

# Duffield Parish Council

## Minutes of the Meeting of the Cemetery Committee held on Tuesday 19 October 2004 at 8.10pm in the Committee Room, Hazelwood Road, Duffield

Present: Chairman: Councillor Mrs B J Woodings  
Vice Chairman: Councillor J Rice  
Councillors Fletcher, Hibbert and Storer

Also in attendance: D R Bostock – Parish Clerk & R F O  
Mrs S Bygraves – Assistant Clerk/Treasurer  
W Lenton – Risk Advisor

Apologies: Councillors Knibbs, Rowlands and Sartin

### **C/29/04 Minutes**

**Resolved:** that the Minutes of the Cemetery Committee held on 15 June 2004, be confirmed as a correct record and signed by the Chairman.

### **C/30/04 Matters Arising**

**21/04** The Clerk advised members of errors in the headings of the items in the Budgetary Control and Year end statement and confirmed that he would amend these and circulate replacement copies to members and for the official records.

**23/04** The Clerk confirmed that no progress had been possible to date with the inspection of Cemetery Memorials, or the preparation of the necessary notices. He also confirmed that he had given the Cemetery Superintendent a written instruction on 18 August 2004, to remove all small shrubs growing in and around graves.

**27/04** The Clerk confirmed that he had issued a written instruction to the Cemetery Superintendent on 18 August 2004, to reduce all Cemetery Hedges to a height that he could maintain in future without climbing.

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

**C/31/04 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 2No. burials, 5No. interments in the Garden of Remembrance, 3No. pre-purchase of exclusive right of burial, 1No. Interment of Ashes in a grave and 8No. items of monumental work, giving a total income of £1,938.50.

During the winter months hedges and bushes will be cut down to a manageable size and a new area of slabs will be laid in the Garden of Remembrance at the left-hand side of the main path above the centre circle. Leaf removal will be carried out through the Autumn and the Superintendent will be taking two weeks leave from 13 to 24 December 2004, inclusive.

**C/32/04 Clerk's Report**

The Clerk reported that the general quality of maintenance in the Cemetery was not good, however he felt that it was currently satisfactory, with grass generally being a uniform length throughout the site. Footpaths were generally not environmentally maintained and he felt there was a need to reinstate the rolling programme of footpath resurfacing. He further confirmed that he was about to re-let the Grounds Maintenance Contract and would include Cemetery Maintenance within the Contract Document as a Provisional Section, should it be needed in the future.

**C/33/04 Cemetery Pasture and Trees**

The Clerk advised members that decisions were required regarding the future maintenance of the Cemetery Pasture and Trees.

He confirmed that an order had been placed for the replacement of the Pasture boundary, which had been removed without permission by our neighbour Mrs Gibson, in the sum of £225.00 from Killingley Landscapes.

The Clerk also reminded members that Mr & Mrs Gibson had also an outstanding request for the Parish Council to remove two Conifer Trees on our mutual boundary, regarding which they seemed to be making a threat of an Anti Social Behaviour Order against the Council. He further stated that he had received quotations for the removal or pruning of the offending trees in the sums of £300.00 and £175.00 respectively.

The Clerk reported that he had received two quotations only, for the laying of the Pasture hedge, the lowest being from Mr A Hayhurst in the sum of £3,900.00.

The Clerk also expressed his concern about a ground water collecting tank and its security fencing within the Pasture area.

Members also expressed their concerns regarding the safety of some of the Cemetery footpaths.

**Resolved:**

a) that members of the Cemetery Committee and the Clerk hold a Site Meeting on the Cemetery and Pasture at 9.30am on Friday 22 October 2004, in order to fully view and decide on the above matters.

b) that the Clerk arranges for Warning Signs to be placed in the Cemetery regarding the dangerous state of some of the paths.

c) that the Clerk seeks further advice from the Borough Council's Arboriculturist regarding the removal of the two Cemetery Conifer

trees.

**C/34/04 Safety in Burial Grounds**

The Clerk circulated a copy of a Ten Point Guide to the Safety Inspection of Cemetery Memorials received from DALC.

The Risk Advisor expressed his concerns regarding the safety of workers on the Cemetery and recommended that the Council had the necessary First Aid kits and Fire Extinguishers on site.

**Resolved:** that the Clerk arranges to provide any Safety equipment deemed to be required at the present time.

**C/35/04 Cemetery Rules and Regulations**

The Clerk confirmed that this matter remained in the Waiting List of major projects and would be dealt with as soon as time permitted. The priority list is currently the new Grounds Maintenance Contract, AQA Qualification, Byelaws, Safety of Monuments and Cemetery Rules & Regulations.

**C/36/04 2004/2005 Budgetary Control and Proposed Budget for 2005/06**

The Clerk reported that the current budgetary control situation for the Cemetery Committee and the budget proposals for the 2005/06 financial year, as follows:

Actual	Budget	Actual	Budget	
	04/05	04/05	05/06	
05/06				
<b>Exceptional Expenditure</b>	£	£	£	£
Footpath resurfacing programme	-	-	2,500	-
Meeting Room repairs	5,000	-	5,000	-
Lodge rolling programme	1,000	4,100	-	-
Contingency Sum (inc. Notice Board)	-	-	500	-
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Total Exceptional Expenditure	6,000	4,100	8,000	-
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<b>Normal Expenditure</b>				
Superintendent's Salary and N I	12,950	5,912	12,500	-
Lodge Telephone	250	184	250	-
Water rates	250	118	250	-
Business rates	500	266	600	-
Council tax	2,000	1,508	1,750	-
Engraving work	1,000	533	1,000	-
Equipment maintenance	1,000	148	500	-
Lodge maintenance	500	92	500	-
Seeds, sundries etc	500	121	500	-
Miscellaneous small items	250	367	250	-
Replacement equipment	500	673	750	-
Cremation Plaques	500	500	500	-
Supply Labour	500	-	500	-
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Meeting Room Energy	50	97	200	-
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Total Normal Expenditure	20,750	10,519	20,050	
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Grand Total	26,750	14,169	28,050	
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**Resolved:** that the above current Budgetary Control situation be noted and that the proposed Budget Requirement shown for the 2005/2006 financial year, be recommended to the Finance and General Purposes Committee for approval.

**C/37/04 Allotment Matters**

The Clerk reported on a letter and leaflets from the Borough Council regarding smoke from Allotment bonfires, information which is to be circulated to all our Allotment holders.

The Clerk reported on a letter from Mr & Mrs Ecob, who are currently on a waiting list of eight prospective tenants for our Cemetery Allotments. They are suggesting that the Parish Council makes use of the remainder of the derelict land alongside the existing allotments for the provision of further plots, which in their case they are prepared to clear.

**Resolved:** that the possibility of extending the allotment area further be considered further, at the Site Meeting to be held on 22 October 2004.

**C/38/04 Cemetery Lodge**

The Clerk reported that Morris F Mitchell had been the only tenderer for the re-pointing of the Cemetery Lodge in the sum of £4,100.00; this tender was accepted at the August Parish Council Recess meeting and he has been requested to commence work at the earliest opportunity.

**C/39/04 Other Business**

The Clerk circulated a copy of page 2 of ABA Information Magazine No 27, regarding safety guidance for members' information.

**Resolved:** that the Clerk obtains quotations for the provision of a Wash Basin in the Cemetery Toilet building.

**C/40/04 Date of Next Meeting**

**Resolved:** the next meeting of the Cemetery Committee will take place at  
8.00pm on 15 March 2005.

There being no other business to discuss the Chairman closed the meeting at 9.10pm.

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 15 June 2004.