

# Duffield Parish Council

## Minutes of the Meeting of the Cemetery Committee, held, in the Committee Room, Hazelwood Road, Duffield on Tuesday 30<sup>th</sup> September 2008 at 4.00 pm.

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

### Election of Chairman

On the proposal of Councillor Tony Woodings, duly seconded by Councillor Chris Short, it was unanimously:

- 1320 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 Tony Woodings, it was unanimously:

- 1321 Resolved:** that Councillor Brenda Woodings be elected Vice Chairman of the Cemetery Committee for the ensuing year.

### Apologies for Absence

- 1322** Apologies for absence were received from Councillors Storer, and B 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:

- 1323 Resolved:** that the Constitution and Terms of Reference of the Cemetery Committee be reaffirmed, as attached to these minutes.

### Declaration of Members Interests

- 1324** None were recorded

### Minutes of the Meeting of the Cemetery Committee

Members reviewed the minutes an action plan of the Cemetery Committee meeting held on 22<sup>nd</sup> January 2008, and approved by the Parish Council on the 11<sup>th</sup> March 2008. It was

- 1325 Resolved:** that a strategy be drafted to look at the care and maintenance of the Cemetery on the retirement of the Cemetery Superintendent and this should include an action plan identifying how such decisions will be made.

Following the success of the trial nature reserve at Duffield Cemetery, it was:

- 1326 Resolved:** that the area currently under trial as a nature reserve be designated as such on a permanent basis and that actions be taken to develop it as a reserve in association with English Nature. This designation should be publicised through the Parish Councils' newsletter.

### **Superintendents Report**

The Superintendent was pleased to report that despite the variable weather the schedule of grass cutting at the Cemetery had been maintained. He noted a request from Mrs Moffat for the placement of a memorial bench at the Cemetery, and distributed photographs of the proposed bench. The design is similar to the current stock of benches at the Cemetery and is constructed from hard wood sourced from sustainable forests.

The Superintendent addressed the issue of grade three memorial failures. He requested that a definitive strategy in dealing with those headstones where families has failed to take action be drawn up to allow the progression of action over the winter.

The theft of the Cemetery hedge trimmer earlier in August was brought to members' attention. The superintendent expressed concern that the trimmer was stolen whilst in use and felt that even the shortest of breaks would now require equipment to be held close to the operative to prevent future thefts.

- 1327 Resolved:** the committee thanked the superintendent for his hard work and dedication at the Cemetery and asked that appreciation to be passed onto Mr. Michael Forkin for his work at the Cemetery. It was further

- 1328 Resolved:** that the request for the placement of a memorial bench by Mrs Moffat be approved.

Further items in the report would be discussed under their agenda items

### **Memorial Testing**

- 1329** The Clerk confirmed that significant progress had been made in the testing process. All families of grade three failures had been written to individually where the first interment date fell after 1<sup>st</sup> January 1958. A total of 152 letters had been send. In addition to this advertisements had been placed in the Belper News, Evening Telegraph and Duffield Scene for all grade two and three failures and notices had been placed in the White Hart and Cemetery notice boards listing the names of all failures.

The database compiling information and responses from the testing process was now complete. Following a review of responses, action would be taken to lay down grade three failed memorials in the grave space with the inscription facing upwards where no action had been or was intended by the families. This list would be checked with local memorials masons to ensure that any families who had placed orders directly with the masons but not informed the Parish Council would be identified. The laying of the memorials would be conducted by Michael and David working together, and both Michael and David had agreed to undertake training on the use of gantries and the detachment of bases. Any memorial over 1.2 meters in height or 25kg in

weight will be laid down using the gantry. Memorials over 4 meters in height will not be laid by Council staff.

### **Disputes in Duffield Cemetery**

Further to information previously circulated to members regarding family disputes, and advice received thereon it was:

**1330 Resolved:** that the following revised rule 14 be adopted as Council policy with immediate effect and be included within the current Cemetery Rules and Regulations:

“No monument of any sort will be allowed to be erected or placed on any grave or in any part of the cemetery without the consent of the Council. Before any monument is placed or erected a drawing thereof , with the proposed inscription, must be left at the address of the Cemetery Superintendent for at least one month in order to obtain the necessary approval. The information must be signed by the registered owner of the grave or the monumentalist acting on his behalf. Any question touching the fitness of any inscription or the design or material construction of any monument erected or placed on consecrated ground shall be determined by the bishop pf the Diocese”

### **Request for memorial Benches and Council Policy**

Further to the adoption of the open spaces and cemetery memorial policy, members considered the type of seats appropriate for memorial seats at Duffield Cemetery. In consideration of this members considered sustainability, visual impact, design and safety.

**1331 Resolved:** that seats to be placed in the cemetery should be of a traditional historic design, made from hardwood, which had been sourced from sustainable well managed forests. Examples of this were given as the “Larbreck”, and “Rawcliffe” seats supplied by Glasdon Manufacturing UK Limited.

### **Signage in Duffield Cemetery**

Further to examples previously distributed of signs denoting that Duffield Cemetery has a nature reserve, it was

**1332 Resolved:** that the signage designed for the nature reserve be approved subject to minor grammatical changes.

### **Scattering of ashes in the Extensions to the Garden of Remembrance**

Further to a request for permission to scatter ashes in the extension to the Garden of Remembrance it was:

**1333 Resolved:** that permission be granted for the scattering of ashes in the extension to the Garden of Remembrance.

## **Community Punishment Work at Duffield Cemetery**

Further to a report presented to the Parish Council, members were asked to consider the use of the community payback scheme as a way of progressing work at the cemetery. Work identified to date includes improvements to the allotment areas including new footpaths, the laying of new hedges and cutting back and maintenance of small trees and hedges around the site.

