

# Duffield Parish Council

## Minutes of the Meeting of the Cemetery Committee held on Tuesday 23 March 2004 at 7.00pm in the Committee Room, Hazelwood Road, Duffield

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

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

Apologies: Councillors Fletcher and Rice

### **C/01/04 Minutes**

**Resolved:** that the Minutes of the Cemetery Committee held on 18 November 2003, be confirmed as a correct record and signed by the Chairman.

### **C/02/04 Matters Arising**

**31/03** The Clerk confirmed that he had circulated the new list of Burial Charges and Fees to all local Undertakers and Memorial Masons on 26 November 2004.

**33/03** The Clerk circulated a copy of a draft Allotment Agreement he was about to circulate for the new gardening year, along with the annual rental invoice.

**35/03** The Clerk confirmed that now the Meeting Room heating had been sorted out, he proposed to obtain quotations for the re-pointing of the building and repairing the rainwater goods, once an external ground lowering exercise has been undertaken.

**Resolved:** that the above actions of the Clerk be noted and approved.

**C/03/04**

### **Cemetery Superintendent's Report**

The Cemetery Superintendent's report was circulated to the Chairman, Members and the Clerk immediately prior to the meeting, the content of which was as follows:

Since the last meeting there have been 3 burials, 5 interments in the Garden of Remembrance, 1 pre-purchase of exclusive right of burial, 1 burial of ashes in graves and 5 items of monumental work, giving a total income of £1,689.90.

He further reported his requirements for new machinery in order to carry out his Cemetery Grounds Maintenance duties in the coming season, detailing the following quotations he had obtained:

**1) Honda HRB 425 CSX mower. 2) Stihl SH 85  
Vac/Blower**

	£	£
List Price	599-00	279-00
Platts Harris	529-00	259-00
L J Marriott	539-10	251-10
Desboroughs	510-00	240-00

***NB: all the above prices include VAT.***

He further reported he was desperately in need of additional supplies of Garden of Remembrance Tablets with only ten remaining in stock.

**Resolved:**

a) that the Cemetery Superintendent places the necessary order for the Honda HRB 425 CSX mower and the Stihl SH 85 Vac/Blower from Desboroughs of Derby, at the prices stated above.

b) that the Cemetery Superintendent obtains competitive quotations for the provision of Garden of Remembrance Tablets, ensuring that the same colour and texture can be guaranteed.

**C/04/04**

### **Clerk's Report**

The Clerk noted some improvement with the standard of maintenance in the Cemetery, particularly in the vicinity of the Lodge and Meeting Room at the front of the Cemetery.

He suggested that the standard of maintenance in the Cemetery should be closely monitored this year, prior to a decision whether or not to include the work in the new Grounds Maintenance Contract.

He also confirmed that income to date from Cemetery activities, was £6,604.80.

**Resolved:** that the Clerk's Report be noted.

**C/05/04 2003/2004 Budgetary Control and Agreed Budget for 2004/2005**

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

Budget	Budget Actual		
	03/04	03/04	
04/05			
<b>Exceptional Expenditure</b>	£	£	£
Footpath resurfacing programme	1,000	792	-
Meeting Room repairs & heating (boundary walls)	4,000	2,535	
5,000			
Lodge rolling programme	1,000	620	
1,000			
Contingency Sum (inc. Notice Board)	1,000	-	-
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Total Exceptional Expenditure	7,000	3,947	
6,000	-----	-----	---
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<b>Normal Expenditure</b>			
Superintendent's Salary and N I	10,000	9,471	
11,600			
Caretaking – Meeting Room	1,100	859	
1,350			
Lodge Telephone	250	192	
250			
Water rates	250	226	
250			
Business rates	450	482	
500			
Council tax	1,500	1,437	
2,000			
Engraving work	1,000	348	
1,000			
Equipment maintenance	500	486	
1,000			

	Lodge maintenance	500	286	
	500			
	Seeds, sundries etc	500	796	
	500			
	Miscellaneous small items	250	88	
	250			
	Replacement equipment	500	767	
	500			
	Cremation Plaques	600	-	
	500			
	Supply Labour	500	463	
	500			
50	Meeting Room & Chapel Energy	-	468	
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	Total Normal Expenditure 2003/2004	17,900	16,369	
	20,750			
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	Grand Total	24,900	20,316	
26,750		-----	-----	----

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**Resolved:** that the above current Budgetary Control situation and the agreed Budget for the 2004/2005 financial year, be noted.

