

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

Minutes of a meeting of Ovingham Joint Burial Committee
16th April 2024 at Wylam Institute

Councillors present: D Carney (Wylam PC) (Chair), M Jones (Wylam PC), D Jordon (Ovingham PC), M Senior (Horsley PC), T Skelly (Ovington PC) and I Swinburn (Ovingham PC)

Also present: T Wood (Clerk to the Committee)

1. Quorum

The meeting was declared quorate.

2. Apologies for Absence

S Glover (Horsley PC), L Marshall (Ovington PC)

3. Declarations of Interest in Items on the Agenda

None declared.

4. Questions from members of the public

D Carney read out a statement to Committee members and members of the public, outlining the procedure for questions. Questions were received from 12 members of the public. Questions will be answered as soon as the Committee is able, due to the research that will need to take place. Members of the public would receive a holding message.

Resolved that:

- i. Clerk to send holding message to members of the public who raised questions.
- ii. Chair and Clerk to research information required.
- iii. Clerk to respond to questions once research is completed.

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).

5. Cemetery Lodge

- i. **Update on reconnection of mains gas** – Mains gas was fully restored to the lodge on Friday 29th March 2024. A small amount of tarmacking on the Cemetery drive is to be completed; the date is to be confirmed and notified to the Lodge tenant.
A Gas Safety Inspection is to be completed and a copy of the certificate provided to the tenants.
- ii. **Update on replacement of bathroom** – Work on the bathroom commenced a week earlier than expected on 15th April. D Jordan assisted with the storage of bathroom equipment. The work is expected to take approximately 9 working days.

Signed: Date:
Chairman of Meeting

- iii. **Update on insurance position** – The insurance claim relating to interruption of mains gas supply to the Lodge on the Cemetery drive has been submitted with supporting reports from the contractor. A response is awaited from the Insurance Company.
- iv. **Review of valuations of Cemetery Lodge** – Two of the three valuations have been received. This item will be reviewed at the next meeting when all valuations are available.
- v. **Review of views of constituent Parish Councils**
The views received from Ovingham, Ovington, Horsley and Wylam Parish Councils were reviewed and noted. Each Parish Council was asked to provide a definitive paper detailing their views prior to the next meeting of the Committee.
- vi. **Review of correspondence received from members of the public**
Correspondence received from members of the public was reviewed, along with questions received earlier in the meeting at Item 4. Questions will be answered as soon as the Committee is able, due to the research that will need to take place. A holding message will be sent to members of the public.

Resolved that:

- i. Clerk to confirm date for completion of tarmacking on the Cemetery drive.
- ii. Clerk to organise Gas Safety Inspection.
- iii. Clerk to provide tenant with a copy of the Gas Safety Certificate.
- iv. D Jordan to inform the Clerk of any issues with the bathroom fitting work.
- v. Clerk to monitor insurance position and provide update at the June meeting.
- vi. Clerk to obtain third valuation and provide update at the June meeting.
- vii. Constituent Parish Councils to provide a definitive summary, via their Clerk, of their views for consideration at the next meeting.

6. Minutes of the Meeting held on 23rd January 2024

Resolved that: the Minutes of the Meeting held on 23rd January 2024 be agreed as a true record of proceedings and to be signed by the Chair.

7. Minutes of the Meeting held on 20th February 2024

Resolved that: the Minutes of the Meeting held on 20th February 2024 be agreed as a true record of proceedings and to be signed by the Chair.

8. Minutes of the Meeting held on 6th April 2024

It was noted that members clarified that the tenant had been asked to let the Clerk know her preference whether that be staying in the Lodge as a sitting tenant under a new landlord or to exercise her option to buy the property.

Resolved that: the Minutes of the Meeting held on 6th April 2024 be agreed as a true record of Proceedings and to be signed by the Chair.

9. Update on Actions Arising from the Meeting on 23rd January 2024

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

Resolved that:

Signed: Date:
Chairman of Meeting

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

10. Current Grounds Maintenance Issues

Graves identified for gravelling: this work has not been completed due to the weather conditions. Tree work had been completed by Tyne Valley Woodlands. This included the removal of epicormic shoots which is covered by the grounds maintenance contract. D Jordan had received a complaint from a resident about problems with rats which they believed is related to the spoilheap in the cemetery. The wooden bench in the cemetery has been removed for health and safety reasons due to damage.

Resolved that:

- i. Clerk to confirm with the Grounds Maintenance contractor that epicormic shoots should be removed regularly as part of his contract.
- ii. Clerk to confirm arrangements with the Grounds Maintenance contractor for the removal of the large, unsightly heap of stones and soil from the cemetery.
- iii. Clerk to obtain quote for replacement bench.

11. Burial Administration Update

The update was received by the Committee.

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

12. Finance

Resolved that:

- i. The budget in appendix D be approved.
- ii. The receipts detailed in appendix E be noted and payments approved.
- iii. The bank reconciliation to March 2024 be received and approved.
- iv. The additional hours (48 hours) worked by the Clerk be approved.

13. Urgent items and items for future agenda

- Graeme Popay, Chief Officer, NALC be invited to attend the next meeting.
- Cemetery Lodge back door replacement/repair.
- Review of Cemetery Lodge decision to be added to the agenda of the September meeting of the Committee.
- Ovingham community Fundraising.
- Second OJBC bank account for Lodge.
- Constituent Parish Council's to add OJBC update to the agenda of their next meeting.

Resolved that:

- i. D Carney to invite Graeme Popay to the June meeting of OJBC.
- ii. Clerk to obtain quotes for repair or replacement of Lodge back door.
- iii. Clerk to add Review of Cemetery Lodge decision to the September agenda.
- iv. D Jordan to provide update on the Ovingham community fundraising initiative.
- v. Clerk to add proposal for a second OJBC bank account to next agenda.
- vi. Clerks of constituent Parish Councils to add OJBC update to their agendas.

15. Date of the next meeting of the Committee

Cemetery inspection – 11th June 2024 – 7pm – Ovingham Cemetery

Next meeting – 25th June 2024 – 7pm – Wylam Institute

Signed: Date:

Chairman of Meeting

The meeting closed at 9pm

DRAFT

Signed: Date:
Chairman of Meeting