

Duffield Parish Council

Minutes of the Meeting of the Cemetery Committee held on Tuesday 18 November 2003 at 8.10pm in the Committee Room, Hazelwood Road, Duffield

Present: Chairman: Councillor Mrs B J Woodings
Vice Chairman: Councillor D A Hibbert
Councillors Fletcher, Knibbs, Rice, Rowlands,
Sartin and Storer

Also in attendance: D R Bostock – Parish Clerk
Mrs S Bygraves – Assistant Clerk/Treasurer

Apologies: None.

C/26/03 Minutes

Resolved: that the Minutes of the Cemetery Committee held on 17 June 2003, be confirmed as a correct record and signed by the Chairman.

C/27/03 Matters Arising

32/02 The Clerk confirmed that as the Cemetery Superintendent was no longer digging graves the purchase of a pump was no longer required, especially as the various Undertakers have their own equipment.

C/28/03 Cemetery Superintendent's Report

The Cemetery Superintendent's report had been given to the Chairman, the content of which was as follows:

Since the last meeting there have been 9 burials, 3 interments in the Garden of Remembrance, 5 pre-purchases of exclusive rights of burial, 2 burial of ashes in graves, 10 items of monumental work and one miscellaneous item, giving a total income of £3,117.90.

The Parish Clerk has arranged for the successful replacement of the Lodge kitchen window, the re-pointing of the front Cemetery boundary wall and the cutting of the Garden of Remembrance roadside hedge.

He requested the provision of a new Honda 425 – 162 cut mower with a polymer body and a Stihl blower/sucker for the coming year.

Mrs Bailey has requested permission to erect a temporary Poly-Tunnel on her Allotment, to be in place March to late June only.

He finally requested permission to take a further two weeks Annual Leave for himself and his wife, to be taken from the 3 to 18 January 2004.

C/29/03 2003/2004 Budgetary Control and Proposed Budget 2004/2005

The Clerk reported that the current budgetary control situation and the budget proposals for 2004/2005 for the Cemetery Committee, as follows:

Budget	Budget	Actual	
	03/04	03/04	
04/05			
Exceptional Expenditure	£	£	£
Footpath resurfacing programme	1,000	-	
1,000			
Meeting Room repairs & heating (boundary walls)	4,000	2,112	
5,000			
Lodge rolling programme	1,000	620	
1,000			
Contingency Sum (inc. Notice Board)	1,000	-	
1,000			
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Total Exceptional Expenditure	7,000	2,732	
8,000			
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Normal Expenditure			
Superintendent's Salary and N I	10,000	5,073	
10,000			
Caretaking – Meeting Room	1,100	672	
1,200			
Lodge Telephone	250	132	
250			
Water rates	250	113	
250			
Business rates	450	241	
500			
Council tax	1,500	864	
2,000			

	Engraving work	1,000	513	
	1,000			
	Equipment maintenance	500	909	
	1,000			
	Lodge maintenance	500	142	
	500			
	Seeds, sundries etc	500	325	
	500			
	Miscellaneous small items	250	138	
	250			
	Replacement equipment	500	800	
	500			
	Cremation Plaques	600	-	
	500			
	Supply Labour	500	157	
	500			
	Meeting Room Energy	-	14	
50				
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	Total Normal Expenditure 2003/2004	17,900	10,093	
	19,000			
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	Grand Total	24,900	12,825	
27,000		-----	-----	----

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Resolved: that the above Budgetary Control situation be noted and that the proposed Budget Requirement shown for the 2004/2005 financial year, be recommended to the Finance and General Purposes Committee for approval.

C/30/03 Clerks Report

The Clerk reaffirmed that he was still far from happy with the standard of maintenance in the Cemetery and he confirmed that income to date from Cemetery activities, was £4,914.10.

Resolved: that Grounds Maintenance within the Cemetery be carried out in house, for a further year.

C/31/03 Review of Burial Fees for the 2004/2006 period

The Clerk circulated details of the current Parish Council Burial Charges, which are adjusted bi-annually.

Resolved: that the Burial Fees and Associated Services for the period 2004/2006, operative from 1 April 2004, be adjusted as follows:

Proposed	Existing	
	£	£
Adult grave NEW with exclusive rights 220.00	207.00	
Adult or child over 10 years in existing plot 87.00	82.00	
Child under 10 years 23.00	22.00	
Still born child 5.00	5.00	
Exclusive right of burial (pre purchase) 133.00	125.00	
Burial of ashes in a grave 43.00	41.00	
Sprinkling of ashes 21.00	20.00	
Burial of ashes in Garden of Remembrance and provision of a memorial slate with up to 50 letters 124.00	117.00	
Each additional letter on the slate over 50, in black 1.20 (Gold inscription subject to extra charge)	1.10	
Supply of memorial tablet only 112.00	106.00	
Extra charge for Saturday 53.00	50.00	
Use of Chapel 25.00	16.00	
Reservation fee for plot in Garden of Remembrance 11.00	10.00	
New Headstone 53.00	50.00	
Additional Inscription 21.00	20.00	

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C/32/03 Review of Allotment Fees 2004/2006

The Clerk advised members that the current allotment rental was £5.00/plot/annum.

Resolved: that Allotment Rental remains at £5.00/plot/annum for the period 2004/2006.

C/33/03 Maintenance of the Cemetery Allotments

The Clerk circulated a letter received from the Duffield Branch of the Labour Party, which requested information regarding the standard of maintenance of some allotments.

The Clerk pointed out that in the past the Cemetery Superintendent had strimmed the areas around the allotments, but this had not happened since he had returned to his duties in the Cemetery this past year. He also confirmed that strimming of the Allotments, did not form part of the original Grounds Maintenance Contract.

