

Local Government Act 1972

Whalley Parish Council

Whalley, Wiswell & Barrow Joint Burial Committee

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday 9th April 2025 in the Lower Garden Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

Minutes

Agenda items should be submitted to the Clerk seven clear days before the meeting.
The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

1.	Attendance & Apologies																																																																																																																																																						
	Present: Cllr Chiappi, Cllr Heyworth, Cllr Highton (Chairman), Cllr Scholfield, Cllr Threlfall, Cllr Vickers. In Attendance: Liz Haworth (Clerk)							120/25																																																																																																																																															
2.	Declaration of Interests																																																																																																																																																						
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.							121/25																																																																																																																																															
3.	To Approve the Minutes of the Previous WWBJBC Meeting																																																																																																																																																						
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Wednesday 8 th January 2025.							122/25																																																																																																																																															
4.	Financial Reports January, February, March 2025																																																																																																																																																						
	It was resolved to approve Accounts, Payments, Receipts & Balances.							123/25																																																																																																																																															
	WWB Joint Burial CommitteeCash BookJANUARY2025 Minutes Approved Ref No: <table><thead><tr><th>Chq No.</th><th>Date</th><th>Inv Ref</th><th>Payee / Payer</th><th>Description</th><th>Current £</th><th>Reserve £</th><th>Total £</th></tr></thead><tbody><tr><td></td><td>02/01/2025</td><td></td><td>Easy Websites</td><td>Website Services</td><td>(21.96)</td><td></td><td>(21.96)</td></tr><tr><td></td><td>02/01/2025</td><td>182</td><td>Marsh</td><td>Marsh P33</td><td>665.00</td><td></td><td>665.00</td></tr><tr><td></td><td>09/01/2025</td><td>188</td><td>Dignity/Langshaws</td><td>Gregory NewRC</td><td>1,545.00</td><td></td><td>1,545.00</td></tr><tr><td></td><td>09/01/2025</td><td>185</td><td>Keighley</td><td>Keighley 297 Transfer</td><td>55.00</td><td></td><td>55.00</td></tr><tr><td></td><td>16/01/2025</td><td>187</td><td>Stevensons Memorials</td><td>Clarke 163</td><td>30.00</td><td></td><td>30.00</td></tr><tr><td></td><td>17/01/2025</td><td></td><td>L Dawson</td><td>Credit</td><td>10.00</td><td></td><td>10.00</td></tr><tr><td></td><td>20/01/2025</td><td></td><td>E Haworth</td><td>Salary & Expenses</td><td>(524.52)</td><td></td><td>(524.52)</td></tr><tr><td></td><td>20/01/2025</td><td></td><td>HMRC</td><td>IT£144.20 NI£57.72 ENI£99.57</td><td>(301.49)</td><td></td><td>(301.49)</td></tr><tr><td></td><td>20/01/2025</td><td></td><td>E Haworth</td><td>Reimbursemer Probate Eastham</td><td>(1.50)</td><td></td><td>(1.50)</td></tr><tr><td></td><td>20/01/2025</td><td>679</td><td>Abbey Gardening Services</td><td>Grounds Maintenance (December</td><td>(552.00)</td><td></td><td>(552.00)</td></tr><tr><td></td><td>23/01/2025</td><td>186</td><td>P Jamieson</td><td>Reserved Plot 819</td><td>925.00</td><td></td><td>925.00</td></tr><tr><td></td><td>23/01/2025</td><td>189</td><td>Stevensons Memorials</td><td>Keighley 297</td><td>30.00</td><td></td><td>30.00</td></tr><tr><td></td><td>31/01/2025</td><td>188</td><td>S Callaghan</td><td>Byzewski 318</td><td>385.00</td><td></td><td>385.00</td></tr><tr><td></td><td>31/01/2025</td><td></td><td>Reserve Account</td><td>Credit