



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 14th January 2026, Whalley Old Grammar School at 7.00pm

Signed: *EK Haworth*

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

Agenda

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	
	To record attendance and to receive apologies for absence.	
2.	Declaration of Interests	
	Members are reminded of their responsibility to declare any disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.	
3.	To Approve the Minutes of the Previous WWBJC Meeting	
	To approve and confirm the accuracy of the Minutes of the meeting held Wednesday 8 th October 2025.	Page 3
4.	Financial Reports October, November, December 2025	
	To Approve Accounts, Payments, Receipts & Balances.	Page 7
5.	WWBJC Budget Setting for 1/4/2026 - 31/3/2027	
	To review, consider and approve the Cemetery Budget for 1/4/2026 - 31/3/2027.	Page 10
6.	Cemetery Grounds	
	To receive updates on general cemetery grounds maintenance, including: 6.1 The clearance and improvements to the raised area at the front of the cemetery. 6.2 Removal of the moss and renewing the stoned area near the turning circle down to the Quartile Hedge Garden (Remembrance Garden). 6.3 Path edgings to the woodland- see item 7. 6.4 Pedestrian gate refurb. 6.5 Double gate latch bracket, larger bolts and fixings for new gates. 6.6 Review of settled graves to be topped and reseeded.	
7.	Path Edgings to Woodland Area Quotation.	
	To review and consider the quotation to improve the path edgings to the woodland.	Page 13

8.	Memorial Safety	
	To receive an update on Memorial Safety.	
9.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	<p>Items arisen, correspondence received since the last meeting for information only, works in progress, that may result in a future agenda item.</p> <p>9.1 Tree Risk Management Report min ref 176/25. The Clerk has forwarded the report to the tree surgeon for review and has requested a quotation for the required works.</p> <p>9.2 The creation of a new Pathside Plot area along the path to the woodland has been completed.</p> <p>9.3 The repairs to the stone pillars to the entrance of the cemetery has been completed.</p> <p>9.4 Public Engagement – Items continue to be posted on the News section of the WWB Cemetery Website and noticeboard for updates and information on the cemetery.</p> <p>9.5 Cllr Diane Chiappi has written to advise that she has resigned from Barrow Parish Council and, as a result, is no longer able to represent Barrow Parish Council on the WWBJBC Committee. Cllr Chiappi was actively involved in cemetery matters and her contribution to the work of the WWBJBC will be greatly missed.</p> <p>9.6 The Cemetery Inspection Review and Maintenance Visit will take place on Wednesday 25th February from 1.30pm. During the visit members will tidy around graves, including the removal of dead flowers, plants and broken or items. Any non-permitted items identified during the inspection will be removed and placed by the shed or near the entrance for collection in line with cemetery policy. https://www.wwbcemetery.org.uk/uploads/documents/files/WWB%20Cemetery%20Policy.pdf</p> <p>9.7 Any other items for information.</p>	
10.	2026 Meeting Dates	
	<p>To approve the 2026 meeting dates of;</p> <p>Wednesday 8th April 2026</p> <p>Wednesday 8th July 2026</p> <p>Wednesday 7th October 2026</p> <p>to be held at 7.00pm at Whalley Old Grammar School.</p>	



