WOMERSLEY BURIAL (JOINT) AUTHORITY

Chairman: Mrs M Whittles, Parish Clerk: Ms S Coles
parishclerk@womersleyparishcouncil.gov.uk

MINUTES OF A MEETING HELD ON MONDAY 20TH APRIL 2026 AT 6pm TO 6.50pm IN THE FIG AND OLIVE WOMERSLEY.

08/04/26 WELCOME AND MINUTES OF LAST MEETING.

1. Present: Cllr. Andrew Cooke of Stubbs Waldon Parish Meeting. Cllr. Simon Riley Chair of Cridling Stubbs Parish Council and Womersley Parish Chair Cllr M Whittles
2. Chairman Cllr Whittles approved and signed the minutes of previous meeting held on 16th February 2026.

09/04/26 REPORT FROM YORKSHIRE ASSOCIATION OF LOCAL COUNCILS

Ref: Local Government Practitioner's Guide Financial Transactions 5.139. In 2015 changes were made as to how Burial Boards reported its financial transitions and percentage of income and expenditure needed to be reflected in each individual Council's AGAR plus any shared assets. Joint arrangements (WJBB) are not bodies operate and may not own assets, hold bank accounts in their own name, have employees or enter into any form of contract.

Cridling Stubbs Parish Council Chair confirmed that his parish does not wish to remain part of the Burial Board due to the requirements as detailed in the above regulations.
Stubbs Waldon Cllr Cooke Parish Council Chair has also advised that his Parish Council is of the same decision.
This matter has been referred to The Yorkshire Association of the Local Councils for advice and the WJBB and Womersley Parish has were advised to look for the Terms of Reference for the WJBB when it was formed. The Clerk to Womersley Parish Council has looked and nothing can be located bearing in mind the WJBB was formed in 1895.
It has also been referred to the Internal Auditor who thought that any merger with the Parish Councils End of Year finances 2025/26 will have to be delayed. The auditor has agreed to look at the accounts.

10/04/26 REPORT ON THE PROGRESS FOR THE EXTENSION OF THE CEMETERY.

The Leeds Diocese was contacted for the Consecration details of the site and does not seem to have any reference to when the older part of the Cemetery was Consecrated.
The TPO planning permissions for the cutting back of the Yews was granted and the works was carried out on 6th March 2026 the Parish Council paid the invoice.
There has been a half hour exploratory meeting with CDS Group on 18.Frbruary 2026 for advice on turning the allotment ground into Cemetery. No further action will be taken at this present time.

11/04/26 RESERVATION OF AVAILABLE PLOTS

No further reservation of plots is being permitted.

12/04/26 NUMBER OF BURIALS SINCE LAST MEETING

One burial was held in March in the name of Ellen Hinchliffe. The records held were in the name of Hin**chc**liffe and have now been amended.

13/04/26 FINANCE REPORTS

Since we are in the process of moving from the Joint Burial Board to a Committee of Womersley Parish Council the invoices are currently being paid by the Parish Council. It was agreed that the List of Payments for 2025/26 will be reimbursed to the Parish Council.
Bank Statement for the End of Year Balance Held £18,917.08 was noted.
End of Year Accounts 2025/26 as attached.
Members discussed and **RESOLVED**: to accept the above-mentioned reports.

14/04/26 HEALTH & SAFETY MATTERS

A Clerks and Council's pdf document on Cemetery Management and Legal Risk by Mathew Crawley was distributed for Members to note especially H&S management.
Enquiries are being made with undertakers as to their management on H&S risk and the Clerk has so far been advised that they do very little and it is down to the Cemetery Management.
The Grave digger does not also undertake risk assessments and has not submitted his public liability as requested of him by the Clerk.
The Chair stated that she would contact him to obtain these documents which all Members agreed were vital.

15/04/26 Date of the next meeting.
It was agreed that the next meeting will be held at 6pm on 27th July 2026.

Closure of meeting
The meeting closed at 6.50pm.