

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 1st July 2026, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

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.	To Elect a Chairman	Page No
	To elect a Chairman of the committee for the municipal year 2026-27.	
2.	Chairman's Welcome	
	The Chairman will welcome those present, request that mobile phones be silenced, remind members of the public to speak only during the public participation section, and confirm that the meeting will be conducted in an orderly manner.	
3.	Attendance & Apologies	
	To record attendance and to receive apologies for absence.	
4.	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.	
5.	To Approve the Minutes of the Previous WWBJBC Meeting	
	To approve and confirm the accuracy of the Minutes of the meeting held Wednesday 8 April 2026.	3-7
6.	Financial Reports April, May & June 2026.	
	To Approve Accounts, Payments, Receipts & Balances.	8-10
7.	Adjourn the Meeting for Public Discussion	
	To adjourn for members of the public wishing to speak at the meeting in respect of items on the agenda or to update on relevant cemetery matters. (5 mins per person)	
8.	Cemetery Inspection Review and Maintenance Visit	
	8.1 To receive an update on the Cemetery Inspection Review and Maintenance Visit held 24 June 2026. 8.2 To book the next Cemetery Inspection Review and Maintenance Visit. 8.3 To discuss any required improvements to the grounds.	

9.	Cemetery Grounds Ongoing/Standing Items	
	To receive updates on general cemetery grounds maintenance, including: 9.1 The raised bed area at the front of the cemetery. 9.2 Removal of the moss and renewing the stoned area near the turning circle down to the Quartile Hedge Garden (Remembrance Garden). 9.3 Path edgings to the woodland. 9.4 Pedestrian gate refurb. 9.5 Double gate latch bracket, larger bolts and fixings for new gates. 9.6 Review of settled graves to be topped and reseeded. 9.7 Tree Report and treeworks update. 9.8 Memorial Safety.	
10.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, works in progress, that may result in a future agenda item. 10.1 Ribble Valley Borough Council's enforcement of dog fouling and control issues Any other reports.	
11.	Next Meeting Date	
	The next meeting date is to be held on Wednesday 7th October 2026 at 7.00pm at Whalley Old Grammar School.	

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 8th April 2026, 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.	Chairman's Welcome	
	The Chairman formally opened the meeting and welcomed all present.	203/26
2.	Attendance & Apologies	
	Present: Cllr Highton (Chairman), Cllr Heyworth, Cllr Scholfield, Cllr Threlfall, Cllr Vickers. Apologies: Cllr Allen. In Attendance: Liz Haworth (Clerk).	204/26
3.	Declaration of Interests	
	There were no disclosable pecuniary, other registrable, or non-registrable interest in respect of matters contained in the agenda.	205/26
4.	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 14 th January 2026.	206/26
5.	Financial Reports January, February & March 2026.	
	It was resolved to approve accounts, payments, receipts & balances.	207/26

