

Wolston, Brandon & Bretford Joint Burial Committee

Minutes of meeting
Thursday 28th May 2026, 6:00pm at Wolston Baptist Church.

JBC Item no.	<p>PRESENT: Cllr. KIRBY (Chair), Cllr. WRIGHT (Vice-Chair) Cllr. RAINEY, Cllr. RAMSAY, Cllr. KENNEY, Cllr JONES, Cllr. STEVENTON</p> <p>Members of public: 1</p> <p>Start:18:30</p>
1.	<p>Welcome:</p> <p>Apologies: none</p> <p>Welcome Cllr. Neil Kenney to JBC Cllr. Neil Kenney, new to Wolston Parish Council.</p> <p>Chair notified all attendees that the public section of the meeting is being recorded.</p>
2.	<p>Declarations of Interest (existence and nature) on items on the agenda: Councillors to declare any personal and/or pecuniary interests on items on the agenda.</p> <p>Cllr. Kenney declared pecuniary interest under item 6iv.</p>
3.	<p>Election of Chair and Vice Chair of Wolston, Brandon & Bretford Joint Burial Committee for the year 2026 – 2027.</p> <p>In line with the agreed protocol, the Chair should for this year be a councillor from Brandon & Bretford PC and the Vice Chair a councillor from Wolston PC</p> <p>Cllr. KIRBY nominated as Chair of WBBJBC for 2026 - 27</p> <p>Proposed: Cllr. JONES</p> <p>Seconded: Cllr. STEVENSON</p> <p>For: 6</p> <p>Against: 0</p> <p>Abs: 0</p> <p>Cllr. WRIGHT proposed as Vice-Chair 2026 - 27</p> <p>Proposed: Cllr. RAMSAY</p> <p>Seconded: Cllr. RAINEY</p> <p>For: 5</p> <p>Against: 0</p> <p>Abs: 1</p> <p>Proposal to send a letter of gratitude to Mrs. A, MILNE for valuable service given to the WBBJBC.</p> <p>Proposed: Cllr RAINEY</p> <p>Seconded: Cllr. WRIGHT</p> <p>For: 7</p> <p>Against: 0</p> <p>Abs: 0</p> <p>Clerk to action.</p>
4.	<p>Minutes of previous Meeting: Review and approve, if appropriate, minutes of the Joint Burial Committee meeting held on 26th March 2026.</p> <p>Approval of the Minutes for meeting on 26.3.26</p> <p>Cllr. KIRBY enquired as to author of minutes. Informed it was the Clerk solely who produces the minutes.</p> <p>Proposed: Cllr. WRIGHT</p> <p>Seconded: Cllr. RAMSAY</p> <p>For: 5</p> <p>Against: 0</p> <p>Abs: 2</p>
5.	<p>Matters arising from the minutes/actions list (unless included below)</p> <p>i) Security of ERoB Certificate</p> <p>An example of the embossed stamp on ERoB certificate circulated for viewing.</p> <p>Proposal to accept format</p> <p>Proposed: Cllr. WRIGHT</p> <p>Seconded: Cllr. RAINEY</p> <p>For: 7</p>

Against: 0

Abs: 0

Cllr. STEVENTON proposed that a higher quality of paper (250gsm) be purchased for the certificates.
Clerk to action.

ii) Outstanding payment for memorial – WIGGINTON

Matter resolved. Additional inscription and kerb permit paid.

iii) Clerk Salary repayment to WPC correspondence

An additional email has been sent to WPC Finance requesting invoice for payment of the Clerk salary. No response as yet.

Cllr. RAINEY reported that 2 invoices have been sent out from WPC to Brandon & Bretford PC some time ago, although no evidence of this has been seen. He requested that the matter be left with him and he will report back.

Cllr. KIRBY stated that the only invoice that was expected was to the Joint Burial Committee.

Cllr. RAINEY confirmed this was the case and had no response as to why one was sent to BBPC. It is a matter that is unresolved. At the present time, there is no requirement for a payment from the JBC. The suggestion is that the identified value be placed in reserves to meet a future payment. He continued that if the structure of the Committee is formalised then this payment will get paid and then there will be no invoice through the respective councils. All can be tied up. The issue at the present time is that there is no document to support required payment, therefore the identified amount needs to be put in to reserves.

Cllr. KIRBY highlighted that this matter has been ongoing for 18 months.

Cllr. WRIGHT proposed seconding the motion on the understanding that it closes the books and puts Wolston PC in a position to move forward with the AGAR.

