

# Duffield Parish Council

## Minutes of the Meeting of the Cemetery Committee, held, in the Committee Room, Hazelwood Road, Duffield on Tuesday 7<sup>th</sup> November 2006 at 7.00m.

Present: Chairman: Councillor J England  
Councillors: Fletcher, Rice, Sartin, A Woodings and B Woodings

### Welcome from the Chairman

- 348** Councillor John England duly appointed Chairman of the Cemetery Committee under minute reference 141, welcomed members to the first meeting of the Cemetery Committee. He apologised for the cancellation of the previous meeting. He looked forward to the tasks ahead but noted with caution the level of work and commitment required to accomplish these from both the Committee, and the Clerk .

### Apologies for Absence

- 349** None

### Election of Vice Chairman

On the proposal of Councillor Tony Woodings, duly seconded by Councillor Sally Fletcher, it was unanimously:

- 350 Resolved:** that Councillor Brenda Woodings be elected Vice Chairman of the Cemetery Committee for the ensuing year.

### Terms of Reference

The Committee reviewed the Terms of Reference adopted by the Parish Council at their June meeting under minute reference 140. It was:

- 351 Resolved:** that the term “ Review Health and Safety “ would be replaced with “Conduct Risk Assessment” under item 4 to be shown as a separate item, and that “Annual” would replace “Bi Annual” under item 3.

### Budgetary Control

Receipts and Payment Schedules showing current levels of income and expenditure against budget were presented to the meeting.

|                           |                          | <b>Actual<br/>Year<br/>To Date</b> | <b>Annual<br/>Budget</b> | <b>Variance<br/>Annual Total</b> |
|---------------------------|--------------------------|------------------------------------|--------------------------|----------------------------------|
| <b><u>INCOME</u></b>      |                          |                                    |                          |                                  |
| 1401                      | Burial Fees              | £3,876                             | £7,000                   | £3,124                           |
| 1402                      | Allotment Rents          | £7                                 | £90                      | £97                              |
| 1403                      | EMEB Wayleave            | £124                               | £20                      | £104                             |
| 1405                      | Miscellaneous income     | £0                                 | £50                      | £50                              |
| <b>Total Income</b>       |                          | <b>3,993</b>                       | <b>7,160</b>             | <b>3,167</b>                     |
| <b><u>EXPENDITURE</u></b> |                          |                                    |                          |                                  |
| 1176                      | Cemetery Room Repairs    | £3,980                             | £0                       | -£3,980                          |
| 1420                      | Superintendents salary   | £4,408                             | £11,000                  | £6,592                           |
| 1421                      | Superintendents PAYE/NIC | £940                               | £2,500                   | £1,560                           |
| 1422                      | Supply labour            | £0                                 | £500                     | £500                             |
| 1423                      | Superintendents mileage  | £60                                | £200                     | £140                             |
| 1424                      | Cemetery expenses        | £583                               | £250                     | -£333                            |
| 1425                      | Cemetery phone           | £109                               | £250                     | £141                             |
| 1426                      | Water rates              | £211                               | £250                     | £39                              |
| 1427                      | Business rates           | £395                               | £650                     | £255                             |
| 1428                      | Lodge rates              | £972                               | £2,500                   | £1,528                           |
| 1429                      | Lodge maintenance        | £298                               | £1,380                   | £1,082                           |
| 1430                      | Meeting room maintenance | £77                                | £500                     | £423                             |
| 1431                      | Engraving work           | £923                               | £750                     | -£173                            |
| 1432                      | Cremation plaques        | £500                               | £250                     | -£250                            |
| 1433                      | Grounds<br>maintenance   | £305                               | £500                     | £195                             |
| 1434                      | Equipment maintenance    | £479                               | £500                     | £21                              |
| 1435                      | Replacement equipment    | £115                               | £500                     | £385                             |
| 1436                      | Path maintenance/repair  | £0                                 | £1,000                   | £1,000                           |
| 1440                      | Contingencies            | £0                                 | £200                     | £200                             |
| 1441                      | Lodge Rolling<br>Repair  | £0                                 | £1,000                   | £1,000                           |
| <b>Total Expenditure</b>  |                          | <b>£14,355</b>                     | <b>24,680</b>            | <b>£10,325</b>                   |

The main variance from budget was expenditure on Cemetery Room repairs which was a cost brought forward from the previous year. Total estimated fixed expenditure for the year of £20,470 together with total variable expenditure of £4,057 would indicate that the total budget of £24,680 would be fully utilised by the year end.

In addition to current figures, estimated budgets for the years 2007 to 2010 were presented to the meeting showing both fixed and variable costs. Variable costs were subject to clarification on the approach to be taken on memorial testing.

**352 Resolved:** that the Clerk contacts Amber Valley and other organisations to establish what procedures are currently in place and to present these together with examples of costs to a working group of a members who will meet on 13<sup>th</sup> December 2006.