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

Minutes

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1. Attendance & Apologies																																																																																																			
	Present: Cllr Allen, Cllr Highton (Chairman), Cllr Threlfall, Cllr Vickers. In Attendance: Liz Haworth (Clerk)	160/25																																																																																																	
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Bankline	09/09/2025	2.212E+09	Zurich	Insurance Renewal	(748.56)		(748.56)																																																																																																																																																																																																																																																																																																																								
BAC	19/09/2025		218 Memories Memorials	Goodwin W72	130.00		130.00																																																																																																																																																																																																																																																																																																																								
Bankline	22/09/2025		E Haworth	Salary/Office/Travel	(547.15)		(547.15)																																																																																																																																																																																																																																																																																																																								
Bankline	22/09/2025		HMRC	Tax£152 NIE60.80 ENIE114	(326.80)		(326.80)																																																																																																																																																																																																																																																																																																																								
Bankline	22/09/2025 884		Abbey Gardening Services	Grounds Maintenance (August 20)	(552.00)		(552.00)																																																																																																																																																																																																																																																																																																																								
Bankline	22/09/2025 4204		Bowland Tree Consultancy	Tree Risk Assessment Report	(830.46)		(830.46)																																																																																																																																																																																																																																																																																																																								
BAC	22/09/2025 215		Havencare/Clitheroe Fune	Traenor CE0019	1,415.00		1,415.00																																																																																																																																																																																																																																																																																																																								
Bankline	22/09/2025 TRF	WWBJBC		Trf of funds-reserve to current	5,000.00	(5,000.00)	0.00																																																																																																																																																																																																																																																																																																																								
BAC	24/09/2025 210		Dignity/Langshaws	De Vince	335.00		335.00																																																																																																																																																																																																																																																																																																																								
BAC	26/09/2025		L Dawson	Credit	10.00		10.00																																																																																																																																																																																																																																																																																																																								
INT	30/09/2025		Reserve Account	Credit Interest		41.46	41.46																																																																																																																																																																																																																																																																																																																								
Movement in Month					4,320.63	(4,958.54)	(637.91)																																																																																																																																																																																																																																																																																																																								
Cash Book Balance at START of Month					3,348.40	46,290.70	49,639.10																																																																																																																																																																																																																																																																																																																								
Cash Book Balance at END of Month					7,669.03	41,332.16	49,001.19																																																																																																																																																																																																																																																																																																																								
5.	Cemetery Inspection Review and Maintenance Visit																																																																																																																																																																																																																																																																																																																														
	5.1 The Cemetery Committee conducted an inspection and maintenance visit on 17th September 2025. The purpose of the visit was to assess the general condition of the grounds and identify any maintenance requirements. During the visit, members carried out tidying around graves, including the removal of dead flowers, plants, and broken or deteriorated items. Any non-permitted items identified during the inspection were removed and placed by the shed or near the entrance for collection. It was agreed that some plot holders will be contacted in writing to remind them of the Cemetery Policy. The committee reaffirmed its intention that no items should be placed outside the designated plinth area. Grounds maintenance will continue to trim directly up to the front of memorials to ensure safety for maintenance staff and to maintain a uniform, respectful appearance across the cemetery.	164/25																																																																																																																																																																																																																																																																																																																													
	5.2 The next Cemetery Inspection Review and Maintenance Visit will take place on Wednesday 25th February at 1.30pm .	165/25																																																																																																																																																																																																																																																																																																																													

6.	Cemetery Grounds	
	<p>The committee received updates on the general cemetery grounds maintenance and the following action is to be taken.</p> <p>6.1 The area between the wall and the front fence of the cemetery. Clerk to follow up with JS.</p> <p>6.2 Removal of the moss and renewing the stoned area near the turning circle down to the Remembrance Garden. Clerk to follow up with JS.</p> <p>6.3 Path edgings to the woodland by the Remembrance Garden. Clerk to follow up with JS.</p> <p>6.4 Pedestrian gate refurb. Clerk to follow up with PD.</p> <p>6.5 Double gate latch bracket, larger bolts and fixings for new gates. MH to arrange.</p> <p>6.5 Stone pillars to the entrance. Clerk to follow up with JS.</p> <p>6.6 Bench maintenance. One bench to be refurbished. Clerk to follow up with JS.</p> <p>6.7 Grass strimmed to the front of memorial plinths. Clerk to follow up with JS.</p> <p>6.8 Settled graves topped and reseeded. The settled graves have been topped and levelled, they need reseeded by the grounds maintenance. Clerk to follow up with JS.</p> <p>6.9 Creation of new Pathside Plot area along the path to the woodland. This work is in hand by SU.</p> <p>6.9 Creation of an ashes scattering area within the Remembrance Garden. This area is under consideration.</p>	165/25
7.	Tree Inspection Reports	
	<p>The Tree Risk Management Appraisal Report showed no high risk areas. Clerk to forward the report to the tree surgeon for review and quotation of works.</p>	176/25
8.	Memorial Safety	
	<p>To receive an update on Memorial Safety. Clerk to follow up to arrange an inspection between SU & MH.</p>	177/25
9.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	<p>Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.</p> <ul style="list-style-type: none"> Plot 460 – unauthorised planters placed either side of plot – removal not actioned MH to contact plot holder. Email received about dog fouling in the Woodland Area. The committee expressed disappointment upon learning that a dog had been allowed to foul on a grave within the cemetery. The affected family were understandably distressed by this incident and requested that the committee take appropriate action. In response, a Dog Control Notice has been placed on the cemetery noticeboard, and advice has been sought from the Borough Council's Dog Warden regarding potential Orders to restrict dog access should visitors continue to disregard the Cemetery Policy by allowing dogs off-lead. The committee wishes to remind all visitors that the cemetery is a place of remembrance and reflection, and not an area for exercising dogs. 	178/25
		179/25

