



WHALLEY, WISWELL and BARROW JOINT BURIAL COMMITTEE

Minutes of the Committee held on Friday 21 May 2021  
at Whalley Old Grammar School Community Centre, Calder Room, Station Road, Whalley, BB7 9RH.

**Present:**

CLrs David Sleight (Chair), Steve Houghton (Vice-Chair), John Threlfall, Gill Smith, Jean Brown and Maureen Robinson

**In Attendance (via Zoom):**

Lynne Dawson (Registrar)

| MINUTE REF | MINUTES   | ACTION   |
|------------|---|----------|
| 210521/01  | <b>APOLOGIES</b>  |          |
|            | <i>COMMENT: There were no apologies.</i>  |          |
| 210521/02  | <b>APPOINTMENT OF CHAIR AND VICE-CHAIR</b><br><br>Prior to the meeting, the Registrar had sought advice from Mair Hill (RVBC) in respect of whether or not the Committee were required to implement their own Code of Conduct and the following response had been received:<br><br><i>"My understanding (having read WWBJBC Constitution) is that the three Parish Councils have arranged for the discharge of their functions in respect of the cemetery by a Joint Committee pursuant to the Local Government act 1972. This is made up of Parish Councillors of each Committee, who are appointed to that committee by their respective parish council. My view would be therefore that the Parish Councillors are acting in their role as Parish Councillor whilst sitting on that committee and would be bound by their own Parish Council's Code of Conduct."</i> |          |
|            | <b>RESOLVED: Following nominations via the Committee, Cllr David Sleight was appointed Chairman and Cllr Steve Houghton Vice-Chairman, who then signed their requisite Declarations of Office in accordance with the advice given by Mair Hill above.</b>   | DS<br>SH |
| 210521/03  | <b>MINUTES DATED 5 FEBRUARY 2021</b>  |          |
|            | <b>RESOLVED: the Minutes were signed as a correct record.</b>   |          |
| 210521/04  | <b>MATTERS ARISING</b><br><br>(a) Appointment of New Gravedigger (Minute 050221/09 refers)<br>(b) Purchase of baskets for water bottles (Minute 050221/14(b) refers)<br>(c) Removal of Tree in Woodland (Minute 050221/14(c) refers)<br><br><i>The Registrar reported:</i><br>(a) no new graves had been required;<br>(b) two new baskets had been purchased and one had been donated to the Committee by the Registrar (the Chair had volunteered to collect the baskets from the Registrar and place them in the Cemetery);<br>(c) notwithstanding previous Minute 050221/14(c), the Committee did not discuss this when they met on site.  | DS       |
|            | <b>COMMENT: the above was noted.</b>  |          |
| 210521/05  | <b>REGISTRAR</b>  |          |
|            | <b>RESOLVED: As this item would take some time to discuss, and fell within confidentiality, the Committee agreed to move the same to the end of the Agenda for discussion.</b>  |          |
| 210521/06  | <b>CEMETERY PICTORIAL</b>   |          |

|           |   |          |
|-----------|---|----------|
|           | Cllr Gill Smith gave a verbal report to the Committee and circulated draft designs. Notwithstanding the resolution below, Cllr Smith would continue to develop the project and report back to the next meeting.   |          |
|           | <b>RESOLVED:</b><br><i>(a) authorise expenditure to the local artist, up to the sum of £400.00 in respect of her designs;</i><br><i>(b) copyright belonged to the JBC</i><br><i>(c) the final design would be placed in the Noticeboard;</i><br><i>(d) there may possibly be further charges in respect of provision of further copies.</i>   | GS       |
| 210521/07 | <b>RENEWAL OF RIBBLE VALLEY BOROUGH COUNCIL WASTE CONTRACT 2021-2022</b><br><br>Following authorisation for a spend of up to £300.00 in respect of the above, (Minute 050221/04 refers), the Registrar reported the Contract (which had been forwarded to the Committee via email on the 2 March 2021), had been signed. Accordingly, Invoice 13275 dated 1 April 2021 in the sum of £239.30 had been paid (Cheque 1701 refers).  |          |
|           | <b>COMMENT: the report was noted.</b>   |          |
| 210521/08 | <b>EXTENSION OF GROUNDS MAINTENANCE CONTRACT 1 APRIL 2021 – 31 MARCH 2022</b><br><br>The Registrar reported the above contract had been extended (Minute 050221/05 refers) with Abbey Gardening Services Limited at an increased cost of £430.00 per month, commencing 1 April 2021. A request was also mooted re problems with "Mares Tail".   |          |
|           | <b>RESOLVED: the Committee authorised the above. The Registrar would also look at the existing contract in respect of extra works that may possibly be required re Development of Cemetery/New Memorial Garden (see below). She would also ask Abbey Gardening Services Limited if they could recommend any strong weedkiller that would rid the area of the invasive weed "Mares Tail".</b>  | LD       |
| 210521/09 | <b>DEVELOPMENT OF CEMETERY</b><br><br>The Registrar had circulated an email dated 4 March 2021 to the Committee to authorise commencement of works required to the new Memorial Garden at a sum of £1,500.00. However, following such authorisation under delegated powers, further discussions had taken place with the Chair regarding an increase in price by an additional £150.00. Further, Abbey Gardening Services Limited had completed the works and invoice No 3184 had been submitted for payment in the sum of £1,650.00. |          |
|           | <b>RESOLVED: the increase in price by £150 was agreed by the Committee. Accordingly, payment of invoice 3184 in the sum of £1,650.00 was authorised (subject to the repair of the white shale around memorial circle).</b>  | LD       |
| 210521/10 | <b>RENEWAL OF PATHS</b><br><br>Following circulation of an email dated 10 November 2020 re initial costs, the Registrar had forwarded a further email to the Chair dated 15 May 2021 giving a detailed breakdown of works and costs.  |          |
|           | <b>RESOLVED: Notwithstanding authorisation had been given by the Committee to expend the sum of £3,000.00 (Minute 050221/07 refers), payment of invoice 3185 submitted by Abbey Gardening Services Limited would only be paid once it had been confirmed by the Chair and/or Registrar the minor outstanding works had been completed.</b><br><br><b>Further, the Registrar to discuss with the Contractor the timetable for extending the path improvements.</b>   | DS<br>LD |
| 210521/11 | <b>REVIEW OF POLICY DOCUMENTS</b><br><br>The following documents had been circulated to the Committee via email dated 8 May 2021 for revision and/or review:  |          |

