



Howden Joint Burial Committee

Minutes of Howden Joint Burial Committee Meeting, held on 20th November, 2023 at the Cemetery at 2.00pm followed by a meeting at the Council Offices, Bridgegate, Howden at 3.00p.m.

Present From Howden Town Council, Councillors Drury, Roberts, Long and Sarah Boggitt
HTC Clerk
From Asselby Parish Council, Councillor Clarke (Vice Chairman)

Clerk Shirley Marquis

2023-32-HJBC: Apologies for absence-to receive and accept

Non attendance-Councillor Walker

2023-33-HJBC: Declaration of Interest

2023-32.1-HJBC-Declarations of interests, in respect of agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.

None

2023-32.2-JBC-For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution

None

2023-34-HJBC: Minutes of the Howden Joint Burial Committee meeting held on Monday 24th July, 2023 to agree and approve as a true record-

The minutes were agreed and signed as a true record.

2023-35-HJBC: To approve the works required to the cemetery trees some of which are covered by TPO's

Approval was given for the requirement of essential tree work to be carried out on a number of trees in the cemetery once a TPO application approval has been given.

Trees in question are, in brief: A horse chestnut which requires crown lifting, ivy removed and a further inspection once the ivy removed with the option of felling;

A beech tree which requires crown lifting and road side limbs and lower branches

removing. A willow tree felled which although on Knedlington Estate land is positioned in the drain and stopping the water flow and limbs growing over the cemetery

The local drainage board is in support of the application.

Signed.....Date.....

would
and
To remove ivy and crown reduction back to the trunk of an ash tree, suffering from ash die back, which is multi stem on the drain side of the cemetery fence. This allow for regrowth. Additional pruning to all remaining trees to be carried out as when required..
An estimate of £3000 was approved by the committee with a time scale of 2 years to complete the work.

2023-36-HJBC: Financial Matters-to approve income and expenditure accounts prepared by the Howden Town Council Clerk

giving
cemetery fees.
2023-36-1-HJBC-A copy of the accounts were received by the Committee for April -September, 2023 showing an income of £13638 minus expenditure of £10697.67 and a forecast of a further spend to March, 2024 of £5164.64 a year end deficit of £2947.33. This did not account for any further cemetery fees.
The year end deficit will be reviewed at the end of the financial year.

2023-36.2-HJBC to discuss 2024/2025 budget requirements for the cemetery and agree a budget

The committee resolved to recommend the budget as below

EXPENDITURE	£
Maintenance	6300
Wages	2500
Stationery	150
Tree work	2000
Water Rates	40
ICCM Membership	100
Drainage Rates	7
	11097
INCOME	
Howden Town Council	10833
Asselby Parish Council	667
Interment Fees	0

Advertising on Site	100
	11600

It was agreed to request a total contribution from the two councils of £11500 using the agreed apportionment between the two councils this equates to:

£10833(94.2%) Howden Town Council

£667 (5.8%) Asselby Parish Council

2022-37.HJBC-Cemetery Fees-To discuss and review

The advertising fee of £100 was approved by the committee and the current fees to be reviewed in 2024

2023-38-HJBC-Cemetery ground water risk assessment-to discuss requirements for monitoring ground water

No pollution issues were raised under current legislation. It was resolved to review and monitor the situation on an annual basis

2023-39-HJBC- Report from the Clerk in interments, remaining burial and ashes plots and pre-purchased plots in the cemetery.

The Clerk reported that since the last meeting there had been 1 burial into a new plot and 1 burial into a pre-purchased plot. There are currently 48 remaining new burial plots, 28 ashes plots and 171 pre-purchased plots remaining.

2023-40-HJBC- Designs and inscriptions on memorials. To note those approved by the Clerk under delegated authority

Councillors resolved to ratify the decisions made by the Clerk under delegated authority.

The clerk reported that the requirement of a will/probate or a statutory declaration for all headstone applications was now in force and working correctly

2023-41-HJBC-Date of the next meeting

The date and time of the next meeting is to be arranged when the TPO's have been approved

The meeting closed at 16.11pm

Signed..... Date.....