

Meeting of South Leverton Parish Council

Minutes of the **Meeting of South Leverton Parish Council** held on the 26th Aug 2021 at South Leverton Memorial Institute, the meeting commenced at 6:00pm.

Members Present Cllr Catherine Hoyle Cllr Sam Chambers
 Cllr Andie Hardie Cllr Pete Beeston
 Cllr Chris Buckland

Also, Present Ed Knox Clerk/Responsible Financial Officer
 1 Members of the Public

33/21 To Elect a Chairman of the Council
 Cllr Chambers **Proposed**, Cllr Beeston **Seconded** that Cllr Hoyle be Chairman. Therefore, the Council **resolved** that Cllr Hoyle be elected Chairman. Cllr Hoyle together with the Proper Officer, signed the Declaration of Acceptance of Office of Chairman form.

34/21 To Approve Apologies for Absence
 After discussion, Cllr Chambers **Proposed**, Cllr Beeston **Seconded** that the Council approved the apologies of Cllrs Styring & Tomlinson due to being away on holiday.

35/21 To Record Declarations of Interest in any items to be discussed
 None.

36/21 To Approve Minutes of the Previous Meeting
 After discussion, Cllr Hoyle **Proposed**, Cllr Buckland **Seconded** that the minutes be approved and the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

➤ Adjournment for Public Forum
 The Chairman adjourned the meeting. A member of the public who is also a new member of the Parochial Church Council was happy to hear of the potential plans that the Parish Council has for the Burial Ground. The Chairman closed the public forum and reconvened the meeting.

37/21 Finance:
Monthly Income & Expenditure
 All payments made since the previous meeting have been in-line with delegated authority. After discussion of the financial information circulated by email before the meeting, Cllr Hoyle **Proposed**, Cllr Hardie **Seconded** and the council the council **resolved** to accept them as a true and accurate record. Direct Debits, and Standing Orders for staff salaries including PAYE, all **approved** unanimously.

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
NALC	New Cllr Training x 5 Cllrs	£150.00
CPRE	Annual Membership 2021	£36.00
Total Payments		<u>£1,572.91</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
None		
Total Receipts		<u>£0.00</u>
<u>Bank Balances</u>		
The Current Account Balance		<u>£10,830.68</u>
The Deposit Account Balance		<u>£5,708.59</u>

38/21 To Discuss the Parish Council Burial Ground
 The Clerk has met the local Reverend who has returned the files regarding the Parish Council Burial Ground and has declined the kind offer for the land to be transferred to the Parochial Church Council. The Reverend supports the Parish Council in its original intentions to run a Parish Council burial ground. The Clerk and Cllrs have attended the site to look at it. After a thorough discussion, Cllr Chambers **Proposed**, Cllr Hoyle **Seconded** and the council the council unanimously **resolved** to:

1. Keep the Burial Ground and Operate a Parish Council Cemetery
2. To allow interments with immediate effect.
3. Adopt the draft Burial Ground Fees, Regulations, Approved Memorial Masons List, Interment and Plot Reservation forms with immediate effect.
4. Allow the Clerk to suitably adjust the Village Warden Lengthsman & Litter Picker's Job Descriptions to include appropriate Burial Ground maintenance, cleaning, tidying, litter picking, grave levelling/topping up (except grass cutting which is with Holmes Groundcare).
5. Because the land was purchased in 1976 prior to compulsory registration at HM Land Registry, the Clerk is to instruct Jones & Co Solicitors to register the Burial Ground as South Leverton Parish Council Burial Ground at the Land Registry.
6. Install a row of boundary marker posts (perhaps with a chain link between them depending on cost) along the majority of the boundary between the Churchyard and the Parish Council Burial Ground, leaving a suitably sized gap at either end for pedestrians, funeral internments and for mowers to access. Once the fence is erected, it will be the duty of the Parish Council Lengthsman to ensure its upkeep.
7. Install a suitably worded sign on the fence welcoming visitors to South Leverton Parish Council Burial Ground and providing contact details for the Clerk.
8. Cut back/remove/reinstate the overgrown vegetation on the north, east and south boundaries of the burial ground to return it to a decent respectful state, including the removal of the waste, the derelict shed, litter bunker and removing all vegetation covering the Cremation Wall of Remembrance.
9. To investigate if the Parish Council water tap hidden in the undergrowth is still in working condition and if necessary, repair/replace it.
10. Support the Reverend in any way possible with regards to the closure of the old Churchyard, so that the Closure Order will come to the Parish Council who can then potentially officially adopt the maintenance responsibility of the churchyard. The maintenance of both the old Churchyard and the new Burial Ground would then be funded by the interments into the new burial ground.
11. Authorise Cllr Hardie to form an informal working party tasked with arranging the necessary works to completion.
12. The Council authorises up to £1,500 for the fencing and signage, and up to £2,000 for the restoration of the overgrown areas of the Burial Ground and removal of associated waste as per items 6, 7, 8, 9 above.

The Clerk to liaise with the Reverend who will keep the PCC members informed of the progress of the work. The Clerk to email all local Funeral Directors and Memorial Masons to let them know the Burial Ground is now open for interments, sending them copies of the appropriate fees, and other documentation. The working party shall strive to obtain value for money quotes and proceed if the costs are below the budget. If, after seeking quotations, the costings are in excess of the above budget, the working party will report back to the Council at the next meeting for further discussion.

39/21 Closure of the Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 7:10pm.