WWB Joint Burial Committee Approved Minutes Ref No:					Cash Book		JANUARY 2026	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	
DD	02/01/2025		Easy Web	Website/Email Services	(44.40)		(44.40)	
BAC	13/01/2026	236	Brian Price Ltd	Wilson 702	1,375.00		1,375.00	
BAC	16/01/2026	239	Brian Price Ltd	Clayton PW004	865.00		865.00	
BAC	16/01/2026	237	M Connor	Reserved Plot 774	560.00		560.00	
BAC	16/01/2026	238	P Watts	Watts W76	710.00		710.00	
Bankline	19/01/2025		E Haworth	Salary/Office/Travel	(547.15)		(547.15)	
Bankline	19/01/2025		HMRC	Tax£152 NIE£60.80 ENIE£114	(326.80)		(326.80)	
				Grounds Maintenance				
Bankline	19/01/2025	1000	Abbey Gardening Services	(December 2025)	(552.00)		(552.00)	
Bankline	19/01/2025		E Haworth	Reimbursement of Stamps	(13.92)		(13.92)	
				Year 2 of 5 Year Epitaph Contract				
Bankline	19/01/2025	39097	Edge IT Systems	Annual Fee	(394.80)		(394.80)	
BAC	22/01/2026	242	C Sergeant	Grant Trf Fee	55.00		55.00	
BAC	23/01/2026	240	R Tattersall	Dolan PW005	785.00		785.00	
INT	30/01/2026		Reserve Account	Credit Interest		32.35		
Movement in Month					2,470.93	32.35	2,470.93	
Cash Book Balance at START of Month					8,754.01	41,433.48	50,187.49	
Cash Book Balance at END of Month					11,224.94	41,465.83	52,658.42	
WWB Joint Burial Committee Approved Minutes Ref No:					Cash Book		FEBRUARY 2026	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	
DD	02/02/2026		Easy Web	Website/Email Services	(44.40)		(44.40)	
Bankline	03/02/2026	243	Dignity Funerals	Langshaws/Haworth 825	690.00		690.00	
Bankline	04/02/2026	241	Dignity Funerals	Langshaws/Brown 161A	1,415.00		1,415.00	
Bankline	05/02/2026	246	Harrison Drury	Parker W67 Grit Trf	55.00		55.00	
Bankline	05/02/2026	223	Uttley Memorials	Jackson W25	30.00		30.00	
Bankline	10/02/2026	247	Thos Rock	Parker W67	30.00		30.00	
Bankline	11/02/2026	245	William Houghton	Spranger PW006	130.00		130.00	
BAC	13/02/2026		L Dawson	Credit	10.00		10.00	
BAC	16/02/2026	250	J Coxall	Grit Trf Brady 584	55.00		55.00	
DPC	18/02/2026	249	Memories Memorials	Moran P107	130.00		130.00	
BAC	18/02/2026	244	Dignity Funerals (Langsha	Haworth Grant Trf 825	55.00		55.00	
TRF	23/02/2026		Trf from Reserve Account	Transfer	8,000.00	(8,000.00)	0.00	
Bankline	23/02/2026		E Haworth	Salary/Office/Travel	(566.95)		(566.95)	
Bankline	23/02/2026		HMRC	Tax£152 NIE£60.80 ENIE£114	(326.80)		(326.80)	
Bankline	23/02/2026	1006	Abbey Gardening Services	Grounds Maintenance (January 2026)	(552.00)		(552.00)	
Bankline	23/02/2026	1003	Abbey Gardening Services	Edging to Woodland Works	(16,800.00)		(16,800.00)	
Bankline	23/02/2026	613	David Uttley	Grave Digging Services	(2,740.00)		(2,740.00)	
Bankline	23/02/2026	JM3335	WEF	Room Hire Jan 2026	(19.00)		(19.00)	
Bankline	23/02/2026	248	Dignity Funerals (Langsha	Whitham 729CE	925.00		925.00	
INT	27/02/2026		Reserve Account	Credit Interest		28.76	28.76	
Movement in Month					(9,524.15)	(7,971.24)	(17,495.39)	
Cash Book Balance at START of Month					11,224.94	41,465.83	52,690.77	
Cash Book Balance at END of Month					1,700.79	33,494.59	35,195.38	

	WWB Joint Burial Committee Approved Minutes Ref No:				Cash Book	MARCH	2026	
	Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £
	DD	02/03/2026		Easy Web	Website/Email Services	(44.40)		(44.40)
	CHQ CR	09/03/2026	251	Holt	Grant Trf	55.00		55.00
	Bankline	11/03/2026		Water Plus	Water	(289.93)		(289.93)
	BAC	13/03/2026		L Dawson	Credit	10.00		10.00
	BAC	18/03/2026	253	Susan Curry	Reserved Plot 555	750.00		750.00
	BAC	19/03/2026	252	Dignity/Langshaws	Simpson 843	690.00		690.00
	BAC	23/03/2026		HMRC	Vat Reclaim	3,369.34		3,369.34
	Bankline	23/03/2026		E Haworth	Salary/Office/Travel	(547.15)		(547.15)
	Bankline	23/03/2026		HMRC	Tax£152 NI£60.80 ENIE114	(326.80)		(326.80)
	Bankline	23/03/2026	1030	Abbey Gardening Services Ltd	Reinstate Front Bed (Jan 2026)	(2,037.42)		(2,037.42)
	Bankline	23/03/2026	1049	Abbey Gardening Services Ltd	Grounds Maintenance (Feb 2026)	(552.00)		(552.00)
	Bankline	23/03/2026	TRF	TRF from Reserve Account	Transfer	5,000.00	(5,000.00)	0.00
	Bankline	23/03/2026	254	Thos Rock	Memorial Application W71	175.00		175.00
	Bankline	23/03/2026	255	Thos Rock	Memorial Application W73	175.00		175.00
	INT	31/03/2026		Reserve Account	Credit Interest		24.60	24.60
				Movement in Month		6,426.64	(4,975.40)	1,451.24
				Cash Book Balance at START of Month		1,700.79	33,494.59	35,195.38
				Cash Book Balance at END of Month		8,127.43	28,519.19	36,646.62
6.	Adjourn the Meeting for Public Discussion							
	No members of public in attendance.							208/26
7.	Cemetery Inspection Review and Maintenance Visit							
	7.1 Cemetery Inspection Review and Maintenance Visit – 28 January 2026							209/26
	Christmas decorations were removed, along with any dead flowers, plants, and broken or weathered items, which were appropriately disposed of. Any non-permitted items were either left at the front of the cemetery or placed in the shed for collection.							
	The plots are generally maintained to a high standard, with only a small number breaching policy. These breaches include placing items outside of memorial plinths or using non-permitted items such as glass, lights, lanterns, toys, and oversized planters or pots.							
	These matters will continue to be managed, and non-compliant items removed, in accordance with Cemetery Policy in order to support the grounds maintenance and uphold the high standard of the cemetery.							
	7.2 The next Cemetery Inspection Review and Maintenance Visit will take place Wednesday 24th June at 1.30pm.							210/26
	7.3 It was resolved to purchase new equipment to include a wheelbarrow, brush and shovel.							211/26
	7.4 In recognition of environmental considerations, the committee would like to move towards phasing out plastic flower arrangements in the cemetery and will encourage visitors to use natural or more sustainable alternatives where possible.							212/26
8.	Cemetery Grounds Ongoing/Standing Items							
	Updates were received on ongoing grounds maintenance, including:							213/26
	8.1 The raised bed area at the front of the cemetery.							

