

HUNTINGTON CEMETERY COMMITTEE

MINUTES OF THE JANUARY 2022 BOARD MEETING

The general meeting of the Huntington Cemetery Committee was held on Tuesday 18th January 2022 at the Huntington Community Centre, Strensall Road, Huntington at 7.00pm.

Present: Councillor D. Geogheghan-Breen (DB), Councillor G. Shann (GS), Councillor J. Shann (JS), Councillor A. Hawxby (AH), Councillor M. Duncanson (MD), Councillor J. Badenhorst (JB) and Ms Naurin Fatima (Burial Clerk).

Matters Arising:

- Apologies: None
- The minutes of the last meeting dated 23rd September 2021 were agreed signed by the Chair.
- The accounts for Q3 2021 / 2022 were discussed.

It was agreed as dual authorisation occurs for all payments, the Committee has sufficient internal controls in place.

Furthermore, the burial clerk will distribute the full details of the bank reconciliation between April 2021 – December 2021 to the HCC members immediately (please see attached).

- The Clerk Report detailed the Interments since the last meeting consisted of:
 - 9 Cremated Remains
 - 13 full Burials
- In relation to the extension the burial clerk is currently arranging the archaeological survey.

Once the findings have been released. It was agreed a formal tender process is to be undertaken, due to the complexities involved this process will be outsourced.

For ease, details of the full planning application documents can be accessed with the link below;

<https://planningaccess.york.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=OQIN9BSJIDF00>

Correspondence

The burial Clerk was contacted by a Muslim family enquiring if there is a separate section available for Muslim burials.

Unfortunately, due to the lack of space remaining in the current section it is not possible to accommodate such requests at this time.

However, it was agreed in the extension of the Cemetery a separate section will be created to accommodate Muslim burials.

We also agreed that we would seek advice from someone that is familiar about the requirements regarding these type of burials.

Previous action points:

1. After contacting several contractors and requesting quotes. It was agreed the preferred Supplier to conduct the path work is JPS. The burial Clerk will contact JPS and notify them of the decision and arrange for the work to begin as soon as possible.
2. The Burial clerk purchased the numbered markers and has placed them on the rows at the Cemetery making it easier for members of the public to locate plots.
3. The Burial clerk reported only £85,000 is protected in a bank account. It is the burial clerk responsibility to ensure this limit is not exceeded.
4. After approval from the Huntington Parish Council, Nigel Hawking (cemetery maintenance contractor) hourly rate was increased from £12.50 to £14.50. The payment was backdated to September 2021.
5. The burial clerk contacted local cemeteries and requested details on how they deal with the expiry date of the grant of exclusive right to burial.

It was agreed as it is a requirement to include an expiry date on the grant of exclusive right to burial, a time limit is placed, however once issued the Grants are held until perpetuity.

Any Other Business

The burial Clerk will find out what prices local cemeteries are charging and distribute her finding to the HCC members by the end of January 2022.

An additional meeting will take place to decide if a price increase is required for April 2022.

New Action points:

1. The Burial clerk met with several contractors to discuss the installation of a door.

Due to previous break ins, the burial clerk is to contact the preferred supplier and request further details on the specification of the door to ensure it is secure.

Furthermore, the Huntington Cemetery Committee will make a full recommendation to Huntington Parish Council for the second entrance as it will allow the cemetery maintenance contractor to access the tools in the Cemetery garage in the event of a power outage.

The burial clerk will ensure permission is sought from Huntington Parish Council for the total cost of £2,930 + VAT before any work begins.

2. The burial clerk received a quote of £750 + VAT to paint a disabled parking bay at the Cemetery.

Before arranging the work, the burial clerk has been requested to contact the City of York Council to ask if it possible for them to include a disabled parking bay on the main road.

Date of next meeting: 5th April 2022.

Signed.....

Chair

Dated.....