Cllr. RAINEY reiterated that the JBC puts the sum in to reserves so that we know we have it and as far as Wolston PC is concerned when accounts are finalised it will remain as a debt outstanding. All accounts can be finalised; in one area there will be an indebtedness and a credit in another, all to be resolved in the next financial year. The Clerk has recorded in bimonthly reports the sum owed. The accounts for the JBC can be finalised.

iv) Terms of Reference

The Terms of Reference approved at the meeting 28.3.26 has been forwarded to both parish councils. The ToR has to be approved by Wolston Parish Council – no feedback received yet. Cllr. RAINEY confirmed that this has not been an agenda item as yet.

Cllr. WRIGHT stated that the Joint Burial Committee is a committee of one council. Due to recent legislation that we're now a committee, we have lost identity as an individual council and this has to be resolved.

Cllr. KIRBY expressed concern that not all members have been party to the discussion of this subject.

Cllr. RAINEY confirmed that the subject had arisen earlier this same day during discussion about WPC position on the AGAR. The best solution at present is that the JBC knows that it owes money. The finalisation of accounts needs to be authorised to the clerk. Wolston Parish Council knows that there is money owed. At the moment, we cannot resolve that because the outstanding matter of the committee still has to be resolved. Once resolved, the rest will fall in to place.

Cllr. WRIGHT continued that Wolston Parish Council, of which the JBC is a Committee, needs to finalise its AGAR for the year without that payment and the conclusion of these minutes.

Cllr. JONES clarified that the JBC has Brandon & Bretford Parish Council present and any changes to the structure of the Joint Burial Committee has to be agreed by both Parish Councils. It is understood that the Joint Burial Committee is a committee of Wolston, but there is a joint understanding between the two Parish Councils. The original structure was presumably set up with legal advice as only one parish council was permitted. Is Wolston taking legal advice on this?

The discussion appear to be being dealt with by Wolston PC without any input from Brandon & Bretford.

Cllr. RAINEY continued that hopefully this is not true. The discussion arose because the JBC Clerk sent a message to WPC regarding the owed payment so that JBC accounts could be finalised. WPC has not responded.

The discussion earlier this day was in respect of a short term solution to this issue – take the credit or debit, whichever it is and each Parish Council put it in a particular pot and we resolve it when we discuss the structure of the Burial Committee.

	<p>The issue has arisen due to WPC being in remiss for 2 or more years that JBC accounts have not been recorded in the WPC AGAR.</p> <p>In 'Wolston's rules', if you have a committee of a parish council, Wolston's Regulations say that you can't have other councillors from other parishes sitting on Working Committees of Wolston Parish Council. It is not known if that is a legal position or not – advice will be taken. At the moment that's what the WPC document says.</p> <p>The resolve is that this structure remains the same and we drop the title 'councillors' because it is not a requirement to be a councillor to sit on the Burial Committee. For that discussion, there needs to be a discussion on the structure.</p> <p>Cllr. KIRBY summarised that all of this problem is about the AGAR and WPC so it's for Wolston Parish Council to sort out. This Committee would like to pay WPC. That's a matter for WPC and Brandon & Bretford do not need to get involved.</p> <p>Cllr. WRIGHT reiterated that it is legislation that the JBC has to be a Committee of a Parish Council.</p> <p>Cllr. RAINEY summarised that the JBC Clerk can close accounts and that the reconciliation of Clerk salary owed to WPC can sit in this set of accounts until next year and will be carried forward as a debt.</p> <p>Proposal: The JBC Clerk can now close the accounts for the year 2025 – 26.</p> <p>Proposed: Cllr. KIRBY</p> <p>Seconded: Cllr. WRIGHT</p> <p>For: 6</p> <p>Against: 0</p> <p>Abs: 1</p> <p>Cllr. STEVENTON then posed the question regarding participation of attending members of the public. Do members of the public have the opportunity to speak at the beginning of the meeting and then leave or do they stay for observation all through the meeting?</p> <p>Cllr. WRIGHT confirmed that it is in the hand of the Chair to permit the public to ask questions.</p> <p>One member of the public attending was offered the opportunity to ask questions at this point.</p> <p>MOP – Does this mean that WPC is going to take over the Joint Burial Committee and Brandon & Bretford are going to be ordinary people?</p> <p>Cllr. KIRBY responded that Wolston Parish Council is the responsible council and we are a Committee of Wolston Parish Council.</p> <p>MOP: Does that mean a change of name?</p> <p>The response from Cllr. KIRBY and Cllr. RAINEY was that this was not the case.</p> <p>The Terms of Reference document was approved at a JBC meeting 26.3.26 and now needs approval from both Parish Councils. It must be put on the agenda for both Parish Councils.</p> <p>ACTION: Clerk to resend out ToR to all.</p>
6.	<p>Correspondence: to note items of correspondence received or sent since last meeting (for information only)</p> <p>i) Request to scatter ashes with no plot.</p> <p>Enquiry received regarding the possibility of scattering ashes in Dyer's Lane Cemetery. The cemetery does not have a Garden of Remembrance or any area dedicated to the scattering of ashes. Enquiries made with Institute of Cemetery and Crematorium Management (ICCM), some guidance given.</p> <p>Proposal: Clerk to investigate the procedure and process for establishing and managing a Garden of Remembrance in Dyer's Lane Cemetery.</p> <p>Proposed: Cllr. WRIGHT</p> <p>Seconded: Cllr. KIRBY</p> <p>For: 7</p> <p>Against: 0</p> <p>Abs: 0</p> <p>ii) Response to memorial inscription for post box</p> <p>The resident who first approached the JBC with the request to install a post box in remembrance of her husband has again requested to place a plaque on the post box.</p> <p>A plaque on the post box would suggest ownership of the post box and present GDPR issues in respect of collection of post.</p>