	8.2 Removal of the moss and renewing the stoned area near the turning circle down to the Quartile Hedge Garden (Remembrance Garden). 8.3 Path edgings to the woodland. 8.4 Pedestrian gate refurb. 8.5 Double gate latch bracket, larger bolts and fixings for new gates. 8.6 Review of settled graves to be topped and reseeded.	
9.	Cemetery Fees	
	It was resolved to confirm the changes to the cemetery fees and to review the Cemetery fees on an annual basis.	214/26
10.	Memorial Safety	
	The committee reviewed the Memorial Safety Inspection report from the visit on 15th January 2026. The summary of findings was that 8 memorials were assessed as unsafe and were laid down to eliminate immediate risk : Risk Category 1 (Laid Flat) and 36 identified as not posing an immediate danger but requiring periodic review: Risk Category 2 (Monitoring Required). Grant holders of Category 1 memorials where contact details are held on record, have been contacted and asked to arrange reinstatement via communication with a registered stonemason and the cemetery. The committee resolved to reinstate memorials where no up-to-date contact details are held and to place a charge on the plot for later recovery. Risk category 2 memorials will be reviewed in 12 months.	215/26
11.	Woodland Plot 11	
	The committee received an update regarding correspondence between the cemetery and the plot holder of W11.	216/26
12.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, works in progress, that may result in a future agenda item.	
	12.1 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. The committee are awaiting a quotation from the tree surgeon.	217/26
	12.2 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.	218/26
	12.3 A committee member had been contacted regarding large funeral floral tributes that had been removed from a grave plot. The family had also been in contact with the cemetery, and it was explained that funeral floral tributes should be removed after approximately four weeks in accordance with Cemetery Policy 9.7. These items had been in place for several months and required removal to allow for grounds maintenance.	219/26

13.	Next Meeting Date	
	The next meeting date is to be held on Wednesday 1 st July 2026 at 7.00pm at Whalley Old Grammar School.	220/26

Draft Minutes Subject to Confirmation

WWB Joint Burial Committee
Cash Book
APRIL 2026

Chq/Cr No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
D/D	01/04/2026		Easy Web	Website/Email Services	(46.20)		(46.20)	(7.70)	(38.50)
BACS	07/04/2026	256	Thos Rock	Coupe 100	130.00		130.00		130.00
BAC	15/04/2026	257	Dignity Funerals/Langshaws	Marsh	2,195.00		2,195.00		2,195.00
Bankline	20/04/2026		E Haworth	Salary/Office/Travel	(557.05)		(557.05)		(557.05)
Bankline	20/04/2026		HMRC	Tax£152 NI£60.80 ENI£114	(326.80)		(326.80)		(326.80)
Bankline	20/04/2026		E Haworth	Reimbursement Stationery	(6.99)		(6.99)	(1.17)	(5.82)
Bankline	20/04/2026	1055	Abbey Gardening Services Ltd	Grounds Maintenance (2026)	(552.00)		(552.00)	(92.00)	(460.00)
BACS	21/04/2026	258	Blackburn Funeral Services	Wyre P9	390.00		390.00		390.00
BACS	23/04/2026	259	K Bell	Grant Trf	75.00		75.00		75.00
BACS	24/04/2026	260	K Bell		50.00		50.00		50.00
INT	30/04/2026		Reserve Account	Credit Interest		19.92	19.92		19.92

Movement in Month

1,350.96	19.92	1,370.88	(100.87)	1,471.75
-----------------	--------------	-----------------	-----------------	-----------------

Cash Book Balance at START of Month

8,127.43	28,519.19	36,646.62
----------	-----------	-----------

Cash Book Balance at END of Month

9,478.39	28,539.11	38,017.50
-----------------	------------------	------------------

