

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 October 2025, 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 Allen, Cllr Highton (Chairman), Cllr Threlfall, Cllr Vickers. In Attendance: Liz Haworth (Clerk)	160/25																																																																																																							
2.	Declaration of Interests																																																																																																								
	There were no declarations of any disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.	161/25																																																																																																							
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 9 th July 2025.	162/25																																																																																																							
4.	Financial Reports July, August & September 2025																																																																																																								
	It was resolved to approve Accounts, Payments, Receipts & Balances for the last quarter.	163/25																																																																																																							
	<table><tr><td colspan="4">WWB Joint Burial Committee</td><td>Cash Book</td><td>JULY</td><td>2025</td></tr><tr><td>Chq No.</td><td>Date</td><td>Inv Ref</td><td>Payee / Payer</td><td>Description</td><td>Current</td><td>Reserve</td><td>Total</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>£</td><td>£</td><td>£</td></tr><tr><td>DD</td><td>01/07/2025</td><td></td><td>Easy Web</td><td>Website/Email Services</td><td>(44.40)</td><td></td><td>(44.40)</td></tr><tr><td>BAC</td><td>04/07/2025</td><td></td><td>L Dawson</td><td>Credit</td><td>10.00</td><td></td><td>10.00</td></tr><tr><td>BAC</td><td>02/07/2025</td><td>208</td><td>Dignity/Langshaws</td><td>Oconnor</td><td>1,545.00</td><td></td><td>1,545.00</td></tr><tr><td>Bankline</td><td>21/07/2025</td><td></td><td>E Haworth</td><td>Salary/Office/Travel</td><td>(533.29)</td><td></td><td>(533.29)</td></tr><tr><td>Bankline</td><td>21/07/2025</td><td></td><td>HMRC</td><td>Tax£146.60 NI£58.69 ENI£110.04</td><td>(315.33)</td><td></td><td>(315.33)</td></tr><tr><td>Bankline</td><td>21/07/2025</td><td>576</td><td>David Uttley</td><td>Grave Digging Services</td><td>(2,480.00)</td><td></td><td>(2,480.00)</td></tr><tr><td>INT</td><td>31/07/2025</td><td></td><td>Reserve Account</td><td>Credit Interest</td><td></td><td>42.22</td><td>42.22</td></tr><tr><td colspan="5">Movement in Month</td><td>(1,818.02)</td><td>42.22</td><td>(1,775.80)</td></tr><tr><td colspan="5">Cash Book Balance at START of Month</td><td>7,234.07</td><td>46,209.89</td><td>53,443.96</td></tr><tr><td colspan="5">Cash Book Balance at END of Month</td><td>5,416.05</td><td>46,252.11</td><td>51,668.16</td></tr></table>	WWB Joint Burial Committee				Cash Book	JULY	2025	Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total						£	£	£	DD	01/07/2025		Easy Web	Website/Email Services	(44.40)		(44.40)	BAC	04/07/2025		L Dawson	Credit	10.00		10.00	BAC	02/07/2025	208	Dignity/Langshaws	Oconnor	1,545.00		1,545.00	Bankline	21/07/2025		E Haworth	Salary/Office/Travel	(533.29)		(533.29)	Bankline	21/07/2025		HMRC	Tax£146.60 NI£58.69 ENI£110.04	(315.33)		(315.33)	Bankline	21/07/2025	576	David Uttley	Grave Digging Services	(2,480.00)		(2,480.00)	INT	31/07/2025		Reserve Account	Credit Interest		42.22	42.22	Movement in Month					(1,818.02)	42.22	(1,775.80)	Cash Book Balance at START of Month					7,234.07	46,209.89	53,443.96	Cash Book Balance at END of Month					5,416.05	46,252.11	51,668.16	
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	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 strim directly up to the front of memorials to ensure safety for maintenance staff and to maintain a uniform, respectful appearance across the cemetery. 5.2 The next Cemetery Inspection Review and Maintenance Visit will take place on Wednesday 25th February at 1.30pm.	164/25 165/25																																																																																																																																																																																																																																																								

6.	Cemetery Grounds	
	The committee received updates on the general cemetery grounds maintenance and the following action is to be taken.	
	6.1 The area between the wall and the front fence of the cemetery. Clerk to follow up with JS.	165/25
	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.	166/25
	6.3 Path edgings to the woodland by the Remembrance Garden. Clerk to follow up with JS.	167/25
	6.4 Pedestrian gate refurb. Clerk to follow up with PD.	168/25
	6.5 Double gate latch bracket, larger bolts and fixings for new gates. MH to arrange.	169/25
	6.5 Stone pillars to the entrance. Clerk to follow up with JS.	170/25
	6.6 Bench maintenance. One bench to be refurbished. Clerk to follow up with JS.	171/25
	6.7 Grass strimmed to the front of memorial plinths. Clerk to follow up with JS.	172/25
	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.	173/25
	6.9 Creation of new Pathside Plot area along the path to the woodland. This work is in hand by SU.	174/25
	6.9 Creation of an ashes scattering area within the Remembrance Garden. This area is under consideration.	175/25
7.	Tree Inspection Reports	
	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.	176/25
8.	Memorial Safety	
	To receive an update on Memorial Safety. Clerk to follow up to arrange an inspection between SU & MH.	177/25
9.	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.	
	- 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

	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