

Hillam, Monk Fryston and Burton Salmon Joint Burial Committee Meeting

Meeting Minutes 9th October 2024

Members Present;

Norman Tuddenham (Chair)

Jeff Green

Nigel Spofforth

Sarah Burton (clerk)

Apologies

John Pitts

Ryan Geldard

Previous Meeting Minutes distributed to members and formally signed off by Norman Tuddenham

Declarations of Interest – None declared

Update on Previous minutes

1. Nigel advised S Parkin Landscaping to proceed with graveyard shrub and tree maintenance, bramble and ad hoc growth removal needed. Parkins attended the cemetery again and have advised chipper also needed as too much waste to remove in current form. New quote of £800 to include cost of chipper hire. Approved by all committee members.
2. Some maintenance may be required for Laurel Trees and Yew Trees but would look at the separately along with wider maintenance plan once all cleared and easier to see what dealing with
3. Sarah appointed as Clerk to JBC and has access to sharepoint, email and Unity Bank Account.
4. Precepts submissions will be sent to all parish councils and will include with budget to provide clarity and detail on the use and allocation of funds.
5. Clerk to draft budget submission for next meeting to include Immediate grounds maintenance instructed, Tree Survey, Additional Seating, Wall Repairs following repointing survey, Structural Engineers report, Ongoing Maintenance Schedule, Water Rates, Website creation and hosting, resetting and reinstating fallen/broken graves, improved accessibility/entrance path
6. NG Confirmed budget does not need to include insurance as cemetery is covered by MFPC insurance.
7. Virgin One Bank Account will be closed now Unity Bank Account up and running. NT & JG signed account closure form for clerk to send to Virgin Bank.

8. Clerk confirmed DDM for Water Rates with Scottish Water has been transferred to Unity Bank so only remaining payments out of Virgin Money will be quarterly Virgin money account fees which will end on closure.
9. Updated Tree report needed as 5 years since last report and inspections recommended every 18 months/2 years. Clerk to request costs for an updated report.
10. Cemetery Headstones took place with George Hill and Son. Many of the graves over 100 years were found to be unsafe and have been placed on the ground pending committee review of repairs
11. Clerk identified WIX web creation and hosting tool for cemetery website creation as used by Hillam PC. All approved £9 per month cost. Clerk to create and manage.
12. £100 budget approved by all for fireproof/waterproof document holder for historical ledgers. Clerk will investigate archiving options ongoing and potential application for funding to help with cataloguing and archiving. Funding submissions are open in February.

Finances;

- Authorised payments since last meeting.
None
- Clerk to pull together budget for 2024/25 which will accompany precept submissions to Parish Councils.
 - To include;
 - £800 immediate maintenance
 - Subsequent maintenance work identified
 - Tree Survey (Barnes Associates Arborists)
 - Additional Seating
 - Wall Repairs following survey for repointing and structural engineer report
 - Ongoing Maintenance Schedule
 - Web Page
 - Water Rates
 - Resetting and reinstating fallen/broken graves
 - Accessibility improvements – path access

Motions

- **Cemetery Site Visit**

Members from all parish's attended the cemetery to review the cemetery ahead of the headstone repair recommendations review.

- **Cemetery Headstone Repairs**

The clerk met with George Hill & Son to review the safety of the headstones within the cemetery as a number had fallen into disrepair. During this process many were laid to ensure they did not pose a danger to visitors. 24 headstones were identified as needing repair to make safe, reset, or re-lay/erect at a total cost of £3600. The vast majority were headstones in excess of 100 years and whilst they were no longer likely to be tended graves, the committee agreed that they contributed historically and aesthetically to the cemetery that we would want to continue. The disrepair is primarily a result of time, the age of the gravestones and that many had not been erected in compliance with today's practices. All members agreed that investment in their repair would be in the interests of the cemetery to keep it safe, easy to negotiate (existing laid headstones are becoming covered/grown over and hazardous) and due to their age, technically not the responsibility of any ancestors under the term of the grant being 100 years. All present members approved funding for the repairs to go ahead, and that going forward, specifications of the headstone construction would be given to all purchases of new graves.

Cemetery Plan

- Clerk to pull together cemetery plan document to support budget submission
- NS to obtain quote for path up to centre Yew Trees and existing bench
- Next plot numbers to be used – 601, 610, 588, 598, 609, 620, 631, 642, 652, 662
- Unsuitable due to tree roots – 715, 735, 754

Correspondence

- Clerk has received request from MFPC for a copy of any financial reconciliation document supplied with the Audit Submission. NT advised that would be the cash book submission already supplied and used to prepare AGAR. NT will discuss with Philip Scott. A summary financial reconciliation will be prepared for next years audit submission in the same format as previous years.

- Next Meeting Wednesday 6th November 2024, 6.30pm

Meeting concluded 20.00pm