**1334 Resolved:** that funding of £4000, to allow the construction of new footpaths and levelling work on the allotments be included in the proposed budget for 2009 and that the community punishment team be requested to assist with the design and laying of the footpaths, the planting of hedges and other maintenance and improvement work at the cemetery

## **Archiving of Cemetery Records**

Further to a request from the Derbyshire Records Office that the Parish Council consider placing unused cemetery records and registers with the records office, it was

**1335 Resolved:** that all unused cemetery records and registers held by the Parish Council be deposited with the Derbyshire Records Office for safe keeping with immediate effect.

## **Meeting with Allotment Holders**

The upkeep of the paths and fallow areas by Michael Forkin had been ongoing throughout the summer. Tree trimming work was to be undertaken over the winter months and this would add further improvements to the area. The inspection of the allotment gardens by members had highlighted problems on a number of plots. There were clear examples of allotment holders cultivating the allotments to a high standard, but there were also problems of unkempt plots which were unacceptable. The proposed further investment of funds into the new paths and amenities must be met with improvements to plots, and it was recognised that a reduction in size for new plots may be a way of ensuring this be done.

**1336 Resolved:** that the Clerk write to allotment holders on plots 3,5,6 and 13 to highlight problems with their plots and request they discuss with the Clerk how improvements on their plots will be progressed. It was further:

**1337 Resolved:** that a meeting with allotment holders be organised after the next meeting of the Cemetery Committee, to which members were requested to bring suggestions for items to be included in the discussions with allotment holders.

## **Review Budgets to Date**

A report showing actual expenditure to date together with forecasted expenditure to 31 March 2009, 2010, 2011, and 2012 was presented to members as follows;

**Cemetery Committee**  
**Actual to Forecast and Ongoing 5yr budget forecast**  
**based on expenditure to 30th September 2008**

	Actual at 30/09/2008	2009 Year 1 Budget	2010 Year 2 Budget	2011 Year 3 Budget	2012 Year 4 Budget
<b>Income*</b>					
<b>Cemetery</b>					
1401 Burial Fees	1,392	9,407	9,877	10,371	10,890
1402 Allotment Rents	123	98	103	108	113
1403 EMEB Wayleave	125	137	144	151	159
1405 Miscellaneous income	0	230	242	254	266
<b>Sub Total</b>	<b>1,640</b>	<b>9,872</b>	<b>10,366</b>	<b>10,884</b>	<b>11,428</b>

	Actual at 30/09/2008	2009 Year 1 Budget	2010 Year 2 Budget	2011 Year 3 Budget	2012 Year 4 Budget
<b>Expenses</b>					
<b>Cemetery</b>					
1420 Salaries and wages	4,717	13,240	13,902	14,597	15,327
1421 Inland Revenue	1,022	1,642	1,724	1,810	1,901
1422 Supply labour	0	100	105	110	116
1423 Superintendents mileage	60	200	210	221	232
1424 Cemetery expenses	402	1,378	1,447	1,519	1,595
1425 Cemetery phone	98	169	177	186	196
1426 Water rates	276	687	721	757	795
1427 Business rates	526	757	795	835	876
1428 Lodge rates	1,051	1,872	1,966	2,064	2,167
1429 Lodge maintenance	-1,149	2,007	2,107	2,213	2,323
1430 Meeting room maintenance	0	0	0	0	0
1431 Engraving work	470	1,297	1,362	1,430	1,501
1432 Cremation plaques	0	550	0	600	0
1433 Grounds maintenance	384	810	851	893	938
1434 Equipment maintenance	26	553	581	610	640
1435 Replacement equipment	1,293	595	625	656	689
1436 Path maintenance/repair	0	0	0	0	0
1437 Sundries	0	122	128	135	141
1438 Tree Work	425	0	0	0	0
1438 Rolling equipment replacement	0	0	0	0	0
1439 Rolling Chapel Maintenance	0	0	0	0	0
1440 Rolling Path Maintenance	0	0	0	0	0
1441 Lodge Rolling Repair	0	0	0	0	0
1442 External Decoration	0	0	1,000	0	1,000
1443 Nature Reserve	0	0	0	0	0

1444 Extension to memorial garden	0	100	75	75	100
1445 Resurfacing driveway	0	0	0	0	0
1446 Memorial Testing	24	800	800	800	800
		0	0	0	0
<b>Sub Total</b>	<b>9,625</b>	<b>26,879</b>	<b>28,575</b>	<b>29,510</b>	<b>31,337</b>
<b>Net Expenditure</b>	<b>-7,985</b>	<b>0</b>	<b>-17,007</b>	<b>-18,627</b>	<b>-19,909</b>

1338 The Clerk noted that items marked in red were reserve items that had been removed following a review of reserves and balances and the implementation of a new procedure. Only items identified with specific expenditure were now included as specific reserve items. Members noted that the reserve request for the allotment gardens should now be made in accordance with the policy on reserves and would be presented to the Strategy, Finance and General Purpose Committee at their November meeting

**Date and time of next meeting**

1339 Resolved: that the next meeting of the Cemetery Committee will take place on Tuesday 27<sup>th</sup> January 2009 at 7.00pm, in the Meeting Room on Hazelwood Road, Duffield.

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