NEWPORT BURIAL COMMITTEE

Minutes of the Meeting held at 7.30pm on Tuesday 26 October 2017 at Newport Primary School.

1. **Present:** Cllrs Allard, G Bate (Newport Parish Council); Cllrs Bryan, Norris and Robinson (Gilberdyke Parish Council).

   Apologies: Cllr R Bate (Newport Parish Council).

2. **Declaration of interests in items on the agenda.** None declared.

3. **Minutes:** the minutes of the meeting of the committee held on 18 July 2017 were approved as a correct record.

4. **Public Forum:** no members of the public present.

6. **Clerk's report on Cemetery and closed churchyard:**

i	Cemetery: (i) delivery and installation of new noticeboard update. The noticeboard has been ordered; a delivery date is not yet available. The owner of the bench presently located on the chosen site has been contacted and has agreed to its relocation. He will refurbish the bench once it has been relocated. (ii) disposal of existing noticeboard. The Clerk will retain the noticeboard until Gilberdyke Parish Council are able to find a use for it.
ii	Cemetery: installation of screen adjacent to commercial waste bin update. The proposed siting of screening will cause difficulties for the moving of the commercial waste bin. The Clerk requested that a member of the committee attend the site to meet with Mr B Sherwood to discuss the options.
iii	Churchyard: new estate fencing on western boundary update. Mr Rands has been informed that his quote has been accepted. He is unable to give a precise date for the commencement of the work but it is likely to be late December or during January.
iv	Cemetery footpath update. The Clerk will contact East Riding of Yorkshire Council to ascertain whether it would be willing to repair the footpath and the cost of doing so.
v	Cemetery: report by a resident of Gilberdyke of alleged vandalism to memorial. This has been reported to the police as the resident stated this is the second time the grave space has been targeted. No other incidents have been reported to, or identified by the Clerk.
vi	Removal of gates at entrance to cemetery access road update. Following an assessment of the condition of the gates by Cllrs Allard and G Bate, they have recommended that the gates be removed.
vii	Churchyard: action taken to make safe two headstones. The headstones have been made safe on a temporary basis by means of stakes and ropes. The Clerk will endeavour to identify owners although one of the headstones is decades old.
viii	Churchyard: evidence of woodworm in lychgate. The Clerk will arrange for the wood to be suitably treated.
ix	Churchyard: insurance matters. Newport Parish Council insurers have indicated that hazard warning notices are required re ground surface conditions to comply with public liability insurance requirements.
x	Cemetery records: Historical omissions from Statutory Register of Burials have been identified and rectified by the Clerk.

7. **Churchyard:** the wording of public safety notices was agreed. Permission to display the notices is not required by the Diocese of York provided the notices are free standing and post mounted.

8. **Finance**: Cllrs were provided with an update on the income received and expenditure incurred in the management of the cemetery and closed churchyard for the 2017/18 financial year to date. The Clerk informed councillors that Gilberdyke Parish Council had not yet made a financial contribution to maintenance costs. Cllr G Bate suggested that an informal meeting could be held to discuss financial issues. The Clerk will not attend this meeting.