	<ul style="list-style-type: none"> Community Engagement – Items continue to be posted on the News section of the WWB Cemetery Website and noticeboard for updates and information on the cemetery. 	180/25
10. Next Meeting Date		
	The next meeting will be held Wednesday 14 th January 2026 at 7.00pm at Whalley Old Grammar School.	181/25

The meeting closed at 8.40pm.

Draft Minutes Subject to Confirmation

WWB Joint Burial Committee

Approved Minutes Ref No:

Cash Book				OCTOBER	2025			
Chq No.	Date	Inv Ref	Payee / Payer	Description				
				Current £	Reserve £	Total £	VAT £	
DD	01/10/2025	Easy Web	Website/Email Services	(44.40)		(44.40)	(7.40)	(37.00)
BAC	03/10/2025	213 F Watling	Jackson Grant Trf	55.00		55.00		55.00
BAC	03/10/2025	216 Langshaws/Dignity	Whipp CE0017	1,415.00		1,415.00		1,415.00
BAC	08/10/2025	222 Thos Rock	Hickling Memorial 684	30.00		30.00		30.00
BAC	08/10/2025	219 Uttley Memorials	De Vince Memorial R10	30.00		30.00		30.00
BAC	08/10/2025	220 William Alty & Son	Moran 798	925.00		925.00		925.00
BAC	09/10/2025	221 Benko	Reserved Plot W73	310.00		310.00		310.00
BAC	14/10/2025	224 Silson	Reserved Plot W74	310.00		310.00		310.00
BAC	16/10/2025	Dignity Funerals/Langshav Duplicate Payment		1,415.00		1,415.00		1,415.00
Bankline	20/10/2025	E Haworth	Salary/Office/Travel	(557.05)		(557.05)		(557.05)
Bankline	20/10/2025	HMRC	Tax£152 NI£60.80 ENI£114	(326.80)		(326.80)		(326.80)
Bankline	20/10/2025	909 Abbey Gardening Services	Grounds Maintenance	(552.00)		(552.00)	(92.00)	(460.00)
BAC	21/10/2025	226 Stevensons Memorials	Moran 798	30.00		30.00		30.00
BAC	24/10/2025	L Dawson	Credit	10.00		10.00		10.00
BAC	24/10/2025	217/225 Dignity Funerals/Langshav	Brown 648 Moran P107	1,235.00		1,235.00		1,235.00
BAC	27/10/2025	HMRC	VAT reclaim	823.98		823.98	823.98	0.00
BAC	29/10/2025	227 William Alty & Son	Khan CE0032	1,415.00		1,415.00		1,415.00
INT	31/10/2025	Reserve Account	Credit Interest		35.61	35.61		35.61
Movement in Month				6,523.73	35.61	6,559.34	724.58	5,834.76
Cash Book Balance at START of Month				7,669.03	41,332.16	49,001.19		
Cash Book Balance at END of Month				14,192.76	41,367.77	55,560.53		

Bank Reconciliation

	Current £	Reserve £	Overall £
Bank Statement Balance at START of month	7,669.03	41,332.16	49,001.19
			0.00
Cash Book Balance at START of month	7,669.03	41,332.16	49,001.19
			0.00

WWB Joint Burial Committee

Approved Minutes Ref No:

