

JOINT BURIAL COMMITTEE OF CLAYBROOKE PARVA, CLAYBROOKE MAGNA AND ULLESTHORPE PARISH COUNCILS'

The meeting opened at 10.10am at Claybrooke Village Hall on 25th November 2025

25-070 To note those present.

Claybrooke Parva Parish Council: Cllr. Ray Middlemas (RM); Claybrooke Magna Parish Council: Cllr. Sarah Herald (SH); Cllr. Simon Smith, Ullesthorpe Parish Council: Mrs. Patricia Nunn (PN) Interim Clerk

1 member of the public was present.

25-071 To receive apologies for absence.

No apologies were received.

25-072 To approve as accurate the minutes held on 2nd September 2025

The minutes of last meeting were proposed to be approved as accurate by RM, and seconded by SS. Unanimously agreed. **Resolved.**

25-073 To discuss matters arising from the minutes of the meeting held on 2nd September 2025

The Claybrooke Parva and Claybrooke Magna PCs have agreed to use Claybrooke Parva PC's website as host and a link to be established by the other two. Ullesthorpe PC will raise this at their next meeting. All other matters have been actioned or to be discussed at this meeting.

25-074 To receive an update on financial matters; to note payments and receipts and to note the bank reconciliation up to 31st October 2025

i) Payments and receipts up to 31.10.25

Payments

1. Payment to Rybeth Grounds for 1 cut in September	550.00
2. Payment to P Nunn (clerk) for purchase of 2 water butts , stand and taps	116.00
3. Payment to Rybeth Grounds for 1 cut in October	550.00
4. Payment to Rybeth Grounds for 1 cut in November	550.00
5. Payment to P Nunn (clerk) for purchase of padlock for beir house and a book of stamps	14.95
6. Payment to Zurich Insurance for annual cover 2026/27	151.59

Total payments: £1932.54

Receipts

12.9.25	Memorial	135.00
23.9.25	Plot renewal	50.00
22.10.25	Plot renewal	50.00
22.10.25	Fund from LACF for gates and notice board	4012.80
18.11.25	Plot renewal x 2	100.00

It was proposed by SH, seconded by RM, that the payments and receipts are agreed. Agreed unanimously and **resolved.**

ii) Bank Reconciliation up to 31.10.25

c/f at 31.8.25		3136.26
September payments	6.96	3129.30
Additional September payments	666.00	2463.30
September receipts	185.00	2648.30
October receipts	4062.80	6711.10
October payments	557.99	6153.11
November receipts	100.00	6253.11
November payments	708.55	5544.55

It was proposed by SH, seconded by SS, that the bank reconciliation is noted. Agreed unanimously and **resolved**.

25-075 To discuss the project to refurbish the gates and a new notice board

The new notice board has been ordered. It is hoped the gates will be installed next week.

25-076 To receive a report on cemetery business

Memorial – one memorial.

4 plot renewals have been received.

2 water butts have been installed.

25-077 To agree the budget for 2026/27 for submission to the PCs

The budget and PC contributions for 2026/27 were discussed. It was proposed by RM, seconded by SS, that these be accepted. Agreed unanimously and **resolved**.

The budget and the PC contributions for 2026/27 to be sent to the PCs for approval.

25-078 To discuss the mowing contract for 2026/27 and quote for hedge cutting

The cost for mowing will remain the same as for this year. It was proposed by RM, seconded by SS, that the contract for 2026 be awarded to Rybeth grounds. Agreed unanimously and **resolved**.

A quote for the cutting of hedges has been received. It was proposed by SS, seconded by RM, that the quote be accepted.. Agreed unanimously and **resolved**.

25-079 Any other business

No other business was raised.

25-080 It was agreed that the date of the next meeting will be Tuesday 17th March 2026 at 10am in Claybrooke Village Hall.

25-081 Confidential matters

It was proposed by SH, seconded by SS, that the member of the public should leave the meeting so that confidential matters of a legal nature could be discussed. Agreed unanimously and **resolved**.

The meeting was closed at 1050

To **resolve** that the minutes of the meeting of the Joint Burial Committee held on the 25th November 2025, and circulated to all members, be signed as a correct record.

Signature:..... (Chair)

Name:.....Sarah Herald.....

Date:..... 17th March 2026.....