Bank Reconciliation

Current £	Reserve £	Overall £
--------------	--------------	--------------

Bank Statement Balance at START of month

8,127.43	28,519.19	36,646.62
----------	-----------	-----------

0.00

0.00

Cash Book Balance at START of month

8,127.43	28,519.19	36,646.62
----------	-----------	-----------

Difference	0.00	0.00	0.00
------------	------	------	------

WWB Joint Burial Committee
Cash Book
MAY
2026

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
D/D	01/05/2026		Easyweb	Website Services	(46.20)		(46.20)	(7.70)	(38.50)
BAC	06/05/2026	261	Ken Fraser	Haworth 825RC	50.00		50.00		50.00
BAC	12/05/2026	262	J Fielding	Fielding	680.00		680.00		680.00
BAC	14/05/2026	263	Thos Rock	Fielding W77	150.00		150.00		150.00
Bankline	22/05/2026		E Haworth	Salary/Office/Travel	(575.92)		(575.92)		(575.92)
Bankline	22/05/2026		E Haworth	Reimbursement-stamps	(21.84)		(21.84)		(21.84)
Bankline	22/05/2026		HMRC	Tax£158.60 NI£63.44 ENI£118.95	(340.99)		(340.99)		(340.99)
Bankline	22/05/2026	sdebtA3320	RVBC	Controlled Waste Collection	(328.40)		(328.40)		(328.40)
Bankline	22/05/2026	JM3484	WEF	Room Hire	(19.00)		(19.00)		(19.00)
Bankline	22/05/2026		David Swift	Internal Audit Services 2025-26	(150.00)		(150.00)		(150.00)
BAC	22/05/2026	264	Dignity/Langshaws	Whipp CE0017	880.00		880.00		880.00
BAC	29/05/2026	265	Memories Memorials	Brown 648	150.00		150.00		150.00
INT	29/05/2026		Reserve Account	Credit Interest		19.27	19.27		19.27
							0.00		0.00
Movement in Month					427.65	19.27	446.92	(7.70)	454.62
Cash Book Balance at START of Month					9,478.39	28,539.11	38,017.50		
Cash Book Balance at END of Month					9,906.04	28,558.38	38,464.42		

Bank Reconciliation

	Current £	Reserve £	Overall £
<i>Bank Statement Balance at START of month</i>	9,478.39	28,539.11	38,017.50
			0.00
			0.00
Cash Book Balance at START of month	9,478.39	28,539.11	38,017.50
Difference	0.00	0.00	0.00

WWB Joint Burial Committee
Cash Book
JUNE 2026

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
DD	01/06/2026		Easyweb	Website Services	(46.20)		(46.20)	(7.70)	(38.50)
BAC	09/06/2026	266	Dignity/Langshaws	Carter 844	2,345.00		2,345.00		2,345.00
BAC	11/06/2026	268	Havencare	Winterbottom 256	465.00		465.00		465.00
BAC	15/06/2026	269	Havencare	Todd 97	50.00		50.00		50.00
BAC	17/06/2026	267	Memories Memorials	Simpson 843	150.00		150.00		150.00
Bankline	22/06/2026		Lynne Dawson	Return of Unsolicited Credits	(210.00)		(210.00)		(210.00)
Bankline	22/06/2026		E Haworth	Salary/Office/Travel	(569.07)		(569.07)		(569.07)
Bankline	22/06/2026		HMRC	Tax£155.20 NI£62.11 ENI£116.47	(333.78)		(333.78)		(333.78)
Bankline	22/06/2026	4409/2021	ICCM	Membership	(110.00)		(110.00)		(110.00)
Bankline	22/06/2026	636	David Uttley	Grave Digging Services	(2,800.00)		(2,800.00)		(2,800.00)
Bankline	22/06/2026	1114	Abbey Gardening Services Ltd	Grounds Maintenance (April 2026)	(552.00)		(552.00)	(92.00)	(460.00)
Bankline	22/06/2026	1116	Abbey Gardening Services Ltd	Grounds Maintenance (2026)	(552.00)		(552.00)	(92.00)	(460.00)
							0.00		0.00
Movement in Month					(2,163.05)	0.00	(2,163.05)	(191.70)	(1,971.35)
Cash Book Balance at START of Month					9,906.04	28,558.38	38,464.42		
Cash Book Balance at END of Month					7,742.99	28,558.38	36,301.37		

Bank Reconciliation

	Current £	Reserve £	Overall £
<i>Bank Statement Balance at START of month</i>	9,906.04	28,558.38	38,464.42
			0.00
			0.00
Cash Book Balance at START of month	9,906.04	28,558.38	38,464.42
Difference	0.00	0.00	0.00