Chq No.	Date	Inv Ref	Payee / Payer	Description	NOVEMBER		2025	
					Current £	Reserve £	Total £	VAT £
DD	01/11/2025		Easy Web	Website/Email Services	(44.40)		(44.40)	(7.40)
BAC	10/11/2025	230	K Barker	Parker W67	435.00		435.00	435.00
BAC	13/11/2025	231	G Wallis	Reserved Plot W75	310.00		310.00	310.00
BAC	14/11/2025	229	G & L Simpson	Reserved Plot 843	560.00		560.00	560.00
BAC	20/11/2025		Havencare/Clitheroe Fune Odell		690.00		690.00	690.00
BAC	21/11/2025		L Dawson	Credit	10.00		10.00	10.00
Bankline	24/11/2025		E Haworth	Salary/Office/Travel	(552.10)		(552.10)	(552.10)
Bankline	24/11/2025		HMRC	Tax£152 NI£60.80 ENI£114	(326.80)		(326.80)	(326.80)
Bankline	24/11/2025	946	Abbey Gardening Services	Grounds Maintenance (October 2025)	(552.00)		(552.00)	(92.00)
Bankline	24/11/2025	JSA 350	JS Atherton & Co Ltd	Market Valuation	(400.00)		(400.00)	(400.00)
Bankline	24/11/2025	225532	E Haworth	Reimbursement Viking Safety Signs	(33.21)		(33.21)	(5.54)
Bankline	24/11/2025	JM3225	WEF	Room Hire	(19.00)		(19.00)	(19.00)
Bankline	24/11/2025		David Uttley Grave Diggers	Grave Digging	(2,900.00)		(2,900.00)	(2,900.00)
Bankline	24/11/2025		Uttley Memorials	Creation of New Cremation Plot A	(2,400.00)		(2,400.00)	(2,400.00)
BAC	25/11/2025	233	Stevenson's Memorials	Khan CE0033	130.00		130.00	130.00
INT	28/11/2025		Reserve Account	Credit Interest		30.15	30.15	30.15
Movement in Month					(5,092.51)	30.15	(5,062.36)	(104.94) (4,957.42)
Cash Book Balance at START of Month					14,192.76	41,367.77	55,560.53	
Cash Book Balance at END of Month					9,100.25	41,397.92	50,498.17	

Bank Reconciliation

	Current £	Reserve £	Overall £
<i>Bank Statement Balance at START of month</i>	14,192.76	41,367.77	55,560.53
		0.00	0.00
<i>Cash Book Balance at START of month</i>	14,192.76	41,367.77	55,560.53

WWB Joint Burial Committee
Approved Minutes Ref No:

			Cash Book	DECEMBER	2025				
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
DD		Easy Web		Website/Email Services	(44.40)		(44.40)	(7.40)	(37.00)
BAC	05/12/2025	232	Dignity-Langshaws	Manson 800	855.00		855.00		855.00
BAC	08/12/2025	234	Brian Price & Sons	Ormiston	2,070.00		2,070.00		2,070.00
BAC	09/12/2025	235	Stevensons	Walker 744	175.00		175.00		175.00
BAC	22/12/2025		Dignity-Langshaws	Refund for 16/10/2025 duplicate	(1,415.00)		(1,415.00)		(1,415.00)
Bankline	22/12/2025		E Haworth	Salary/Office/Travel	(557.05)		(557.05)		(557.05)
Bankline	22/12/2025		HMRC	Tax£152 NI£60.80 ENI£114	(326.80)		(326.80)		(326.80)
Bankline	22/12/2025		E Haworth	Reimbursement - Stationary	(5.99)		(5.99)	(1.00)	(4.99)
Bankline	22/12/2025	973	Abbey Gardening Services	Grounds Maintenance (November	(552.00)		(552.00)	(92.00)	(460.00)
Bankline	22/12/2025	235	Stevensons	overpayment Inv 235	(45.00)		(45.00)		(45.00)
Bankline	22/12/2025		Ribble Valley Stone Mason	Repair to pillars	(500.00)		(500.00)		(500.00)
INT	31/12/2025		Reserve Account	Credit Interest	35.56		35.56		35.56
Movement in Month					(310.68)	0.00	(310.68)	(100.40)	(210.28)
Cash Book Balance at START of Month					9,100.25	41,397.92	50,498.17		
Cash Book Balance at END of Month					8,789.57	41,397.92	50,187.49		

Bank Reconciliation	Current £	Reserve £	Overall £
<i>Bank Statement Balance at START of month</i>	9,100.25	41,397.92	50,498.17
	0.00		
<i>Cash Book Balance at START of month</i>	9,100.25	41,397.92	50,498.17
	0.00		

