

Newport Burial Committee meeting
Held at Newport Village Hall
on Tuesday 7th August 2018 at 7.00pm

Attendees:

Cllr G Bate (Chair) - Newport PC

Cllrs N Norris, P Bryan and P Robinson – Gilberdyke PC

Mrs N Robinson Gilberdyke Clerk – minute taker

1.Apologies: Cllr R Bate

2.Declarations of interest: None received

3.Minutes of the previous meeting held Monday 12th March 2018 accepted as a true record by those present at that meeting.

It was agreed that Matters Arising from the Minutes be added to the Agenda Item for future meetings.

3a. Matters Arising

Finance

(ii) It was noted that 2 x £1700:00 was due from Gilberdyke Parish Council, it was agreed that a payment request be sent to Gilberdyke Parish Council so they can raise a cheque, with the payment request being the paper trail for accounting and audit purposes.

(iii) A question was raised about whether regular 'customers' (Bullements, Hortons etc) were notified in advance of the fee increase from 1 April 2018, if they haven't been notified then it was agreed that they should be informed (within one month) and also that they be made aware of the fee review in December 2018.

4.Public forum - No members of public attended

5.New works

The new Notice Board has been installed but is empty yet the old wooden notice board was still in situ with ancient paper notices still on display, it was resolved that the old notice board be removed and cleared out (Mr G Bate suggested it be offered to the Church, which met with no objection)

Suggestions put forward for Notices to be displayed in the new Board:

Clerk's contact details,

Theft/Respect Notice (see 6.)

Current Fees list

Annual Report (*what work has been done in the churchyard/cemetery, what work is going to be done and how the money has been spent*)

Safety Notice highlighting possibility of open graves and uneven ground.

6.Theft of items from graves.

It was suggested that a Notice be printed asking that visitors show respect for those loved ones who are buried or interred, advising them to respect personal items left at graves and memorials, also requesting that any damaged or disturbed items be reported to the Clerk.

7.Incident at the cemetery Friday June 22nd 2018

An account of this incident was distributed for information, it was agreed that any correspondence received from the complainant be sent directly to the Insurers.

(Discussion regarding cemetery land ownership:if NPC doesn't own the land, who does? How much is paid for the lease of it?)

8.Inspection of cemetery and churchyard

Photographs of the cemetery were shared, concern was raised about the location of surplus soil (alongside the paths) left by gravediggers and it was agreed this should be left in more discreet place (alongside the bins?) so that it is accessible for levelling once graves have sunk but not noticeable and also less likely to be a trip hazard.

The central path is a potential trip hazard with worn tarmac as well as being 'tired' and unsightly.

9.Risk Assessment and safety code

The risk assessment and safety codes have been drawn up but were not circulated prior to the meeting.

It was agreed that the Clerk recommend that grave digging contractors supply 4 x cones, hi-vis marker tape and a base plate cover all open graves or casket sites.

(It was suggested that additional advice could be sought from ERYC (church yard burials) ERNLLCA or legal advice)

10.Finance

The committee requested clarification on income, does the figure reflect the 10% increase from 1 April 2018, were the fees ratified by Newport Parish Council, if so, on what date?

Date of next meeting

The next meeting is to be held TUESDAY 30th OCTOBER 2018 at 7pm at Newport Village Hall – request that Newport Clerk book the room.

The meeting closed at 8:05pm