

# Duffield Parish Council

## Minutes of the Meeting of the Cemetery Committee, held, in the Committee Room, Hazelwood Road, Duffield on Tuesday 17<sup>th</sup> February 2009 at 7.00pm.

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

Also in Attendance: Clerk: Mrs S Bygraves

### Apologies for Absence

1471 Apologies for absence were received from Councillor Short and Storer

### Declaration of Members Interests

1472 None were recorded

### Minutes of the Meeting of the Cemetery Committee

1473 Members reviewed the minutes of the Cemetery Committee meeting held on 30<sup>th</sup> September 2008, and approved by the Parish Council on the 13<sup>th</sup> January 2009.

It was noted that information about the Nature Reserve at the Cemetery had been placed in the Newsletter and that signs for the site had been ordered.

### Update of Action Plan

An update on the Action Plans for all actions outstanding at 17<sup>th</sup> February 2009 was given to the meeting and attached in Appendix A.

1474 **Resolved:** that the action plan dated 17<sup>th</sup> February 2009 be confirmed as a correct record.

### Items for Exclusion

1475 **Resolved:** that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of the business set out in the following item on the grounds that it involves the likely disclosure of exempt information, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information:-

1. Agenda Item No. 11 : Registry of Buildings
2. Agenda Item No. 16 : Retirement of Superintendent

## **Duffield Cemetery Superintendents Report**

The superintendent reported that poor weather over the winter months had had a detrimental effect on the cemetery's winter work programme, with much time being taken up in clearance and safety work on the paths. New seating areas to accommodate memorial benches in the garden of remembrance had been created, and the broken stone inspection covers on the main paths had now been replaced. Work to clear the remaining grass on the nature reserve was underway, and was expected to be completed shortly. A request for additional memorial plaques for the garden of remembrance was made, as was the provision of two paths adjacent to the new memorial blocks.

- 1476 Resolved:** that the Clerk place an order for 20 memorial plaques at a cost of £550.00 with Beresford & Sons limited. It was further
- 1477 Resolved:** that a reserve request for the provision of two paths be included in the budget request for 2009/2010.

### **Memorial Inspections**

Further to a report received from the Ministry of Justice on revised advice on the inspection of memorials, members noted the changes advised. There was still uncertainty about the advice given as many areas remained unexplained or required clarification. This was a marked change to the instructions given by the local government ombudsman in his report, and seemed to contradict explicit requirements previously notified.

- 1478 Resolved:** that the Clerk seek further advice and clarification from DALC and Amber Valley on action required if any and report these back to members as they become available. It was further
- 1479 Resolved:** that actions on the memorial testing in Duffield Cemetery be put on hold until such time as explicit and firm advice becomes available.

### **Repairs to Cemetery Lodge**

Further to a review of the current budgets the Clerk confirmed that funding for a replacement kitchen at the lodge remained within budget. Councillor Woodings confirmed that she would be willing to help research a new kitchen. It was:

- 1480 Resolved:** in view of the Superintendents retirement, that the Clerk talk with the Cemetery Superintendent to establish if a replacement kitchen should be fitted now, or if this is rejected a request be made to the Strategy, Finance and General Purpose Committee for the creation of a specific reserve to allocate funding for the replacement kitchen in the future.

### **Replacement Heater**

The Clerk confirmed that the heater in the Cemetery Chapel had been inspected and was now beyond repair. A quotation for the supply and installation of a replacement

heater had been received at the cost of £291.30, the supply only cost direct from the manufacturer had been investigated at a cost of £265.00.

- 1481 Resolved:** that the Clerk arrange for the installation of the replacement heater at a cost of £291.30 with immediate effect.

### **Registry of buildings**

The Clerk gave an update to members on the progression of registrations.

- 1482 Resolved;** that the Clerk continue with work required and that members assist the Clerk on matters relating to the registration process where possible.

### **Allotment Gardens**

Further to a report previously circulated, members reviewed the current size of allotments at Duffield Cemetery. It was noted that over the past years the sizes had been reduced on some allotments as occupants had experienced difficulty in their upkeep. New allotments had also been created to a smaller size than the existing allotments in an attempt to make them more manageable. With two large allotments now available for re letting members were requested to consider a policy on the size of allotments to be provided.

- 1483 Resolved:** that existing large allotments be split into two equal allotments when re-let and that any new allotments created at the cemetery, be done so of a size equal to these smaller allotments.

### **Agenda for Allotment Holders**

The Clerk confirmed that a meeting with allotment holders had been organised for Saturday 14<sup>th</sup> March 2009 at 10.00am at the Committee Room, Hazelwood Road, Duffield, and that allotment holders and members had been notified of the date and time. An agenda for the meeting required confirmation.

- 1484 Resolved:** that members be requested to draft an agenda at their working group meeting to be held on Thursday 26<sup>th</sup> February at 2pm at the Committee Room, Hazelwood Road, Duffield and that the Clerk contact allotment holders prior to the meeting to request items for inclusion on the agenda.

### **Memorial Tablets for the Garden of Remembrance**

The Clerk noted that the current supply of memorial tablets for the garden of remembrance was almost exhausted. A new supply of 20 memorial tablets could be purchased for £550.00.

- 1485 Resolved:** that the Clerk proceed with the purchase of 20 memorial tablets at a cost of £550.00.

### **Expansion of the Garden of Remembrance**

The Clerk noted that action would soon be required to address the ongoing demand for space in the existing Garden of Remembrance.

- 1486 Resolved:** that members review the current provision at their working group meeting and make recommendations to the next Committee meeting.

### **Retirement of Superintendent**

- 1487 Resolved:** that the Clerk produce a task list of activities undertaken by the Superintendent. Information regarding contracted replacements, commercial rentals of property and severance payments should also be presented to members at the next Committee meeting

### **Damages to Duffield Cemetery**

The Clerk reported two vehicular accidents at the Cemetery. One had resulted in the irreparable damage to a memorial seat and the second to the boundary wall. Despite efforts to contact the individual responsible for the damage to the memorials seat no response had been received. Damage to the wall was currently being priced, and the owner of the vehicle had confirmed his willingness to cover the cost of the damage.

- 1488 Resolved:** that the Clerk pursues both matters with the individuals involved and where possible resolve the situations. The outcomes to be reported to members at the next committee meeting.

### **Time and Date of the Next Meeting**

- 1489 Resolved:** that the next meeting of the Cemetery Committee will take place on Tuesday 26<sup>th</sup> May 2009 at 7.00pm, in the Meeting Room on Hazelwood Road, Duffield.

Signed \_\_\_\_\_ Date \_\_\_\_\_