P. Bailey (Ovington PC); Mr. P. Pescod (Ovington PC).

Also present: Mrs. D. Carney (Clerk to the Committee).

1. QUORUM.

There being one representative from four constituent Parish Council present, the meeting was declared quorate.

2. APOLOGIES FOR ABSENCE.

Received from Mr. K. Trobe and Mrs. J. Hornsby.

3. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

No interests were declared.

4. QUESTIONS FROM MEMBERS OF THE PUBLIC ON ITEMS ON THE AGENDA.

No members of the public were present and no questions were put.

5. CONSIDERATION OF THE MINUTES OF THE MEETING OF OVINGHAM JOINT BURIAL COMMITTEE HELD ON 5th SEPTEMBER 2017.

Having been circulated to members prior to the meeting, the Minutes were **agreed** to be a true record of proceedings and signed by the Chairman. Confidential Minute 15(05/09/2017) was also **agreed** as a true record and signed by the Chairman.

6. Clerk's report.

6.1 Signature of OJBC Constitution. A signed copy had been received from Horsley Parish Council.

6.2 Cemetery Insurance and Asset Register. A draft Asset Register had yet to be prepared.

6.3 OJBC Accounts 2016/17. These had been approved by BDO LLP. £2,295.28 of VAT had been paid into the OJBC's bank account in September. (See **Item 14**).

6.4 Copy of original cemetery map. Woodhorn Archive had yet to be contacted about this.

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- 6.5 Copy of Ledger. Woodhorn Archive had yet to be contacted about this.
- 6.6 Updating of Cemetery Map. J. Hornsby had not reported any progress on this. She had agreed to update the map at the September meeting of the Committee and to claim any expenses incurred as a result of this work.
- 6.7 Superintendent's Role and Duties. No comments on the existing document had been received from J. Hornsby.
- 6.8 Designation of area for cremated remains. No action has been taken on this. It was agreed that the Clerk would contact J. Hornsby for more detail on requirements. This would be discussed at a future meeting of the Committee.
- 6.9 Cemetery Lodge. D. Jordon had arranged for new vinyl to be laid in the bathroom and repairs at the Lodge were now complete. An invoice had been received from Tyne Valley Flooring & Carpets. (See **Item 15**).
- 6.10 Storage at Cemetery Chapels. P. Pescod suggested that a License Agreement might be more suitable. It was **agreed** that the Clerk would explore this option and lease agreements and report to the next meeting of the Committee.
- 6.11 Ovingham Reading Room: storage at North Chapel. A note of thanks had been received from the Chairman of Ovingham Reading Room (ORR). The Clerk had advised him that the staging would be stored at the ORR's own risk.
- 6.12 OJBC Clerk's Salary. The *ex gratia* payment and the monthly salary agreed by the Committee were approved by Wylam Parish Council at its monthly meeting on 9th October 2017 (Minute No. 2017/95).
- 6.12 Draft Budget. The Committee's current bank balance is in excess of £19,000. It was noted that projects for 2018/19 had not yet been identified and costed. (See **Item 13**).
7. **Superintendent's Report (J. Hornsby)**.
J. Hornsby had advised that she had nothing of concern to report.
8. **Review of the Grounds Maintenance Contract for 2017 – 2020**.
The OJBC Chairman and the Clerk had met with Geoff Sloan at the Cemetery to discuss concerns that had arisen since the **start** of the contract in April 2017. A copy of the report of this meeting had been circulated to members of the Committee. A copy of the report had been forwarded to Mr. Sloan and he had been asked to acknowledge receipt. The contents of the report were noted. Issues raised by the Committee and visitors to

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the Cemetery had been discussed with Mr. Sloan (the last unsatisfactory grass cut of the season, weed growth, outstanding tree work, grass cuttings left on gravestones). It was **agreed** that the Chairman, T. Martin and the Clerk would prepare a Winter Work Schedule for the Cemetery which would include levelling of previously identified sunken graves, infilling of holes on concreted older graves, weed removal from older graves and the apron of the North Chapel, tree trimming and removal. It was **agreed** that the draft Schedule would be emailed to Committee members for approval and amendment as necessary. It was **agreed** that the Clerk and T. Martin would meet with G. Sloan on site to discuss and clarify the Winter Work Schedule. It was **agreed** that the Committee would review the winter work completed and the Grounds Maintenance Contract at its meeting on April 2018.

