

# Duffield Parish Council

## Minutes of the Meeting of the Cemetery Committee, held, in the Committee Room, Hazelwood Road, Duffield on Tuesday 4<sup>th</sup> July 2007 at 7.00 pm.

Present: Chairman: Councillor J England  
Councillors: Greenwood, Rice, and B Woodings

### Election of Chairman

On the proposal of Councillor Brenda Woodings, duly seconded by Councillor John Rice, it was unanimously:

- 718 Resolved:** that Councillor John England be elected Chairman of the Cemetery Committee for the ensuing year.

### Election of Vice Chairman

On the proposal of Councillor John England, duly seconded by Councillor Paul Greenwood, it was unanimously:

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

### Apologies for Absence

- 720** Apologies for absence were received from Councillors Short, and A Woodings.

### Terms of Reference

The Committee reviewed the Constitution and Terms of Reference adopted by the Parish Council at their meeting in June 2006 under minute reference 140. Following a review of the constitution and in line with standing orders it was:

- 721 Resolved:** that the constitution be amended such that the Chairman of the Committee to be appointed by the members of the standing committee. It was further:
- 722 Resolved:** that the present Terms of Reference of the Cemetery Committee be reaffirmed, as attached to these minutes.

### Declaration of Members Interests

- 723** None were recorded

## Minutes of the Meeting of the Cemetery Committee

Members reviewed the minutes of the Cemetery Committee meeting held on 7<sup>th</sup> November 2006, and approved by the Parish Council on the 12<sup>th</sup> June 2007. It was

- 724 **Resolved:** that a project to look at the long term use of the Cemetery Lodge commence and that an action plan regarding the long term maintenance of the cemetery and lodge be included within this project.
- 725 **Resolved:** that maintenance requirements for the lodge in the shorter term, be identified in conjunction with discussions with the Superintendent and that the Clerk and Chairman liaise with the Superintendent to undertake a maintenance inspection of the lodge.
- 726 **Resolved:** that the success of the Nature Reserve at the Cemetery be reviewed by members at their October meeting.

## Superintendents Report

The Superintendent was pleased to report that two new lawn mowers had been received by the Parish Council. He noted that work on the new garden of remembrance, and lodge gate had been completed and that four new allotments had been created following clearance work undertaken by the community offending teams. He thanked them and Michael Forkin for their assistance in these projects. The Committee was asked to consider budgetary provisions for two paths in the garden of remembrance and the replacement of the sit on mower as it was now proving expensive to maintain.

- 727 **Resolved:** the committee thanked the superintendent for his hard work and dedication and resolved to consider his budgetary requests.

## Budgetary Control

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

### Duffield Parish Council Cemetery Sub Committee Report May 07

#### Budget and Expenditure for the Year Ended 31 March 2008

	Budget	Actual to date	Committed To Date
	£	£	£
<i>Income</i>			
1401 <b>Burial Fees</b>	<b>8,960</b>	685	
1403 <b>EMEB Wayleave</b>	<b>130</b>		
1402 <b>Allotment Rents</b>	<b>93</b>		114
<b>Total Cemetery Income</b>	<b>9,183</b>	685	

### **Expenditure**

1420	<b>Superintendents Salary</b>	<b>15,126</b>	1114	13368
1425	<b>Lodge telephone</b>	<b>161</b>	5	
1426	<b>Water Rates</b>	<b>655</b>		
1427	<b>Business Rates</b>	<b>721</b>	732	
1428	<b>Council Tax</b>	<b>1,783</b>	1687	
1430	<b>Engraving Work</b>	<b>1,235</b>	189	
1431	<b>Equipment Maintenance</b>	<b>527</b>		59
1433	<b>Grounds Maintenance</b>	<b>771</b>	360	
1432	<b>Lodge Maintenance</b>	<b>1,912</b>	22	27
1435	<b>Sundries etc.</b>	<b>117</b>		6
1436	<b>Cemetery expenses</b>	<b>1,312</b>	32	
1437	<b>Replacement Equipment</b>	<b>567</b>		528
1438	<b>Cremation Plaques</b>	<b>550</b>		
1440	<b>Supply Labour</b>	<b>100</b>		
1441	<b>Rolling equipment replacement</b>	<b>1,000</b>		
1433	<b>Meeting room maintenance</b>	<b>1,000</b>		
1434	<b>Chapel Maintenance</b>	<b>1,000</b>		
1461	<b>Path Maintenance</b>	<b>1,000</b>		
1466	<b>External Decoration</b>	<b>995</b>		950
	<b>Establishment of nature reserve</b>	<b>200</b>		
	<b>Extension to Memorial garden</b>	<b>300</b>		
	<b>Resurfacing of driveway</b>	<b>5,000</b>		
	<b>Memorial testing</b>	<b>5,000</b>		
	<b>Total Cemetery Expenditure</b>	<b>41,032</b>	4141	14938
	<b>Contribution from Precept</b>	<b>31,849</b>	-----	-----
	<b>Surplus / Deficit</b>	<b>0</b>	<b>-3456</b>	<b>-14938</b>

The Clerk noted that expected expenditure was in line with current budgets, however Councillors should note that higher than expected incomes under this budget heading coupled with unexpected savings meant that additional funds in the region of £6000 were now held for this committee by the Parish Council.

**728 Resolved:** that the budget figures as presented by the Clerk be received.

### **Road Maintenance**

Following receipt of a provisional quotation for the resurfacing of the cemetery drive in 2006 it was:

**729 Resolved:** that the Clerk investigates what the requirements are for Derbyshire County Council to adopt the roadway and if this adoption is possible seek three quotations for the cost of work to be undertaken, if required.

