

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Nether Alderley Burial Board Meeting held on Wednesday 11th September 2019 at 6.00 p.m. at Nether Alderley Parish Hall

In the Chair: Cllr. S.Lewis

Parish Councillors present: Y.Bentley, J.Shufflebottom and J.Wilkinson
Also present: The Parish Council Clerk

1. Burial Ground Inspection

2. To receive apologies for absence – None

3. To receive Declarations of Interests

3.1 To Declare Disclosable pecuniary interests - No declarations were made.

3.2 To Declare interests conflicting with Nolan principles/non- pecuniary interests - No declaration were made.

3.3 To allow Councillors to consider amendments required to their Declaration of Pecuniary Interest forms – No amendments were made.

4. To receive and consider Applications for Dispensations - No applications for dispensation were submitted.

5. To exclude the public and press in the public interest for consideration of the following items:

a. Personal issues

b. Legal Issues

6. To consider and approve actions to take following the Burial Ground inspection:

6.1 Mausoleum – An internal inspection of Mausoleum will carried out when all chairs/tables have been removed following the forthcoming art event in the Parish Hall.

6.2 Memorial Headstone: OBG Grave 165 – The memorial headstone was considered very unstable and had been laid flat at the Burial Ground inspection in April. A notice had been placed on the headstone and in the notice board as the Clerk had been unable to contact the family. The Burial Board suggested the Clerk contact a local stonemason, who is due to install another headstone, to lay the headstone flat on the existing kerb stones so that it is not resting on the grave directly behind.

6.3 Memorial Headstone: NBG Grave 229 – There is some movement to the headstone and there has been no contact from the family. Given the circumstances, Cllr. Lewis volunteered to bond the memorial headstone to the base which should resolve the problem.

6.4 Benches – All of the benches in the Burial Ground, outside the Parish Hall and at the junction of Welsh Row/Congleton Road are in urgent need of sanding and treating. The Burial Board suggested the Clerk email local residents to ask for volunteers from the community if they could spare a couple of hours to help restore the benches to their former glory.

7. ICCM Course: Granting Exercising and Transferring the Exclusive Rights of Burial – Cllr. Bentley reported the course had been most informative and strongly recommended having a robust procedure in place for transferring the Exclusive Rights of Burial.

8. **Review of Nether Alderley Burial Board Transfer of Deed** – The Clerk confirmed a Transfer of Deed form is given to the owner of the Exclusive Rights of Burial with the Deed. Unfortunately, very few forms have been returned since it was introduced in 2017. The Burial Board considered and discussed several alternatives which could be introduced to address the problem.

RESOLVED: The Burial Board resolved to approve the following with immediate effect:

- i) Introduce a £30 fee to cover the cost of additional administration which should be returned with the completed Transfer of Deed form.**
- ii) An additional paragraph stating that the Transfer of Deed and £30 fee must be returned within 3 months and failure to do so may result in no further interments being approved.**

9. **Review of Burial Board annual actions**

RESOLVED: The Burial Board considered and resolved to approve that all identified actions required in relation to the Burial Ground have been implemented in the past year.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

10. **To review Burial Ground maintenance:**

10.1 Review of Burial Ground maintenance duties and responsibilities

RESOLVED: The Burial Board considered the current list of duties associated with Burial Ground maintenance work and resolved that the list of duties should be maintained without amendment

Proposed: Cllr. Y.Bentley

Seconded: Cllr. J.Wilkinson

10.2 Review of Burial Ground maintenance arrangements

RESOLVED: The Burial Board considered the current arrangements for Burial Ground care and maintenance and resolved that the current arrangements are maintained.

Proposed: Cllr. J.Wilkinson

Seconded: Cllr. Y.Bentley

10.3 Review of Burial Ground maintenance payments

RESOLVED: The Burial Board considered the hours worked and payments made for Burial Ground maintenance and resolved to approve a payment increase from £40 per soil removal to £60.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

11. **To review Burial Fees and consider Annual Income and Expenditure**

The Burial Board considered income and expenditure levels over previous years to date and concurred that it is impossible to predict future income.

RESOLVED: The Burial Board resolved to approve that charges are maintained at current levels.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. Y.Bentley

12. **To review Burial Board Regulations** – The Burial Board reviewed the Burial Board Regulations Booklet (July 2012) in conjunction with the issues raised by Revd. Jon Hale.

RESOLVED: The Burial Board considered and resolved to approve the following:

- **Further to the Regulations relating to the Nether Alderley Burial Board, all amendments since the booklet was published in July 2012 should be included in the revised booklet (September 2019).**
- **An additional point should be added to Pt. 2 – '(F) Any person who has served on the Parish Council for more than 5 years continuously will be entitled to be buried in the Burial Ground.'**
- **The note referring to Parishioner/Non-Parishioner Status regarding Pt. 2 at the top of page 2 should be removed for clarity.**
- **Due to limited space in the New Burial Ground, the 10 year qualification period will continue without amendment, cognisant of the increasing number of residents moving into the Civil Parish of Nether Alderley i.e. Alderley Park development.**

Proposed: Cllr. S.Lewis

Seconded: Cllr. J.Wilkinson

13. To review Burial procedure and literature

RESOLVED: The Burial Board considered and resolved to approve continued use of information guides without amendment.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. Y.Bentley

14. To review Memorial Inspection Policy

RESOLVED: The Burial Board resolved to approve the current Memorial Inspection Policy without amendment.

Proposed: Cllr. Cllr. Y.Bentley

Seconded: Cllr. J.Wilkinson

15. To review Clerk's delegated responsibilities

RESOLVED: The Burial Board resolved to approve the Clerk's delegated duties in relation to administration of the Burial Ground and service without amendment.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

16. To review Clerk's report of current and recent Burial Board matters – None

17. To consider correspondence received since the last Burial Board meeting:

17.1 Burial Board enquiry relating to the Burial Board Regulations– Please refer to Pt. 12

18. To consider any other matters relating to the Burial Board and Burial Grounds:

18.1 Review the notice for Memorial Headstone which are deemed unsafe

RESOLVED: The Burial Board considered and resolved to approve continued use of the notice for memorial headstones without amendment.

Proposed: Cllr. Cllr. Y.Bentley

Seconded: Cllr. S.Lewis

Minutes taken by: The Clerk

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