**C/06/04 Current Projects**

The Clerk reported that due to the recent high winds several roof slates on the Cemetery Lodge had been displaced and urgent repairs are required.

**Resolved:** that the Clerk makes urgent arrangements for the repair of the Cemetery Lodge Roof.

**C/07/04 Cemetery Pasture**

The Clerk circulated copies of the proposed new Grazing License and reported that he had not received any tenders for the use of the Cemetery Pasture in the coming year, following the advert in the last issue of the Parish Newsletter.

However, two letters that had been delivered by hand to the Cemetery Superintendent on the date of the meeting and these were opened by the Chairman and the Clerk during the meeting.

The letter addressed to the Clerk was from Mrs Caroline Gibson of 41 Hazelwood Road, Duffield offering £150.00 for the Cemetery Grazing License for the coming season, less £50.00 for field topping work she carried out last year. She further advised that if successful in gaining the License she wishes to remove the barbed wire on the southern boundary, the residue from which should be disposed of by the Parish Council.

The letter addressed to the Cemetery Committee referred to problems Mr & Mrs Gibson were having with two evergreen trees on our mutual boundary. They are requesting that both the trees be removed in a similar fashion to the two trees removed to provide light to their balcony several years ago.

**Resolved:**

- a) that the Clerk advises Mrs Gibson that her offer for the Cemetery Pasture Grazing License for the 2004 season, has not been accepted on this occasion.
- b) That Mr & Mrs Gibson be advised that the Parish Council will be looking into their request to remove the two trees on our mutual boundary in the near future.

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**C/08/04 Parish Council Meeting Room**

The Clerk confirmed that the new heating system in the Meeting Room was complete and working well.

He also reported that quotations for the repair of the Rainwater Goods, re-pointing and cutting out of damaged stones, will be sought following the lowering of the ground levels around the building.

The Clerk requested permission to purchase two new filing cabinets and some suitable shelving, in order that the Meeting Room Office can be properly established and filing systems improved and merged.

**Resolved:** that the Clerk's Meeting Room report be noted and that he be authorised to purchase two new filing cabinets and suitable shelving for the new office area.

**C/09/04 Cemetery Boundary Wall**

The Clerk reported that Maurice Mitchell had been requested to return to the site when the weather improves, in order to repair some areas of frost damage on the wall pointing.

**Resolved:** that the Clerk's action be noted.

**C/10/04 Safety in Burial Grounds**

The Clerk reported that he had placed an item in the April News Letter, advising the residents of Duffield of the imminent Health and Safety Risk Assessment of the Duffield Cemetery Memorials.

**Resolved:** that the Clerk's action be noted and approved.

**C/11/04 Cemetery Rules and Regulations**

The Clerk confirmed that he had still not had the opportunity to review the Cemetery Rules and Regulations and that several other major projects were pending which will take up any time that becomes available. These include AQA qualification, Quality Parish Status, Byelaws and new Grounds Maintenance Contract.

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**C/12/04 Other Business**

The Clerk circulated extracts from the Winter and Spring editions of the ABA magazine, which highlight the national confusion over memorial testing.

**C/13/04 Date of Next Meeting**

**Resolved:** the next meeting of the Cemetery Committee will take place at 8.00pm on 15 June 2004.

There being no other business to discuss the Chairman closed the meeting at 7.55pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_