### **Newts in Allotment Gardens**

Following an inspection of the ponds on the allotment gardens by Mr Chris Monk, County Amphibian Recorder for Derbyshire, the Clerk confirmed that greater crested newts were not present on the site. Mr. Monk confirmed that the ponds should be removed from the allotment gardens, as soon as possible, however work on the larger pond should not start until September. He also noted that some water storage devices on the allotment gardens had become havens for mosquitoes and should be fitted with child proof lids.

- 730 **Resolved:** that the Clerk write to allotment holders on which the ponds are currently located and request that they be removed in accordance with the guidelines suggested by Mr. Monk, and that all allotment holders be informed of the need to cover their water storage devices with child proof lids.
- 731 **Resolved:** that Parish Council water butts currently located in the allotment gardens be replaced with child safe water butts

### **Water supply to Allotments**

- 732 **Resolved:** that the Clerk investigate the cost and practicality of installing a link supply from the existing cemetery water supply to the allotment gardens and if any grants were available to cover the costs.

### **Hedging alongside Allotment Gardens**

Following consideration of users needs in the cemetery and the allotment gardens it was:

- 733 **Resolved:** that the Clerk contact Mr Richard Bowmer for advice on the provision of a hedge alongside the tarmac pathway with entrances to the Garden of Remembrance and Allotment Gardens.

### **Review of Cemetery**

A report on cemetery charges having been previously circulated to members showing adjustments inline with Amber Valley and Derby City Council charges. It was:

- 734 **Resolved:** that the charges as listed below be approved subject to the provision of a charge for Exclusive Rights in the Garden of Remembrance which should be considered in depth by the Full Council.

#### **Schedule of fees Recommended for services provided at Duffield Cemetery** **Effective from 1st September 2007**

	<b>25% Amber Valley</b>	<b>-25% Duffield Parish Residents</b>	<b>+25% Non Duffield Parish Residents</b>
<b>Graves and Burials</b>			
Exclusive Rights for Burial	£265	£200	£332
Adult Internment	£90	£90	£135

	<b>Amber Valley</b>	<b>Duffield Parish Residents</b>	<b>Non Duffield Parish Residents</b>
Junior and Child internment			
17 Years and under	£182	£45	£68
2 years and under	£92	£20	£30
Burial of Ashes in Grave	£81	£69	£102
Sprinkling	£41	£31	£51
Saturday Burial	£108	£81	£135
Saturday Internment of cremated remains	£49	£37	£61
Use of Chapel	£57	£43	£71
Placing of New Headstone	£78	£58	£97
Additional Inscription	£31	£24	£38
<b>Garden Of Remembrance</b>			
<i>Exclusive Rights for burial of ashes</i>	£62	£47	£77
Internment Fee	£81	£141*	£211*
Additional Letters		£1.40	£1.40
Gold per Letter on whole of inscription		£0.80	£0.80
* Included plaque and inscription			

### **Memorial Testing**

Following the receipt of a quotation for inspections from the Institute of Cemetery and Crematorium Management further quotations for the inspection of memorials were sought from Amber Valley Borough Council and Independent Memorial Inspectors.

All tenders were received by email. Following distribution of the tenders to members it was

- 735 Resolved:** to accept the tender for memorial inspections from Independent Memorial Inspectors at a price of £3.50 per memorial to include the provision of a data base and inspections costs.

Following discussions as to the commencement of the inspection process and the need to inform interested parties of the Councils intentions to undertake memorial testing, members considered that due to the age and number of memorials in the cemetery and the anticipated difficulty of contacting those parties, it would be impractical and inefficient to contact every owner of memorials at Duffield Cemetery. It was therefore

- 736 Resolved:** that an extensive advertising campaign to inform interested parties of the Councils intentions to undertake memorials testing in October 2007 be under taken immediately with

notices being placed in Belper News, the Derby Evening Telegraph, Duffield Scene, on the Parish Council Web site, notice boards, and in local shops and meeting places.

- 737 **Resolved:** that advertising of the Councils intention memorials inspected and the 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.

#### **Retirement of Superintendent**

- 738 **Resolved:** that the Chairman and Clerk review the condition of the Cemetery Lodge and make recommendations as to work required.

#### **Rules and Regulations**

- 739 **Resolved:** that this item be held over as a standing item for future consideration

#### **Rolling programme of Repairs and Renewals and Risk Assessment Inspections**

- 740 **Resolved:** that a delivery of topsoil be organised to allow for the infilling of graves in the Cemetery.

#### **Flower Tub in Duffield Cemetery**

- 741 **Resolved:** that a provision for the replacement of flower tubs be included in the budget next year and
- 742 **Resolved:** that a letter of gratitude be sent to Mrs Guy for her assistance to the Superintendent for producing the beautiful flower tubs this season.

#### **Extension to Garden of Remembrance**

- 743 **Resolved:** that this item be held over as a standing item for future budgetary consideration.

#### **Memorial Tablets**

- 744 **Resolved:** that an order for 20 memorial tablets for the garden of remembrance at a price of £25.00 each be placed with Beresford Limited to replace extinguished stocks.

#### **Care of Memorial Tablets**

Following concerns raised regarding the lettering on the memorial tablets in the garden of remembrance it was:

- 745 **Resolved:** that the Committee Chairman would contact the memorial mason to discuss their care, and in conjunction with the clerk produce an advisory paper on the treatment of memorial tablets for different types of lettering.

**Date and time of next meeting**

**746 Resolved:** that the next meeting of the Cemetery Committee will take place on Tuesday 30<sup>th</sup> October 2007 at 7.00pm, in the Meeting Room on Hazelwood Road, Duffield.

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