	<p>Discussion of different solutions to placing a plaque. Possibility of placing plaque on Chapel wall next to the post box. JBC need to see the requested wording. Cllr. Kenney suggested a notice at entrance of cemetery with information about the post box which would reach passers-by who were not entering the cemetery. ACTION: Clerk to generate some ideas to resolve the issue of wording and display of information</p> <p>iii) Communication to public re purpose and use of post box Communication via Wolston Village Community FB page explaining the purpose and how to use the post box in the cemetery, was well received by residents. Article also to be published in the Avon Grapevine. Information for publishing was sent to both Parish Councils. Cllr. STEVENTON confirmed that the item is published on Brandon & Bretford website and FB page and has been very well received. Not yet on Wolston Community website of WPC FB page. Cllr. RAMSAY to action.</p> <p>BBC CWR has requested interview with members of Burial Committee about the post box. Discussion as to who will attend interview – Chair, Vice-Chair, Cllr. STEVENTON and Clerk.</p> <p>iv) Request to install headstone by applicant not Monumental Mason Cllr. KENNEY declared a personal interest in this item and so left the room. An application for a permit for installing grave headstone was received with the proposal from client to install the headstone themselves. It was communicated that a headstone has to be installed by a British Registered Accredited Monumental Mason as per the Cemetery Regulations. Client will prepare the headstone themselves and instruct a Monumental Mason for the installation.</p> <p>Cllr. WRIGHT stated that client had highlighted that the majority of headstones were not fitted in accordance with Regulations. None of the headstones have ground anchors under the plinths installed by any of the current masons that we use. Cllr. KIRBY proposed that the next time a Monumental Mason is installing a headstone in the cemetery JBC need to oversee the operation to address this issue.</p> <p>v) Report of lack of strimming around specific grave. Report received that a grave was not being strimmed around the edges as other graves were and so it was appearing very untidy and family were having to attend to the strimming. Cemetery groundsman reports that family requested him not to strim around the grave due to potential damage to the stone kerb and headstone. The strimming has now been done. Communication sent to family for confirmation if they wish the strimming to continue or the instruction not to strim to stand. No response as yet.</p> <p>vi) Enquiry re. tree safety in cemetery Enquiry received questioning the safety of the trees in the cemetery. Wording of the email was very similar to the one received one year ago which initiated the Tree Survey. The response gave information regarding the Tree Survey and the recommended actions taken. A further email requested a copy of the Tree Register and if that does not exist outside the Asset Register, then a copy of the Asset Register. A third email, received today, enquires about the status of the JBC Bank account and JBC constitution. Both requests are now made under the Freedom of Information Act.</p> <p>As this is now a FOI request and must be responded to by the Wolston Parish Clerk. JBC Clerk to liaise with WPC Clerk.</p>
7.	<p>Finance Report: To endorse (and approve, if appropriate) accounts for period 13.3.26 – 12.5.26</p> <p>i) Payments made Acceptance proposed Proposed: Cllr. WRIGHT Seconded: Cllr. RAMSAY For: 7 Against: 0 Abs: 0</p> <p>ii) iii) Payments received Acceptance proposed Proposed: Cllr. WRIGHT</p>

