

# **Terrington Parish Council**

## **Minutes of the Parish Council meeting held on Monday 25 July 2022 at 7:30pm in Terrington Village Hall**

### **1. Attendance and Apologies**

Present - Cllr Winning (Chairman), Cllr Adkins, Cllr Challoner Walker,  
Cllr Hanstock, Cllr Lewis

Apologies - Cllr Stevenson (accepted by the Council)

Parish Clerk – Kerr Wilson

Four members of the public were present.

### **2. To confirm the minutes of the**

#### **2.1 Extraordinary Council meeting held 28 June 2022**

The minutes of the Council meeting held on 28 June 2022 were approved as a true and accurate record.

Proposed Cllr Adkins

Seconded Cllr Winning

#### **2.2 Extraordinary Council meeting held 19 July 2022**

The minutes of the Council meeting held on 19 July 2022 were approved as a true and accurate record.

Proposed Cllr Hanstock

Seconded Cllr Winning

### **3. Declarations of interest**

None

### **4. Finance**

4.1 To receive a list of payments against approved expenditure made since the last meeting, as follows:

On 28-06-2022, payments to Clerk and to HMRC in respect of the Clerk's salary for April – June 2022 (contract approved by Minute 2 on 06-09-2021)

On 19-07-2022, payment of £30.60 to Terrington Village Hall for hire of hall for meetings in May 2022 (approved by Minute 4.8.3 on 14-03-2022)

On 19-7-2020, donation of £100 to Terrington Church in lieu of payment for internal audit (expenditure on internal audit approved by Minute 11.4 on 23-05-2022)

The Council noted the above payments made against approved expenditure.

- 4.2 To receive a statement of receipts and payments to date under each budget head.

The Council noted the statement of receipts and payments presented by the RFO. (Appendix 2)

- 4.3 To authorise expenditure of £8.10 each for Village Hall hire for Extraordinary Parish Council meetings on 28 June and 19 July 2022.

The Council authorised the expenditure for the hire of the village hall as above.

Proposed Cllr Adkins                      Seconded Cllr Winning

#### 4.4 **Bank Mandate**

The Council agreed that Cllr Challoner Walker and Cllr Lewis should be added to the bank mandate as authorised signatories.

### 5. **Parish Council Representation - to receive legal advice from RDC and YLCA on councillor representation across the Parish.**

The Council queried a motion passed by the Parish Council in Sept 1975 that specified that Terrington with Wiganthorpe should have 5 councillors and Ganthorpe 1 councillor.

A Grouping Order was made on 23 Feb 1976 grouping the Parishes of Terrington with Wiganthorpe and Ganthorpe with 6 parish council seats, to be called 'Terrington Parish Council'. Where there is a single Council but multiple Parishes, the qualifications to be eligible to become a councillor apply to each Parish as these are legally separate entities. The Grouping Order is the key document. Anyone from the three villages can be elected or co-opted to the council to represent the whole parish, provided that they meet the eligibility criteria to hold public office.

The Council accepted the legal advice from RDC and YLCA and noted that Terrington Parish Council is lawfully constituted.

### 6. **Review of Burial Authority Policy**

**Terrington Cemetery – to consider the draft Cemetery Regulations, revised Code of Conduct, Deed of Grant of Exclusive Rights of Burial and of Interment and Paper for Council discussion.**

The Council decided to progress this item by first addressing the questions in the Discussion Paper.

#### **i) What is the overall objective in financial terms?**

The feeling of the meeting was that the financial objective should be that the cemetery fees should generate sufficient income to cover the running-costs plus

make a contribution to a reserve fund for the future purchase of land for a new cemetery, the need for which whilst currently many years away, could become necessary much sooner under changing circumstances.

**ii) Who can be buried or interred in the cemetery?**

The current situation will continue that allows burial/interment for anyone resident in the Parish. However, the Council agreed that former residents should be eligible only if they have been resident for 10 years or more. Relatives of residents may be included but the definition of a 'relative' was undecided and needs further consideration. Currently, the matter is subject to the discretion of the Council.

**iii) Is Exclusive Right of Burial available?**

Yes, this has been introduced but is awaiting formal approval.

**iv) What conditions apply to the Exclusive Right of Burial lease?**

Currently the lease is for a period of 99 years from the date of purchase. A **motion** was moved and the Council **resolved** that this period should be reduced from 99 to 50 years. This is to allow unused graves to be reallocated and not for the purpose of allowing graves to be reused. Extension of a lease may be granted.

Proposed Cllr Challoner Walker      Seconded Cllr Adkins

**v) Does the lease purchased apply to next plot at time of purchase or next in line at time of use?**

Currently this is next in line at time of purchase but the Council opted to change this to next in line at time of use. However, the Council agreed that purchase of a double plot or two side by side plots at the time of first use would be allowed.

**vi) What is the fee for non-residents at time of burial?**

Currently residents pay the scale fee whilst all non-residents pay twice the fee. A **motion** was moved and the Council **resolved** that the fee for non-residents be increased to 2.5 times the fee for residents and that the proposed new scale of fees be adopted to take effect from 1<sup>st</sup> August 2022 with the fees to be reviewed annually (Appendix 1).

