

Duffield Parish Council

Minutes of the Meeting of the Cemetery Committee, held, in the Committee Room, Hazelwood Road, Duffield on Tuesday 22nd January 2008 at 7.00pm.

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

Also in Attendance: Clerk: Mrs S Bygraves
Assistant Clerk: Mrs S Smith

Cemetery Superintendent: Mr David Guy

Apologies for Absence

978 Apologies for absence were received from Councillor Rice

Declaration of Members Interests

979 None were recorded

Minutes of the Meeting of the Cemetery Committee

Minutes of the meeting of the Cemetery Committee held on 21st November 2007, were reviewed by members and confirmed as a correct record and signed by the Chairman.

Duffield Cemetery Superintendents Report

A report from the Cemetery Superintendent having been previously circulated was reviewed by members. It was noted that the database containing information from the cemetery registers had almost been completed.

Members discussed the implementation of revised charges for the cemetery as approved by the full council at their meeting in December 2007. It was noted that the changes were in line with current Amber Valley practice, but were a marked change from that currently in place. To ensure sufficient notification it was:

980 **Resolved:** that the new charges would be implemented from 1st April 2008 and information detailing these would be distributed to funeral directors and placed on Parish notice boards with immediate effect.

Following a review of the nature reserve it was:

981 **Resolved:** that the current area would be maintained and edging strips would be cut around the blocks to ensure that growth did not encroach onto the footpath. It was further:

982 **Resolved:** that a review of the area would be conducted at the end of the year.

At this point the Cemetery Superintendent left the meeting.

Update of Action Plan

Further to item 905, regarding the roadway outside the Cemetery, the Clerk had attempted to contact Chris Allwood at the Derbyshire County Council regarding the pricing of the work, but was informed that he was on holiday.

Further to item 914, the unstable stone manhole near to the lodge has been stabilised and an order for the replacement for the second stone manhole had been made to Derbyshire County Council.

Items for exclusion

None

Budgets to Date

The Clerk presented updated figures on current and future budgets showing adjustment for forecasted expenditure and income:

Duffield Parish Council
Cemetery Sub Committee Report January 2008
Budget and Expenditure for the Year Ended 31 March 2008

Detail	Year to Date Actual	Forecast Year	Budget Year	2009 Year	2010 Year	2011 Year	2012 Year	
				2 Budget	3 Budget	4 Budget	5 Budget	
<u>Income*</u>								
Cemetery								
1401	Burial Fees	5824	8334	8,960	9,407	9,878	10,372	10,890
1402	Allotment Rents	30	30	93	98	103	108	114
1403	EMEB Wayleave	105	105	130	137	144	151	158
1405	Miscellaneous income	0	0	0	230	242	254	267
	Total	5,959	8469	9,183	9,872	10,367	10,885	11,429

Detail	Year to Date Actual	Forecast Year	Budget Year	2009 Year	2010 Year	2011 Year	2012 Year	
				2 Budget	3 Budget	4 Budget	5 Budget	
<u>Expenses</u>								
Cemetery								
1420	Superintendents salary	7546	11546	13,069	13,240	13,902	14,597	15,327
1421	Superintendents PAYE/NIC	1580	1961	2,057	2,642	2,775	2,913	3,059

1422	Supply labour	0	42	100	100	100	100	100
1423	Superintendents mileage	143	139	0				
1424	Cemetery expenses	1151	1400	1,312	1,378	1,447	1,519	1,595
1425	Cemetery phone	193	239	161	169	177	186	195
1426	Water rates	335	385	655	687	722	758	796
1427	Business rates	658	812	721	757	794	834	876
1428	Lodge rates	1519	1757	1,783	1,872	1,966	2,064	2,167
1429	Lodge maintenance	356	7947	1,910	2,007	2,108	2,213	2,324
1430	Meeting room maintenance	0	1000	1,000	1,000	1,000	1,000	1,000
1431	Engraving work	1434	1434	1,235	1,297	1,362	1,430	1,502
1432	Cremation plaques	585	585	550		600		650
1433	Grounds maintenance	538	800	771	810	850	893	937
1434	Equipment maintenance	160	500	527	553	581	610	640
1435	Replacement equipment	529	600	567	595	625	656	689
1436	Path maintenance/repair	0	0	0				
1437	Sundries	0	49	117	122	129	135	142
1438	Rolling equipment replacement			0	1,000		1,000	1,000
1439	Rolling Chapel Maintenance	0	1000	1,000	1,000	1,000	1,000	1,000
1440	Rolling Path Maintenance	0	1000	1,000	1,000	1,000	1,000	1,000
1441	Lodge Rolling Repair	0	0	0				
1442	External Decoration	950	950	995		1,000		1,000
1443	Nature Reserve	0	200	200		200		200
1444	Extension to memorial garden	290	300	300	100	75	75	100
1445	Resurfacing driveway	0	12000	5,000	0	0	0	0
1446	Memorial Testing	6647	6837	5,000	3,000	3,000	3,000	3,000
Total		24614	54483	41,030	33,329	36,413	35,983	39,299