|                  | <p>(a) Financial Regulations 2018<br/> (b) Risk Management Register 2018<br/> (c) Standing Orders 2018</p> <p><i>See also Minute 210521/02 re Code of Conduct</i></p>  |  |          |                    |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
|------------------|--|--|----------|--------------------|------|--------|------|----------------------------|--|----------|-------|------|--------------|--------------------|----------|--------|------|---------|--|----------|----------|----|--------------|---|----------|--------|------|--------|--|----------|-------|------|------------------|--|----------|--------|------|--------------|---|----------|-------|------|------|---------------------------|----------|-------|--|
|                  | <b>RESOLVED: the above documents having been reviewed by the Committee were re-adopted.</b>  |  |          |                    |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
| <b>210521/12</b> | <p><b>FINANCE</b></p> <p>(i) The following documents had been presented to the Committee via email dated 15 May 2021:</p> <p>(a) Joint Committees - Return for the Financial Year ended 31 March 2021 (including the Auditor's Report, Governance Statement and Accounting Statements) Pages 1-7), together with final cash book accounts)<br/> (b) Explanation of Variances 2020/2021<br/> (c) Schedule of Assets 2020/2021</p> <p><i>(The Registrar reported that a total balance of £54,215.31 would be carried forward in respect of financial year 2021/2022)</i></p>   |  |          |                    |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
|                  | <p><b>RESOLVED:</b></p> <p><b>(a) To agree, approve and sign the requisite documents contained in the said Joint Committees – Return for the financial year ended 31 March 2021 by the Chairman and Registrar/RFO;</b><br/> <b>(b) To agree and approve the Explanation of Variances 2020/2021;</b><br/> <b>(c) To agree and approve the Schedule of Assets 2020/2021</b></p>  |  |          |                    |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
|                  | <p>(ii) The following further documents had been circulated to the Committee via email dated 15 May 2021:</p> <p>(a) Accounts 2021/2022<br/> (b) Bank Statement (03/02/21-01/04/21) - Reserve Account Sheet 125 - £20,393.69<br/> (c) Bank Statement (01/04/21-05/05/21) - Current Account Sheet 519 - £34,159.40<br/> (d) The following invoices having been emailed to the Committee prior to the meeting were presented for information and/or payment:</p>   |  |          |                    |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
|                  | <table border="1"> <thead> <tr> <th>CHEQUE NO</th> <th>PAYEE</th> <th>INVOICE/MINUTE REF</th> <th>DATE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1697</td> <td>Lynne Dawson reimbursement</td> <td>Digital River 6581443159 (Trend Security for IT equipment)</td> <td>25/03/21</td> <td>69.95</td> </tr> <tr> <td>1698</td> <td>David Uttley</td> <td>325 - gravedigging</td> <td>25/03/21</td> <td>450.00</td> </tr> <tr> <td>1699</td> <td>Frasers</td> <td>032114 - repairs to memorials (Minute 050221/13)</td> <td>23/03/21</td> <td>2,000.00</td> </tr> <tr> <td>SO</td> <td>Lynne Dawson</td> <td>Salary March 2021 Bank Statement 518 refers</td> <td>18/03/21</td> <td>583.06</td> </tr> <tr> <td>1700</td> <td>Whelan</td> <td>Plots 821-823 Whelan reimbursement of balance of plots</td> <td>15/04/21</td> <td>20.00</td> </tr> <tr> <td>1701</td> <td>Ribble Valley BC</td> <td>13275 Waste Collection Contract (Minute 050221/04)</td> <td>21/04/21</td> <td>239.30</td> </tr> <tr> <td>1702</td> <td>Lynne Dawson</td> <td>Reimbursement Probate re Plot 163 Jolly</td> <td>16/04/21</td> <td>23.00</td> </tr> <tr> <td>1703</td> <td>ICCM</td> <td>4409 Membership 2021-2022</td> <td>21/05/21</td> <td>95.00</td> </tr> </tbody> </table> | CHEQUE NO  | PAYEE    | INVOICE/MINUTE REF | DATE | AMOUNT | 1697 | Lynne Dawson reimbursement | Digital River 6581443159 (Trend Security for IT equipment) | 25/03/21 | 69.95 | 1698 | David Uttley | 325 - gravedigging | 25/03/21 | 450.00 | 1699 | Frasers | 032114 - repairs to memorials (Minute 050221/13) | 23/03/21 | 2,000.00 | SO | Lynne Dawson | Salary March 2021 Bank Statement 518 refers | 18/03/21 | 583.06 | 1700 | Whelan | Plots 821-823 Whelan reimbursement of balance of plots | 15/04/21 | 20.00 | 1701 | Ribble Valley BC | 13275 Waste Collection Contract (Minute 050221/04) | 21/04/21 | 239.30 | 1702 | Lynne Dawson | Reimbursement Probate re Plot 163 Jolly | 16/04/21 | 23.00 | 1703 | ICCM | 4409 Membership 2021-2022 | 21/05/21 | 95.00 |  |
| CHEQUE NO        | PAYEE  | INVOICE/MINUTE REF   | DATE     | AMOUNT             |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
| 1697             | Lynne Dawson reimbursement   | Digital River 6581443159 (Trend Security for IT equipment) | 25/03/21 | 69.95              |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
| 1698             | David Uttley   | 325 - gravedigging   | 25/03/21 | 450.00             |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
| 1699             | Frasers  | 032114 - repairs to memorials (Minute 050221/13)           | 23/03/21 | 2,000.00           |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
| SO               | Lynne Dawson   | Salary March 2021 Bank Statement 518 refers                | 18/03/21 | 583.06             |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
| 1700             | Whelan   | Plots 821-823 Whelan reimbursement of balance of plots     | 15/04/21 | 20.00              |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
| 1701             | Ribble Valley BC   | 13275 Waste Collection Contract (Minute 050221/04)         | 21/04/21 | 239.30             |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
| 1702             | Lynne Dawson   | Reimbursement Probate re Plot 163 Jolly                    | 16/04/21 | 23.00              |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |
| 1703             | ICCM   | 4409 Membership 2021-2022                                  | 21/05/21 | 95.00              |      |        |      |                            |  |          |       |      |              |                    |          |        |      |         |  |          |          |    |              |   |          |        |      |        |  |          |       |      |                  |  |          |        |      |              |   |          |       |      |      |                           |          |       |  |