9. Review of job specification for tree work at the Cemetery.

It was **agreed** that T. Martin would prepare a Job Specification for tree surgery to Cherry/Willow trees on the southern border of the Cemetery, removal of a conifer from a grave site and removal of epicormic growth on the Lime trees on the Cemetery drive. It was **agreed** that the Job Specification would be emailed to members of the Committee for approval and that Tyne Valley Woodlands Consultancy would be asked to quote for the work. It was **agreed** that the quotation from TVWC would be emailed to members for approval. It was **agreed** that T, Martin would visit the resident living adjacent to the southern border of the Cemetery to explain the proposed work and to ask for permission to access to their garden so that the work could proceed.

10. Review of Correspondence received.

Copies of correspondence received had been circulated to members. It was **agreed** that the complaints received were justified (grass clippings on gravestones, ‘scalping’ of the grass on the last cut of the season). It was **agreed** that the Clerk would reply where an address had been given. It was noted that the Lime trees on the drive were covered by TPO’s. Tyne Valley Woodlands Consultancy had reported on these trees and this report would be kept on file in order to provide a meaningful response in the event of further complaints about the trees. It was **agreed** to include cutting back of epicormic growth on the trees in the tree work job specification. (See **Item 9** above).

11. Review of a draft Notice of Interment for Ovingham Cemetery.

A draft Notice of Interment had been circulated to Committee members prior to the meeting. J. Hornsby had not commented on the draft. It was **agreed** that the Clerk would contact J. Hornsby to finalise specific details of the document.

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12. Consideration of quotation from Pear Technology Services Ltd. to create a digital Cemetery map.

The quotation and information received from Pear Technology Services Ltd. had been circulated to members. An approach to NCC had not yielded a result. The Clerk advised that the Pear Technology option would result in a definitive map and would improve the Committee's record keeping. It was **agreed** to accept Pear Technology's quotation of £800.00 plus VAT, subject to the Clerk checking some items of information received in the quotation. It was **noted** that Pear Technology also offered Burial Administration software, but it was **agreed** to consider this at a future date once the map had been completed.

13. Review of Budget for 2018/19.

It was **agreed** that no increases in maintenance contributions would be required from member Parish Councils. It was further **agreed** that projects for 2018/19 should be identified and costed. It was **agreed** to make a decision on a programme of pointing the Chapels which could be spread over several years. It was **agreed** that I. Campbell would ask P. Leonard to provide a quotation in time for the next meeting. It was **noted** that there was doubt as to the wisdom of spending money to maintain the Chapels. It was **agreed** that D. Jordon would look for information as to whether there were any covenants requiring preservation of the Chapels. The land had been granted by the Duke of Northumberland for use as a Cemetery.

FINANCE.

14. Report on income received since the last meeting on 5th September 2017.

The following income had been received:

Date	Source	Amount
29/08/17	NCC Housing Benefit	£170.44
01/09/17	Lodge rent	£220.00
08/09/17	Lodge rent	£200.00
08/09/17	Burial fees	£540.00
13/09/17	VAT	£2,295.28
22/09/17	Lodge rent	£20.00
25/09/17	NCC Housing Benefit	£170.44
06/10/17	Lodge rent	£220.00
12/10/17	Wylam PC	£2,160.00
23/10/17	NCC Housing Benefit	£170.44
10/11/17	Lodge rent	£190.00
20/11/17	NCC Housing Benefit	£170.44

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The bank statement for December 2017 had not yet been received. It was **noted** that rental payments for the Cemetery Lodge were still in arrears. The Clerk reported that two cheques for Burial Fees of £540.00 each had been received.

15. Report on payments made and to authorise payments to be made at the meeting (09/01/18).

Inv. Date	Payee	Supply details	Cheque No.	Amount
08/08/17	R. Loughhead	Lodge repairs	000001	£290.00
20/09/17	G. Sloan	Grounds Maintenance	SO	£629.50
22/09/17	J. Hornsby	Salary	SO	£121.00
20/10/17	G. Sloan	Grounds Maintenance	SO	£629.50
23/10/17	J. Hornsby	Salary	SO	£121.00
14/08/17	D. Sewell	Lodge repairs	000002	£70.80
20/11/17	G. Sloan	Grounds Maintenance	SO	£629.50
22/11/17	J. Hornsby	Salary	SO	£121.00
31/12/17	J. Hornsby	Expenses	000003	£50.05
21/11/17	Tyne Valley Flooring	Lodge vinyl	000004	£144.00

The December bank statement had not yet been received. The payments to J. Hornsby (Expenses) and Tyne Valley Flooring (Lodge vinyl flooring) were **approved** and the cheques duly signed.

16. Urgent Items and Items for a Future Agenda.

- a. Proposal by P. Pescod to use South Chapel for storage. It was **agreed** that P. Pescod would submit a written proposal to the next meeting of the Committee.

17. Date of the next meeting of the Committee.

Tuesday 3rd April 2018 at 7pm. at Wylam Institute.

Signed: Date:
Chairman of Meeting