

OVINGHAM JOINT BURIAL COMMITTEE
(WYLAM, HORSLEY, OVINGHAM AND OVINGTON PARISH COUNCILS)

Minutes of a meeting of Ovingham Joint Burial Committee
19 September at Wylam Institute

Councillors present: S Glover (Horsley PC), D Jordon (Ovingham PC), M Senior (Horsley PC) (Chair), T Skelly (Ovington PC) and I Swinburne (Ovingham PC)

Also present: T Wood (Clerk to the Committee)

1. Quorum

Unfortunately, no representatives of Wylam Parish Council were in attendance. However as three of the four constituent Councils were represented the meeting could still go ahead and decisions made. M Senior chaired the meeting. The minutes would be sent to the Wylam representatives, and they would then have 7 days to veto any proposed actions. This would need to be in writing and would need to be appended to the minutes of the meeting. If there was a disagreement on an issue the decision would need to be deferred to a quorate meeting.

2. Apologies for Absence

D Carney (Wylam PC), M Jones (Wylam PC), L Marshall (Ovington PC)

3. Declarations of Interest in Items on the Agenda

None declared.

4. Minutes of the Meeting held on 13 June 2023

Resolved that the Minutes of the Meeting held on 13 June 2023 be agreed as a true record of proceedings to be signed by the Chair.

5. Update on Actions Arising from the Meeting on 13 June 2023

The actions report had been circulated to members and the actions document was discussed.

Resolved that:

- i. The report be received, it be updated to reflect actions agreed at this meeting and circulated to Members for information.

6. Current Grounds Maintenance Issues

Following the annual inspection there remained outstanding issues. D Carney and the Clerk will meet the contractor on 27 September and discuss the following:

- Grass Cutting and strimming
- Trimming of trees and hedges
- Sunken graves
- Removal of cut down trees
- Footpaths to be cleared of grass

Signed: Diana McCarney Date: 23/01/2024
Chairman of Meeting

Resolved that:

- i. Clerk to update OJBC Committee following the meeting with grounds contractor.
- ii. Clerk to report damaged memorials to Northumberland County Council.

7. Grounds Issues

Ongoing grounds issues were discussed.

- Dog waste – signs were discussed but no firm conclusion reached.

Resolved that:

- i. Clerk to contact Dog Warden about suitable signage.

8. Burial Administration Update

The update was received by the Committee.

Resolved that: the Clerk's report on burial administration matters be received.

9. Cemetery Rules Review 2023-24

Members reviewed the cemetery rules, no changes required.

Resolved that:

- i. Clerk to circulate the 2023-24 cemetery to funeral directors.

10. Finance**Resolved that:**

- i. The budget in appendix C be approved.
- ii. The receipts detailed in appendix D be noted and payments approved.
- iii. The bank reconciliation to July be received and approved.
- iv. Clerk to contact NCC regarding the grave digging invoice.
- v. Clerk to add Maintenance Grant Member Contributions to next meeting agenda.

The Committee passed a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (sensitive information).

11. Lodge Repairs

The Clerk reported on the recent and upcoming repairs on the Lodge. Costs of repairs and maintenance we discussed and expectations of the Committee as landlords.

Resolved that:

- i. Clerk to arrange quotations for roof and bathroom work.
- ii. Lodge future viability to be added to the next agenda as main item of discussion.

12. Lodge Tenancy

The Clerk reported on the current status of the tenancy agreement.

Resolved that:

- i. Lodge inventory to be included in agreement.
- ii. Clerk to complete the inventory with tenants.
- iii. Clerk to update Caris Robson with changes to the agreement.

13. Urgent items and items for future agenda

Signed: Deborah Carney Date: 23/01/2024
Chairman of Meeting