Interest</td><td></td><td>51.79</td><td>51.79</td></tr><tr><td></td><td></td><td></td><td>Movement in Month</td><td></td><td>2,243.53</td><td>51.79</td><td>2,295.32</td></tr><tr><td></td><td></td><td></td><td>Cash Book Balance at START of Month</td><td></td><td>6,198.36</td><td>45,934.09</td><td>52,132.45</td></tr><tr><td></td><td></td><td></td><td>Cash Book Balance at END of Month</td><td></td><td>8,441.89</td><td>45,985.88</td><td>54,427.77</td></tr></tbody></table>							Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £		02/01/2025		Easy Websites	Website Services	(21.96)		(21.96)		02/01/2025	182	Marsh	Marsh P33	665.00		665.00		09/01/2025	188	Dignity/Langshaws	Gregory NewRC	1,545.00		1,545.00		09/01/2025	185	Keighley	Keighley 297 Transfer	55.00		55.00		16/01/2025	187	Stevensons Memorials	Clarke 163	30.00		30.00		17/01/2025		L Dawson	Credit	10.00		10.00		20/01/2025		E Haworth	Salary & Expenses	(524.52)		(524.52)		20/01/2025		HMRC	IT£144.20 NI£57.72 ENI£99.57	(301.49)		(301.49)		20/01/2025		E Haworth	Reimbursemer Probate Eastham	(1.50)		(1.50)		20/01/2025	679	Abbey Gardening Services	Grounds Maintenance (December	(552.00)		(552.00)		23/01/2025	186	P Jamieson	Reserved Plot 819	925.00		925.00		23/01/2025	189	Stevensons Memorials	Keighley 297	30.00		30.00		31/01/2025	188	S Callaghan	Byzewski 318	385.00		385.00		31/01/2025		Reserve Account	Credit Interest		51.79	51.79				Movement in Month		2,243.53	51.79	2,295.32				Cash Book Balance at START of Month		6,198.36	45,934.09	52,132.45				Cash Book Balance at END of Month		8,441.89	45,985.88	54,427.77
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WWB Joint Burial Committee Minutes Approved Ref No:					Cash Book	FEBRUARY	2025	
Chq No.	Date	Inv Ref	Payee / Payer	Description		Current £	Reserve £	Total £
DD	01/02/2025		Easy Websites	Website Services		(21.96)		(21.96)
DPC	05/02/2025		Stevensons Memorials	Fee sent in error		138.50		138.50
BAC	07/02/2025	190	Brian Price	Ireland 698a		985.00		985.00
BAC	14/02/2025		L Dawson	Credit		10.00		10.00
Bankline	24/02/2025		E Haworth	Salary		(519.57)		(519.57)
Bankline	24/02/2025		HMRC	ITE144.20 NIE57.72 ENIE99.57		(301.49)		(301.49)
Bankline	24/02/2025		E Haworth	Stationary Reimbursement		(5.69)		(5.69)
Bankline	24/02/2025		E Haworth	Shed Re-imbursement		(699.99)		(699.99)
Bankline	24/02/2025	700	Abbey Gardening Services	Grounds Maintenance (January)		(552.00)		(552.00)
Bankline	24/02/2025	JM2886	WEF	Room Hire Meeting		(19.00)		(19.00)
Bankline	24/02/2025	38236	Edge IT System Ltd	Epitaph		(836.40)		(836.40)
Bankline	24/02/2025		Stevensons Memorials	fee refund		(138.50)		(138.50)
Bankline	28/02/2025		J Holden	Reserved Plot 818		750.00		750.00
INT	28/02/2025		Reserve Account	Credit interest			44.10	44.10
Movement in Month						(1,211.10)	44.10	(1,167.00)
Cash Book Balance at START of Month						8,441.89	45,985.88	54,427.77
Cash Book Balance at END of Month						7,230.79	46,029.98	53,260.77
WWB Joint Burial Committee Minutes Approved Ref No:					Cash Book	MARCH	2025	
Chq No.	Date	Inv Ref	Payee / Payer	Description		Current £	Reserve £	Total £
DD	03/03/2025		Easy Websites	Website Services		(44.40)		(44.40)
BAC	14/03/2025		Dignity Funerals-Langshav Barnes CE556			1,545.00		1,545.00
BAC	14/03/2025		L Dawson	Credit		10.00		10.00
CHQ	21/03/2025	194	Taylor	W0069		230.00		230.00
Bankline	24/03/2025		E Haworth	Salary		(519.57)		(519.57)
Bankline	24/03/2025		HMRC	ITE144.20 NIE57.72 ENIE99.57		(301.49)		(301.49)
Bankline	24/03/2025		E Haworth	Reimbursement Wheelbarrow		(64.95)		(64.95)
Bankline	24/03/2024	714	Abbey Gardening Services	Shed Base		(780.00)		(780.00)
Bankline	24/03/2025	718	Abbey Gardening Services	Grounds Maintenance (February)		(552.00)		(552.00)
Bankline	24/03/2025	591	Roy Cattermole Tree ServiTree Work			(780.00)		(780.00)
Bankline	24/03/2025	554	David Uttley	Grave Digging Services		(2,320.00)		(2,320.00)
Bankline	24/03/2025	4925741	Water Plus	Cemetery water		(215.39)		(215.39)
BAC	31/03/2025		HMRC	VAT Refund		1,424.91		1,424.91
INT	31/03/2023		Reserve Account	Credit interest		48.87		48.87
Movement in Month						(2,319.02)	0.00	(2,319.02)
Cash Book Balance at START of Month						7,230.79	46,029.98	53,260.77
Cash Book Balance at END of Month						4,911.77	46,029.98	50,941.75