Proposed Cllr Adkins      Seconded Cllr Hanstock

**vii) What extra charges apply?**

In common with other cemeteries, charges will be made for requests that include, transfer of a Deed of Grant of Lease, replacement of a Deed of Grant,

undertaking a search of cemetery records, permission to add a name to a gravestone, memorial stone or plaque, permission to replace a gravestone, memorial stone or plaque. The charges for these items are set out in the Fees approved by the resolution passed under item 6 vi) (Appendix 1).

### **6.1 Formation of a Cemetery Committee**

Council decided to form a Cemetery Committee and agreed that the members of that committee will be Cllr Lewis, Cllr Hanstock and, for a temporary period, the caretaker Burial Authority Clerk, Cllr Winning.

### **6.2 Further work**

The Council debated each point in some detail and whilst good progress was made, given the importance of the subject, further work will be necessary to formulate a coherent and fair policy for the management and future sustainability of the cemetery.

The topic will be discussed at the September 2022 Parish Council meeting.

- 7. Village signs** – Councillors were asked to note the signs and advertising signs around the parish, bearing in mind that some of the existing signs may not comply with current planning regulations. Councillors are asked to consider the regulations and other issues related to signs including verge signage and to advise whether any action is required.
  
- 8. Emergency Planning.** The Parish Council has previously discussed the need to have an emergency plan. Councillors are asked to look at the North Yorkshire Local Residence Forum (NYLRF) and emergency plans published by other parish councils and consider what action, if any, is required.

### **9. Councillors' areas of responsibility**

The following Councillors volunteered to monitor and report back to the Council on any issues arising from their area of responsibility -

Wiganthorpe and Cemetery Committee – Cllr Lewis

Ganthorpe - Cllr Stevenson

Finance and Website – Cllr Adkins

Footpaths and Cemetery Committee – Cllr Hanstock

Other areas of responsibility are to be considered for future allocation.

**10. Planning Applications - 22/00749/CLOPUD Certificate of Lawfulness for solar panels, Pheasantry, Terrington.**

The Council had no comment to make on the application for a certificate of lawfulness.

**11. Updates on current issues**

**11.1 Definitive Map Modification Order Application** – The Council noted that the provisional start for the DMMO Informal Consultation will be September 2022.

**11.2 Bridge over Sawmill Beck** –The Council was pleased to learn that a replacement bridge has been ordered and the bridge is planned to be installed over the summer.

**12. Date and time of next meeting - 12 September 2022 at 7.30pm**

The meeting closed at 9.35 pm.

Signed by .....

Date. ....

## Appendix 1: Terrington Cemetery - Fees with effect from 1 August 2022

### Fees for Residents of Terrington Parish:

	<i>Fee</i>
<b>Exclusive Right of Burial</b>	
Plot for a body	£260
Plot for cremated remains	£100
<b>Burial</b>	
Body	£330 £250 in existing grave
Cremated remains	£170 £120 in existing grave
<b>Memorial stones &amp; plaques</b>	
Grave headstone	£130
Cremation memorial stone over 18"	£130
Cremation memorial stone under 18"	£100
Cremation wall plaque	£65
<b>Other</b>	
Transfer of Exclusive Right	£50
Replacement Deed of Grant	£100
Additional inscription on existing memorial	£50
Replacing a gravestone, memorial stone or plaque	£50
Searching the burial records	£50

The fee for non-residents of Terrington Parish is 2.5 times the fee for residents.

**Appendix 2: Statement of Receipts and Payments 01-04-2022 to 19-07-2022 & Bank reconciliation at 19-07-2022**

	<i>Budget (£)</i>	<i>To 19-07-2022 (£)</i>
<b>RECEIPTS</b>		
Parish precept	3419.00	1709.50
Burial fees	850.00	675.00
Grass cutting - NYCC contribution	333.97	0.00
VAT refund	520.00	0.00
Wayleave payment	12.65	0.00
<b>Total receipts</b>	<b>5135.62</b>	<b>2384.50</b>
<b>PAYMENTS</b>		
Clerk's salary	1060.00	246.33
YLCA membership	230.00	214.00
Insurance	170.00	155.85
Grass cutting – village	2220.00	0.00
Grass cutting - road verges	220.00	0.00
Village Hall hire	70.00	38.70
Defibrillator costs	200.00	53.13
Cemetery waste collection	45.00	38.00
Consumables	70.00	0.00
Maintenance of open spaces	400.00	18.20
Maintenance of cemetery	400.00	0.00
Training & development	50.00	0.00
Internal audit	0.00	100.00
<b>Total payments</b>	<b>5135.00</b>	<b>864.21</b>
Surplus	0.62	1520.29
Opening balance brought forward	8381.84	8381.84
<b>Closing balance carried forward</b>	<b>8382.46</b>	<b>9902.13</b>

<b>Bank Reconciliation at 19/07/2022</b>	
<b>Bank balance</b>	<b>£9902.13</b>
Plus petty cash	£0.00
Plus uncleared receipts	£0.00
Minus unrepresented payments	£0.00
<b>Closing balance</b>	<b>£9902.13</b>

<b>Reserves at 19/07/2022</b>	
General Reserves	£5902.13
<b>Earmarked Reserves:</b>	
Cemetery fund	£2000.00
Tree fund	£1500.00
Defibrillator fund	£500.00
<b>Total Reserves</b>	<b>£9902.13</b>