	<p>Seconded: Cllr. RAMSAY For: 7 Against: 0 Abs: 0</p> <p>iv) To note bank reconciliation – noted.</p> <p>v) Last meeting finance report correction – requires resigning. There was an error in dates not in the figures.</p>
8.	<p>Update on transfer of EROBs to rectify Register Clerk informed Committee that out of 5 individual Exclusive Rights of Burial that require rectifying, three are in hand or resolved, 2 still outstanding. The Committee discussed preparing a public-facing explanation of what a Grant of Exclusive Right of Burial permits and how to apply for it. This can then be communicated via different media platforms. Cllr. STEVENTON and Clerk to prepare this together.</p>
9.	<p>Information only (a) Purchase of Exclusive Rights of Burial EVANS (b) Prepurchase of Exclusive Right of Burial None (c) Subsequent Burial MILLER</p>
10.	<p>Memorials: (information only) Permits for memorials</p> <ul style="list-style-type: none"> • HAWTHORNTHWAITHE – outstanding fee resolved. • 1 permit submitted after installation of headstone – COOPER
11.	<p>Cemetery Maintenance and Grass Cutting Review:</p> <ul style="list-style-type: none"> • Approval of additional payment for materials and installation of Post box in cemetery (£100) • In addition, £34 for grass seed. Total £134 <p>Proposed: Cllr. KIRBY Seconded: Cllr. JONES For: 7 Against: 0 Abs: 0 Payment approved</p>
12.	<p>Review and approval of Procedure for purchase of Grant of Exclusive Right of Burial document. An updated document prepared by Clerk was circulated to all councillors prior to meeting for comment, question and suggested amendments. . Proposed to adopt the document. Proposed: Cllr. WRIGHT Seconded: Cllr. JONES For: 7 Against: 0 Abs: 0 Cllr. STEVENTON confirmed that it is this document that will be précised for wider public communication.</p>
13.	<p>Inspection of memorial monuments – Update on current status Clerk has started making an up-to-date plan of the cemetery, cross referencing all available documents to ensure that all information is correct and as thorough as it can be e.g. with first names and surnames included. When first names are missing it can cause problems.</p>
14.	<p>AOB & Future Agenda Items: Cllrs to advise Clerk at least 10 working days prior to next meeting.</p> <ul style="list-style-type: none"> • Cemetery visit before next meeting.6:00pm at Dyer's Lane Cemetery before next meeting 6:30p.m. on 23.7.26 • Public Liability Insurance
15.	<p>Date and Venue for next meeting – 6:00pm 23.7.26 at Dyer's Lane Cemetery 6:30p.m.Thursday 23rd July 2026 at Wolston Baptist Church.</p>

16.	<p>Exclusion of Public and Press</p> <p>In accordance with Para 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the WBBJBC resolves that the press and public be excluded from the meeting during consideration of other Agenda items due to the confidential nature of the business transacted, where the public interest would not be served in disclosing this information. Further, the exclusion is on the grounds that items of business to be discussed are likely to include matters that are personal and confidential and therefore exempt from public disclosure.</p>
17.	<p>Committee Personnel Matter</p> <p>a) Appoint date and designate Committee members to oversee Performance Review of Clerk Clerk Performance Review: Monday 1st June at 10:00am to be taken by Cllr. KIRBY(Chair) and Cllr. WRIGHT.(Vice-Chair) Proposed: Cllr. RAINEY Seconded: Cllr. JONES For: 7 Against: 0 Abs: 0 WPC form for Appraisal to be used.</p> <p>Cllr. WRIGHT raised the issue of discussing some sensitive/contentious issues involving names when members of the public are present. Cllr. RAINEY suggested removal of names from agendas. Cllr. STEVENTON suggested that items be recognised prior to meetings which may need to be moved to the closed session.</p> <p>b) Approve Clerk expenses Proposed: Cllr. WRIGHT Seconded: Cllr. JONES For: 7 Against: 0 Abs: 0 Expenses approved.</p>
Close of Meeting: 20:00	

Signed:

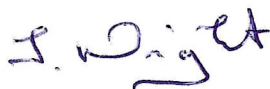


Chair

date:

28/5/26

Signed:



Vice-Chair

date:

28.5.26