The Clerk highlighted expected overspends on accounts 1446 Memorial Testing, 1445 resurfacing driveway and 1429 lodge maintenance, all of which had been included in the precept report detailed to the main council and approved by them at their meeting on January 8th 2008.

Memorial Inspection

Memorial inspections at Duffield Cemetery, Hazelwood Road, owned by Duffield Parish Council, had been completed and a total of one thousand, one hundred and sixty memorials had been inspected. Of these two hundred and seventy eight had been staked immediately for safety reasons, two had been cordoned off and required further inspection by a structural engineer. Three hundred and fifty three memorials had been identified as requiring action within six months but had not been staked.

The Parish Council, following a report presented to the previous meeting, considered options available to it regarding the treatment of these failed memorials. In determining their policy advice had been taken from surrounding Borough Councils, trained experts in the field and heed was taken of the recommendations contained within the Ombudsman report of June 2006. Following lengthy discussions it was:

- 983 Resolved:** that a policy would be drafted to reflect the Parish Council's treatment of failed memorials, this would include a time limit by which relatives would be required to contact

the Parish Council of their intentions regarding the repair of failed memorials by 1st July 2008. It was further:

- 984 Resolved:** that where no contact had been received, that failed memorials would be laid flat in the grave space, with inscription facing upwards. It was further:
- 985 Resolved:** that the Clerk would advertise the names of all those memorials which had failed or needed action within six months in each of the Belper News, Derby Telegraph and Duffield Scene, and that attempts would be made to contact each memorial owner individually for any memorial in the two categories where the exclusive right had been purchased after 1st January 1958.

Cemetery Lodge

To date no quotations had been received from joiners for the replacement window in the Cemetery lodge bedroom or for the repair to the stairs.

Three quotes have been received for the replacement boiler within the Cemetery Lodge. They were opened by members, dated and initialled. The quotes received were British Gas £4004.40, ETТА Plumbing and Heating £2797.29 and R J Blair Plumbing and Heating £3231.25 all including vat. The quotation from ETТА plumbing did not include a cost for new thermostatic valves to the radiators.

- 986 Resolved:** that the clerk carefully review the British Gas quotation and compare this with the R J Blaire quotation. The Clerk should also confirm the corgi registration of R J Blair as this detail was not included on the quotation. It was further:
- 987 Resolved:** that the Clerk be given authority to place the order with R J Blair, subject to this being a better overall quotation and the registration details confirmed.

Road Maintenance

This was previously discussed in the action plan.

Allotment Gardens

The upkeep of the Allotment Gardens would be deferred until an Allotment meeting with allotment holders could be arranged in early April.

- 988 Resolved:** that the Clerk draft a structured agenda and invite the allotment holders to a meeting.

Review of Nature Reserve

This had been discussed earlier during the Cemetery Superintendent's report.

Retirement of Superintendent

Arrangements were made for working group to meet on 5th March 2008 at 7.00pm at the Committee Room, Hazelwood Road, Duffield, to discuss council's strategy on this matter.

These recommendation would then be passed to the Cemetery Committee for consideration prior to them being discussed by the Parish Council.

- 989 Resolved:** that the Clerk ask the Cemetery Superintendent to complete a diary of his at the work at the cemetery over the next six months.

Rules and Regulations

To be considered at a future meeting.

Rolling programme of Repair, Renewal and Risk Assessments Inspections

These continued as previously detailed to the meeting.

Time and Date of Next Meeting

- 987 Resolved:** that the next meeting of the Cemetery Committee will take place on Tuesday 27th May 2008 at 7.00pm, in the Meeting Room on Hazelwood Road, Duffield.

Signed_____ Date_____