Resolved: that the Clerk produces a new Allotment Agreement for all Allotment Holders to sign and abide by in future, and that he also makes a suitable response to the Duffield Labour Party.

C/34/03 Cemetery Pasture

The Clerk circulated two copy letters received from John & Caroline Gibson, of 41 Hazelwood Road, requesting to rent the Cemetery Pasture as grazing land for their livestock and take a cut of hay/silage from the area during the year. For this lease they propose a rental figure of £200/annum, less any costs in the first year for restoring the land to an acceptable state.

Resolved:

a) that the Clerk seeks advice on a suitable agreement document to be used for renting the Cemetery Pasture, ensuring that future tenants cannot acquire any rights over the land.

b) that the Clerk advertises for tenders for use of the Cemetery Pasture next Spring.

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C/35/03 Parish Council Meeting Room

The Clerk confirmed that only one tender in the sum of £1,903 + VAT, had been received from Heritage Preservation (Remedials) Ltd, for the provision of a Damp Proof Course in the Meeting Room. This had highlighted the need for further works to be carried out prior to the provision of a D P C.

Repairs to the Rainwater Goods, re-pointing and cutting out of damaged stones and lowering of ground levels where possible, all need attention before work on the provision of a D P C is reconsidered.

The Clerk further reported on a quote and specification received from William Bailey Ltd in the sum of £3,126.00 + VAT for the provision of a new heating system in the Council's Meeting Room.

Resolved:

- a) that the Clerk obtains quotations for re-pointing the Meeting Room and repairing the rainwater goods.
- b) that the Clerk obtains further competitive quotations for the replacement of the Meeting Room heating system.

C/36/03 Cemetery Boundary Wall

The Clerk confirmed that Maurice Mitchell had successfully completed the re-pointing of the Cemetery boundary wall. He also reported that it had been necessary to repair a short section of the wall on the property of Mr & Mrs J Gibson at 41 Hazelwood Road, as this was being pushed over by trees and shrubs emanating from the Cemetery.

Resolved: that the Clerk's action in repairing our boundary wall with 41 Hazelwood Road, be confirmed.

C/37/03 Lodge Window Replacement

The Clerk confirmed that Maurice Mitchell had completed the replacement of the Lodge living room window satisfactorily.

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C/38/03 Safety in Burial Grounds

The Clerk reported that he and the Assistant Clerk had tested the Pearson Panke Topple Tester and felt that the forces imposed on headstones were too severe. He confirmed that a national argument was still taking place over the optimum load to be allowed and therefore felt that it would be wrong to invest a £1,000 in this type of equipment, at the moment.

He further suggested that the Parish Council should adopt a sensible, visual and hand pressure test for the time being, targeting the obviously unstable monuments in the first instance.

Resolved: that the Clerk arranges for a visual and hand pressure testing of Cemetery Memorials to commence as soon as possible.

C/39/03 Cemetery Rules and Regulations

The Clerk confirmed that he had still not had the opportunity to review the Cemetery Rules and Regulations, however he hoped to carry out this work during the winter period.

C/40/03 Meeting Room Cleaning

The Clerk expressed his concerns regarding the Health and Safety implications, regarding the Meeting Room Cleaner continuing to work with seriously impaired vision.

Resolved: that the Clerk places this matter on the agenda for the next Finance and General Purposes Committee and seeks advice from DALC and the Borough Council on the topic.

C/41/03 Other Business

The Clerk tabled the Summer and Autumn copies of the Association of Burial Authorities magazine and directed members attention to the articles therein relating to the security of Monuments.

C/42/03 Date of Next Meeting

Resolved: the next meeting of the Cemetery Committee will take place at
8.00pm on 16 March 2004.

There being no other business to discuss the Chairman closed the meeting at 9.25pm.

Signed _____ Date _____

Duffield Parish Council

Terms of Reference of the Cemetery Committee

1. The Committee is responsible for carrying out the policy related to the Cemetery as determined by the Parish Council and also any other matters referred to the Committee by the Council. The policy includes maintaining the Cemetery via safe working practices in accordance with current regulations.
The word Cemetery shall include: Cemetery and Garden of Remembrance; Cemetery Lodge; All Saints Chapel; the Parish Council Committee Room and equipment; other Cemetery buildings; the allotments and Council owned pasture adjacent to the Cemetery on its south western boundary.

2. The Committee shall have delegated powers to direct the activities of the Cemetery Superintendent and any Contractors, who are engaged on work (which has been included in the annual budget and authorised by the Council) within the Cemetery precincts.
3. Instructions to the Cemetery Superintendent will normally be issued by the Parish Clerk. In exceptional circumstances instructions may be issued by the Chairman of the Cemetery Committee and / or by the Chairman of the Council.
4. The Chairman of the Cemetery Committee and the Parish Clerk acting jointly, have delegated powers (renewable annually), to authorise non-controversial revenue expenditure up to a value determined annually by the Council (£300.00 was agreed for the 2003/04 financial year). Such expenditure shall be placed before the Committee for endorsement at the next meeting and included on the monthly schedule of accounts. Items below a value of £25.00 may be purchased through the petty cash account if similarly authorised by the Chairman and Parish Clerk.
5. The schedule of Cemetery charges shall be reviewed bi-annually by the Cemetery Committee and submitted for approval to the Parish Council, unless otherwise determined by the Committee.
6. The terms of employment and remuneration of the Cemetery Superintendent are outside the remit of the Cemetery Committee.

Reviewed at the Cemetery Committee held on the 17 June 2003.