5.	Cemetery Assets	
	Members reviewed the report on the cemetery assets.	124/25
6.	Website	
	The cemetery website is now fully operational, with identical information available on all three Parish Councils' sites.	125/25
7.	Memorial Applications	
	Members reviewed the policy regarding size restrictions for lawn memorial applications. Lawn memorial headstones must be vertical and shall not exceed 107cm in height (measured from ground level) x 80cm (width) (42"x31.5") (3.5ft x 2.6) and must be made of stone or granite.	126/25
	The policy will be amended under section 5.1 to include an additional section, 5.1.1. Previous acceptance of any gravestones does not set a precedent, and each application will be evaluated on an individual basis.	127/25

8.	Memorial Safety	
	Clerk to contact contractor to carry out a Memorial Safety Review.	128/25
9.	Cemetery Inspection Review and Maintenance Visit	
	9.1 The Cemetery Inspection Review and Maintenance Visit held 26th February 2025 was attended by 4 members. Dead flowers and wreaths were removed as per the Cemetery Policy. The plots were mainly kept to a high standard with plot holders adhering to Cemetery Policy with regards to plot maintenance. Some non-permitted items were removed and placed in the storage shed for collection. Prohibited items and items outside of headstone stone areas may be removed and placed in the storage shed for a period of 28 days' for collection by the owners. Items may be disposed of after this time.	129/25
	9.2 The next Cemetery Inspection Review and Maintenance Visit is planned for Wednesday 25 th June - 1.30pm.	130/25
10.	Grounds Improvements	
	Members discussed the area between the wall and the front fence of the cemetery and expressed a wish to clear it, add topsoil, and plant shrubs to improve the space. Clerk to get quotes from the contractor for the works.	131/25
	As part of ongoing maintenance members wish the grounds contractor to rake the moss from the stoned area near the turning circle and add more gravel.	132/25
	Future work should be considered for the paths in the woodland area.	133/25
11.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item. The new storage shed has been installed and will be used to store light grounds maintenance items, grave markers, and to temporarily store prohibited items removed from outside of memorial headstones, to be collected by plot holders.	134/25
	An update was given to members regarding the condition of benches at the cemetery. The benches that the cemetery is responsible for have been renovated. Two unsafe memorial benches were removed with the permission of their owners. One bench has been replaced under the WPC Memorial Bench Scheme, and others have been renovated by the owners. Three memorial benches still require either renovation or removal, and the Clerk will contact the responsible owners.	135/25
	The pedestrian gate to the cemetery requires a repair to the keeper to secure the latch and close the gate. The Clerk will contact the joiner to have it fixed.	136/25
	The new gates require a revisit from the joiner to determine if they can fit together more securely where they meet. It was suggested that new bolts may be needed to firm up the fit of the gates.	137/25

	It has been observed that dog owners are walking their dogs off-lead through the cemetery. This is against cemetery policy, and owners will be reminded to keep their dogs on a lead at all times while on the cemetery grounds, to avoid any unwanted surprises and out of respect for other visitors while visiting loved ones' graves.	
12.	Next Meeting Dates	
	To approve the next meeting date of Wednesday 9 th July 2025 at 7.00pm at Whalley Old Grammar School.	138/25

Meeting Closed at 7.55pm

Signed by Chairman:

Date:

Councillor Martin Highton