|                  |   |                                  |   |          |        |  |           |
|------------------|---|----------------------------------|---|----------|--------|--|-----------|
|                  | 1704  | Abbey Gardening Services Limited | 3124/3141   | 28/04/21 | 800.00 |  |           |
|                  | 1705  | Lynne Dawson                     | Salary April 2021<br>Bank Statement<br>519 refers | 18/04/21 | 583.06 |  |           |
|                  | (e) The Registrar had circulated an email dated 21 May 2021 to the Committee requesting authorisation to purchase ink for the printer up to a sum of £95.00.  |                                  |   |          |        |  |           |
|                  | <b>RESOLVED:</b><br><b>(a) the Accounts were compared with the current bank statements and balances of £34,158.40 (current account) and £20,393.69 (reserve account) were agreed;</b><br><b>(b) and (c) noted;</b><br><b>(d) the payments listed above, were duly authorised and agreed;</b><br><b>(e) authority was given to the Registrar to expend up to £95.00 in respect of ink.</b>   |                                  |   |          |        |  |           |
| <b>210521/13</b> | <b>NOTICEBOARD, GATES, FENCE, BENCHES</b><br><br>The Committee were to meet on site to discuss the above (Minute 050221/10 refers), however this had not been possible. Cllrs Robinson and Brown had visited the site prior to the meeting and noted the rear of Bench No 4 required some maintenance.  |                                  |   |          |        |  |           |
|                  | <b>RESOLVED: the Registrar to check if there was a warranty/guarantee in respect of materials used by the Contractor who had repaired benches in 2019. Following on from this, she would request the Contractor to attend on site and thereafter report back to the Committee.</b>  |                                  |   |          |        |  | <b>LD</b> |
| <b>210521/14</b> | <b>TREE WORKS</b><br><br>Despite authorising Fisher Forestry to carry out the works detailed in the Tree Report 2020, the Registrar reported they had failed to provide public liability insurance, together with a date when works would commence. As "time was of the essence", the authorisation had been withdrawn from the Contractor and she had then approached two other contractors to confirm if their initial price of £550.00 was still valid and further would they be in a position to price for removal of the nine "ash die-back" trees. The contractors had responded but would not be able to report until w/c 24 May 2021. In the meantime, the Registrar was instructed to contact a further tree surgeon, (Andrew Isherwood andrewisherwood066@btinternet.com) and ask them to also quote for the works and further to check whether or not planning permission was required to fell the said trees. |                                  |   |          |        |  | <b>LD</b> |
|                  | <b>COMMENT: the above was noted.</b>  |                                  |   |          |        |  |           |
| <b>210521/15</b> | <b>DOGS</b><br><br>Notwithstanding the above matter had been deferred until the Committee could meet on site to discuss (Minute 050221/12 refers), due to reasons beyond their control this had not yet been possible. A lengthy discussion ensued.   |                                  |   |          |        |  |           |
|                  | <b>RESOLVED: the Vice Chair to investigate suitable signage.</b>  |                                  |   |          |        |  | <b>SH</b> |
| <b>210521/16</b> | <b>MEMORIAL SAFETY/MEMORIAL SAFETY POLICY</b><br><br>The Working Group had met on a number of occasions and a final draft had been circulated to the members for consideration via email dated 15 May 2021. However, following Sean Uttley's comments that he would be in a position to carry out further Safety Inspections and the fact, as a BRAMM qualified mason, he would be in a position to lay Category 1 memorials flat immediately (it was thought prudent for a Committee member(s) to be present).   |                                  |   |          |        |  |           |
|                  | <b>COMMENT: the Memorial Safety Policy to be ratified and adopted once confirmation that Sean Uttley could carry out the inspection etc., and the Registrar to obtain copies of his relevant qualifications.</b>  |                                  |   |          |        |  | <b>LD</b> |

