

Duffield Parish Council

Minutes of the Meeting of the Cemetery Committee held on Tuesday 15 March 2005 at 8.00pm in the Committee Room, Hazelwood Road, Duffield

Present: Chairman: Councillor Mrs B J Woodings
Vice Chairman: Councillor J Rice
Councillors Fletcher, Knibbs and Sartin

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

Apologies: Councillors Rowlands and Hibbert

C/01/05 Minutes

Resolved: that the Minutes of the Cemetery Committee held on 19 October 2005, be confirmed as a correct record and signed by the Chairman.

C/02/05 Matters Arising

33/04 The Clerk advised members that arising from the Site Meeting held on 22 October 2004, it was decided that the laying of the Cemetery Hedge was not required at this time and the tenderers had been advised accordingly.

34/04 The Assistant Clerk confirmed that the Cemetery Superintendent had access to a Fire Extinguisher and that all flammable materials are kept in metal cabinets.

Resolved:

a) that arising from **33/04 Res. b)** the Clerk surveys the state of the Cemetery Footpaths and arranges for “No Access beyond this Point” signs and rope barriers if necessary.

b) that arising from **34/04** the Clerk requests the Derbyshire Fire Service to carry out a Safety Check of the various Cemetery buildings.

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C/03/05 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 10No. burials, 9No. interments in the Garden of Remembrance, 4No. pre-purchase of exclusive right of burial, 1No. interment of ashes in a grave and 3No. items of monumental work, giving a total income of £4,117.30.

All the Yew bushes on the main drive and those on the "old" side have been cut and reduced in height by approximately 1.3m. Other hedge and bush work will be carried out over the coming weeks, as will the laying of slabs in the Garden of Remembrance, for interments. Some work has already been done laying slabs for the top bench to sit on and the surrounding area, as discussed with the Cemetery Chairman. Most of the Cemetery equipment is currently away being serviced, new soil has been laid in the main bed by the front boundary wall to facilitate the planting of a Lavender Hedge alongside the path to the Meeting Room.

C/04/05 Clerk's Report

The Clerk read out the content of an exchange of letters between him and Mr Walker of 45 Hazelwood Road, Duffield, regarding his interest in the future use of the Cemetery Spinney.

He also expressed satisfaction at improvements to the planting and borders at the front of the Cemetery and the general reduction of the height of the hedges in the Cemetery.

The Chairman requested that the Clerk arranges for the roadside hedge on the Cemetery boundary to be cut back.

Resolved: that the Clerk arranges for the Cemetery front boundary hedge to be cut back.

C/05/05 Cemetery Pasture and Trees

The Clerk confirmed that he had sent a recharge invoice to Mrs C Gibson in the sum of £225.00, for the reinstatement of the Cemetery Pasture boundary hedge.

The Clerk confirmed that the County Court Action launched by Mrs Gibson regarding the Cemetery Pasture, was due to be heard at Derby on 10 May 2005.

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The Clerk reported on a letter from the Borough Council's Principal Arboricultural Officer, which indicated that the two Conifer Trees complained of by Mr & Mrs Gibson were not an unacceptable risk to

persons or property at present, or that they are likely to fail in the near future.

The Clerk circulated details of Timber-Link fencing, which he suggested would be suitable for renewing the compound fence around the Cemetery Pasture Soak-Away Chamber.

Resolved:

a) that the Clerk advises Mr & Mrs Gibson that the Parish Council is happy with the advice it has received from the Borough Council's Arboricultural Officer, that the two Conifer Trees on the Cemetery boundary are healthy and do not pose an unacceptable risk to persons or property at the moment. Therefore the Parish Council do not propose to reduce or remove the trees in question, they will however monitor their condition regularly.

b) that the Clerk obtains a price for the erection of a new Timber-Link fence around the Cemetery Pasture Soak-Away Chamber.

C/06/05

Safety in Burial Grounds

The Clerk circulated a copy of a "Safety of Memorials in Cemeteries" letter from the Health and Safety Executive and relevant sections of ABA Information Magazines No. 28 & 29.

The Clerk suggested that to avoid problems with monument movement in future the Parish Council should consider only allowing the erection of monolith type memorials in future, which would have one third of their height buried in the ground. He also suggested that the Council obtain a quotation for the inspection of the Duffield Cemetery Memorials by a professional organisation, as in house available time is limited at the moment.

Resolved:

a) that the Clerk specifies the use of monolith memorials only in Duffield Cemetery when he reviews the Cemetery Rules & Regulations.

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b) that the Clerk seeks a quotation from the Independent Memorial Inspection Company, for the safety inspection of the Duffield Cemetery Memorials.

C/07/05

2004/2005 Budgetary Control and Approved Budget for 2005/06

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

Actual	Budget	Actual	Budget	
	04/05	04/05	05/06	
05/06				
Exceptional Expenditure	£	£	£	£
Footpath resurfacing programme	-	-	1,000	-
Meeting Room repairs (new wash basin)	5,000	260	5,000	-
Lodge rolling programme	1,000	4,100	-	-
Contingency Sum (inc. Notice Board)	-	-	-	-
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Total Exceptional Expenditure	6,000	4,360	6,000	-
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Normal Expenditure				
Superintendent's Salary and N I	12,950	10,912	12,500	-
Lodge Telephone	250	304	250	-
Water rates	250	368	250	-
Business rates	500	532	600	-
Council tax	2,000	1,508	1,750	-
Engraving work	1,000	995	1,000	-
Equipment maintenance	1,000	148	500	-
Lodge maintenance	500	92	500	-
Seeds, sundries etc	500	374	500	-
Miscellaneous small items	250	436	250	-
Replacement equipment	500	673	750	-
Cremation Plaques	500	500	500	-
Supply Labour	500	-	500	-
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Meeting Room Energy	50	128	200	-
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Total Normal Expenditure	20,750	16,283	20,050	-
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Grand Total	26,750	20,643	26,050	-
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Resolved: that the above current Budgetary Control situation and the Approved Budget shown for the 2005/2006 financial year, be noted.

C/08/05 Cemetery Rules and Regulations

The Clerk confirmed that resources are still not available for this work.

C/09/05 Allotment Matters

The Clerk confirmed that all existing allotments were now occupied and that we currently had a two figure waiting list for plots.

The Clerk reported that an area of overgrown derelict land between the Cemetery area and the present allotments could provide a further four allotments, however the land would need to be cleared and regraded before use.

Resolved: that the Clerk arranges for the creation of four additional allotments to be provided on the above area and hires the necessary plant to achieve this task.

C/10/05 Cemetery Lodge, Cemetery Toilet and Planting Urns

The Clerk confirmed that the re-pointing of the Cemetery Lodge was progressing well and was over 50% complete.

The Clerk reported that the Cemetery Toilet had now been provided with a Wash Hand Basin and Paper Towel Dispenser for the use of visitors to the Cemetery.

Resolved: that the Clerk discusses the planting urns in front of the Cemetery Lodge with the Cemetery Superintendent.

C/11/05 Date of Next Meeting

Resolved: the next meeting of the Cemetery Committee will take place at 8.00pm on 7 June 2005.

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 15 June 2004.