### **Review of Charges**

In accordance with the Financial Regulations of the Parish Council a report detailing current charges for burials and other cemetery services was presented to members. The report detailed

comparative charges made by Amber Valley and Derby City Council. In reviewing the charging structure of the Parish Council it was:

- 353 Resolved:** that the Clerk re draft the Parish Councils charges in line with those of Amber Valley, subject to a deduction of 25% on certain charges to Duffield Residents and a 25% uplift to non Duffield Residents. Individuals who have moved from the village directly into a care homes or to the care of a relative or friend would be considered residents for the purpose of these charges.

### **Superintendents Report**

The Superintendent was pleased to report that the leak from Hazelwood Road had now been repaired. A request for the purchase of topsoil for graves and the newly cleared copse was made together with five new wire bins. The Committee were also asked to consider the replacement of some old pieces of machinery, particularly the Shanks Mower and Sit on and Ride which were proving expensive to maintain.

- 354 Resolved:** that topsoil to the value of £200.00 is approved for purchase. The purchase of bins is also approved subject to cost and budget availability. A review of budget for the replacement of equipment should be included in the ongoing budgeting process and funds be provided to allow a rolling programme of replacements to take place.
- 355 Resolved:** that the superintendent be invited in future to deliver his report personally to the meeting.

### **Lodge Maintenance**

Following the receipt of two quotations for external decoration of the lodge, chapel and committee room it was:

- 356 Resolved:** that the quotation from G P Painting and Property Care for £995.00 be accepted and the Clerk contact the contractor to arrange the necessary risk assessments and insurance documentation prior to the commencement of the work.

Electrical quotations for repair works identified during the inspection process were awaited and it was anticipated that these would be available shortly.

### **Planning for the Retirement of the Cemetery Superintendent**

The Clerk presented a report regarding the maintenance of the Cemetery and usage of the Cemetery Lodge after November 2011.

- 357 Resolved:** that an action plan on the longer term use of the Cemetery and its maintenance be drafted by the Clerk and the Superintendent be asked to draw up a schedule of works required in the Cemetery.

### **Local Authority Ombudsman's Report**

The Report of the Maintenance and Inspection of Memorials in Cemeteries having been previously circulated to members was received by the Committee. It was:

- 358 Resolved:** that the Clerk will present information on processes and costs involved to working group members and recommendations from the working group will be presented to the Committee at their next meeting.

### **Nature Reserve**

A letter detailing recommendations and actions on the formation of a nature reserve from Dan Abrahams, Conservation Officer for Lowland Derbyshire was received by the Committee. The Committee had identified an area of the Cemetery that it felt could be used for a nature reserve, however the recommendation suggested that this may be too small and that the whole Cemetery should be designated as a reserve.

- 359 Resolved:** that the area as identified by the Committee should be managed as a Nature Reserve for a period of 12 months after which it should be reviewed. The proposal to designate the Cemetery , as a nature reserve would also be reviewed after the trial.

### **Cemetery Rules and Regulations**

Rules and regulation relating to the Cemetery, Memorial Gardens and Allotments having been previously circulated were received by the Committee. It was

- 360 Resolved:** that the Clerk review the current rules and regulations in force at the Cemetery and report on any suggested changes to the Committee at their next meeting.

It was further

- 361 Resolved:** that all Memorials to be placed in the Cemetery must have prior approval from the Cemetery Committee or Parish Council prior their erection in accordance with provisions in the current regulations, and

- 362 Resolved:** that current allotment agreements should be reviewed in comparison to other local authorities, but must include a provision to prevent ponds or other water storage on the allotments.

Correspondence from Mrs McKeggie and Mrs Marhsall, having been previously circulated was received by the committee:

- 363 Resolved:** that the Clerk reply to Mrs McKeggie and confirm that the placement of flowers and plants in the Garden of Remembrance is in accordance with current rules, and that steps had been taken to remove unauthorised memorials.

### **Rolling Programme of Repairs, Renewal and Risk Assessment**

A provision for programmes for repair and replacement of equipment and buildings has been included in the budget proposals and costs for these identified. Assistance in the drawing up of risk assessments and health and safety training is to be sought from Amber Valley.

- 364 Resolved:** that the Clerk and other Parish Council staff attend appropriate risk assessment and safety training to be offered by Amber Valley.

**Extension to the Garden of Remembrance**

Following extensive clearance work by the Community Offending Team, to the copse area adjoining the Garden of Remembrance was now clear. Further work to remove stumps and levelling was required and the team has indicated their willingness to assist with this.

- 365 Resolved:** that the Community Offending Team be requested to assist with levelling and stump removal work currently outstanding at the Cemetery .

**Flower Tub in Duffield Cemetery**

The Clerk reported that in accordance with instruction issued the tubs in the Cemetery had now been filled, however there was some uncertainty as to Council policy regarding the continuation of these

- 366 Resolved:** that the Committee reviews the long term provision of flower tubs in the Cemetery at their next meeting

**Date and time of next meeting**

- 367 Resolved:** that the next meeting of the Cemetery Committee will take place on Tuesday 29<sup>th</sup> May 2006 at 7.00pm, in the Meeting Room on Hazelwood Road, Duffield.

Signed----- Date-----