|           |   |              |
|-----------|---|--------------|
| 210521/17 | <b>ADOPT A TREE WG010</b><br><br>The Registrar had forwarded an email dated 22 April 2021 received from the owner of the above to the members for consideration.  |              |
|           | <b>RESOLVED: the Registrar to respond to the owner noting that as the Committee needed to consider/revise the Rules, the matter would be deferred until such time. The Registrar would re-draft the Rules for consideration by the members at the next meeting.</b>   | LD           |
| 210521/18 | <b>PLOT W49</b><br><br>The Registrar had forwarded an email dated 5 May 2021 received from the owner of the above to the members for consideration.   |              |
|           | <b>RESOLVED; the Registrar to contact the owner to remove the memorial made of resin and provide a specification for replacement.</b>   | LD           |
| 210521/19 | <b>PLOT 163 JOLLY</b><br><br>The Registrar reported she had been in lengthy correspondence concerning this complex matter with the owners of the above and their solicitors regarding the transfer of the burial grant.   |              |
|           | <b>RESOLVED: in an effort to bring this protracted matter to completion, the Registrar would draft a Statutory Declaration and other associated documentation and forward to the solicitors. She would also forward a copy of her email dated 13 May 2021 to the members which had been sent to the Chairman.</b>   | LD           |
| 210521/05 | <b>REGISTRAR</b><br><br>Due to time constraints, this matter was deferred. However, a Zoom meeting would be held on Thursday 3 June 2021 at 7pm to discuss further. The Registrar noted that as this was not an official meeting of the Committee, no decisions would be valid unless an Extra Ordinary meeting was called, or the matter was presented to the next meeting of the Committee. | WWBJBC<br>LD |
| 210521/20 | <b>ANY OTHER BUSINESS</b>   |              |
|           | <b>COMMENT: None</b>  |              |
| 210521/21 | <b>DATE OF NEXT MEETING</b>   |              |
|           | <b>AGREED: Friday 6 August 2021 at 1.30pm – Whalley Old Grammar School Community Centre, Calder Room, Station Road, Whalley, BB7 9RH.</b>   | WWBJBC<br>LD |

The Chairman thanked everyone for attending and closed the meeting at 4.00pm.

SIGNED..... DATED.....  
CHAIR/VICE-CHAIR

(Registrar to Whalley, Wiswell and Barrow Joint Burial Committee:  
Lynne Dawson, Bridge House, 19 Bridge Street, Gt Harwood, BB6 7NQ)  
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