Whalley Wiswell and Barrow Joint Burial Committee

Budget Setting 1/4/2026-31/3/2027

	Actual 1/4/2023- 31/3/2024	Actual 1/4/2024- 31/3/2025	Actual from 1/4/2025 to 31/12/2025	Projection from 1/1/2026 to 31/3/2026	Total Year Projection 2025-26	Budget 2025/26	Deficit/Und erspend	Proposed Budget 2026/27
INCOME	A	B	C	D	E	F	G	H
					C+D		F-E	
	£	£	£	£	£	£	£	£
Burial Income	30721	28232	22881	6500	29381	35000	5619	29000
Parish Levy	0	0	0	0	0	0	0	0
Interest	813	768	319	150	469	720	251	500
Totals	31534	29000	23200	6650	29850	35720	5870	29500
EXPENDITURE								
Registrar Salary	10961	9489	7845	2621	10466	9500	-966	11000
Registrar Expenses	5252	5	54	20	74	200	126	100
Grounds Maintenance	5937	24409	8172	2500	10672	6000	-4672	14200
Waste	294	305	317	0	317	320	3	320
Insurance	629	670	749	0	749	700	-49	820
Water	215	215	0	240	240	250	10	300
Gravedigging	5280	6360	5380	3000	8380	10000	1620	9500
ICCM	95	100	105	0	105	100	-5	120
IT/Epitaph	0	697	0	0	0	836	836	350
Audit	250	250	250	250	500	250	-250	250
Room Hire	40	77	57	20	77	90	13	100
Admin	253	450	756	200	956	400	-556	1000
ICO	0	40	0	45	45	40	-5	50
Training	0	145	0	0	0	0	0	500
HR	5480	250	0	0	0	200	200	0
Other	0	0	0		0	3000	3000	0
Totals	34686	43462	23685	8896	32581	31886	-695	38610
SURPLUS	-3152	-14462	-485	-2246	-2731	3834	6565	-9110

WWBJBC Cemetery Budget Summary 2026–27

Financial Year 1/4/2024-31/3/2025 saw a decrease in income from the previous year 1/4/2023 – 31/3/2024 of £2534.

Registrar/Clerk expenditure was reduced due to staffing changes and a decrease in employment hours/sick pay, resulting in lower salary, associated expenses and HR costs.

Grounds maintenance expenditure increased significantly by £19,157 due to essential works undertaken during the period. These included removal of spoil from the bottom of the cemetery (£2,550), repairs to path edgings (£4,200), memorial safety works (£7,430), construction of a shed base (£650), and purchase of a shed (£583), for which grant funding was received to cover the cost. Additional costs related to tree works and risk reports (£920), replacement of the main cemetery gates (£1,900), and other grounds maintenance equipment, including grave markers, a wheelbarrow, and watering cans (circa £900).

Additional expenditure was incurred through the computerisation of the cemetery booking and register system, with the purchase of the Epitaph software at a cost of £697 which was effectively costed in last years budget.

In 2025–26, grounds maintenance works included the creation of a new pathside ashes section along the woodland path (£2400), as existing pathside ashes plots were nearing capacity.

Accounting Statement 31/12/2025

Accounting Statement							
Balances Brought Forward							50,941.75
Levy income							0.00
Other Receipts							23,200.07
Staff costs							(7,845.72)
Loan interest / Capital							0.00
VAT (net)							(304.74)
Other payments							(15,839.43)
Balance Carried Forward							50,151.93

Cash Book Balance 31/12/2025 £50,151.93

Projected Income 31/3/2026 £6,650.00

Projected Expenditure 31/3/2026 £8,896.00

Projected Cash Balance 31/3/2026 £47,905.93

Projected Cash Balance 31/3/2027 against the proposed budget & estimated income
2026/2027 £38,795.93

From: Jordan Szabo <gardenabbey4@gmail.com>
Sent: 19 December 2025 09:56
To: clerk@whalleyparishcouncil.org.uk
Subject: EDGING STONES AT WHALLEY, WISWELL and BARROW JOINT BURIAL GROUND

QUOTATION

TO PREPARE AND LAY COBBLESTONES TO THE FULL REMAINING WOODLAND PATH AREAS

Price as follows:

23 BAGS OF COBBLESTONES @ £200	£4600
MATERIALS, SAND, CEMENT, HARDCORE	£1900
LABOUR £500 X 15 DAYS	£7500

£14,000.00 PLUS VAT

Regards
Abbey Gardening