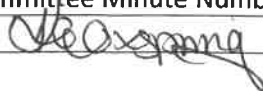



Minutes of a Meeting of Clowne & Barlborough Joint Burial Committee held on Monday 25th February 2019 in the Community Centre, Recreation Close, Clowne starting at 6pm

Present	Councillor K. Oxspring (Vice Chair) Councillors A. Bailey, G. Buxton, D. Oxspring, N. Page, K Reid, M. Stanton
In Attendance	1 Member of the Public
Clerk and Minute Taker	S. Singleton

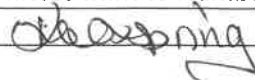
Minute Number	Order of Business Part 1 None Confidential Business	Motion and Decision	Voting
01/18	Apologies for Absence Apologies received from Councillors E. Burgess, T. Connerton, T. Patterson, J. Smith, R. Walker, B. Watson (Chair) In absence of the Chair (who was held up in traffic) the Vice Chair presided over the meeting.	Apologies Accepted	Agreed All in favour
02/18	Confirmation that Attendance Register has been signed	Confirmed by all present	
03/18	Notification of Unregistered Declarations of Personal or Pecuniary Interest	No Unregistered Declarations Presented	
04/18	Notification of Consideration of a Dispensation	None to consider	
05/18	Confirmation of Minutes of the Committee Meeting held on Monday 19th March 2018. The Clerk advised that the minutes of the Burial Committee held on 19 th March 2018 had already been considered and formally approved as a true and correct by both Parish Councils and therefore had been attached for information only.	It was moved by Councillor K. Oxspring and seconded by Councillor N. Page that the minutes be noted.	Agreed All in Favour
06/18	Proposed Date and Time of Next Meeting Monday 17th June 2019 at the Community Centre, Recreation Close, Clowne at 6pm	It was moved by Councillor Reid and seconded by Councillor D. Oxspring that the next meeting of the Joint Burial Committee be held at the Community Centre, Recreation Close, Clowne on Monday 17th June 2019 at 6pm.	Agreed All in Favour

Approved at Council Meeting held on Monday 1 st April 2019	Committee Minute Number	203/18
Signed as a true and correct record	Councillor K. Oxspring	

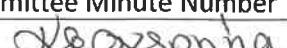
07/18	<p>Update from the Clerk</p> <p>The Clerk had prepared and circulated a written report for consideration by the Committee.</p> <p>The Clerk advised that there had been 20 burials since 1st April 2018 (13 new graves and 7 re-opens) and 10 cremations (6 new graves and 4 re-opens).</p> <p>The memorial water trough supplied by the family of Mr Dennis Lucas has been installed and was operating fine.</p> <p>The wooden bench in memory of Mandy Johnson approved at the last meeting of the committee had been installed.</p> <p>A wooden bench in memory of Kenneth Childs had been relocated from its original position to a new location at the top of the cemetery drive following a request from Mrs Childs. Mrs Childs has been billed for the cost of these works at a cost of £276.25 including labour and materials/ equipment.</p> <p>The circular wooden bench that had been erected in 1989 around the base of the tree on the mini roundabout in the cemetery (in memory of Christopher Womble) has had to be removed as the wood had completely rotted away and the seating slats had crumbled exposing screws and nails and was considered a hazard. The plaque that was fixed to the seating has been recovered and refurbished ready for it to be re-erected once Committee had advised on how it wished to proceed.</p> <p>The Clerk advised that it would cost around £400 for a large builder's skip to be hired including the cost of a person to break up the concrete base (which was already cracked and broken due to damage by tree roots), deposit the broken up concrete in the skip and make good with top soil.</p>	<p>It was moved by Councillor K. Oxspring and seconded by Councillor Reid that:</p> <ol style="list-style-type: none"> 1) The Clerk's report be received; 2) That the Clerk be authorised to arrange for a replacement circular bench for siting around the tree on the cemetery's mini roundabout subject to an assessment of risk being undertaken; 3) That should the risk assessment prevent circular bench seating from being sited then the clerk, in consultation with the Chair and Vice Chair of the committee, be authorised to commission a landscape architect to design and implement a suitable planting scheme around the base of the tree; 4) That whichever option is pursued that the refurbished memorial plaque for Christopher Womble be re-sited and presented in a sympathetic way; 	<p>Agreed For 6 Abstained 1 Against 0</p>
-------	--	--	---

Approved at Council Meeting held on Monday 1 st April 2019	Committee Minute Number	203/18
Signed as a true and correct record	Councillor K. Oxspring	

<p>There were two options considered as follows:</p> <p><u>Option 1</u> - To replace with a new circular seat around the base of the tree at a cost of approximately £799 plus VAT and £250 plus VAT for delivery and installation/ resetting of refurbished plaque.</p> <p><u>Option 2</u> - To landscape around the base of the tree with suitable planting and reset the refurbished plaque on a wooden plinth at a cost of £1,000 plus VAT.</p> <p>A discussion took place on which option was preferred. The only issue with the replacement seat was the fact that users had to walk across the mini roundabout to use it.</p> <p>As there was no significant difference in cost the Clerk was instructed to assess the risk associated with a replacement bench (which was the preferred option) but if it was felt that the risks were too great then option 2 would be pursued.</p> <p>This decision was to be delegated to the Clerk in consultation with the Chair and Vice Chair of the Committee.</p> <p>The Clerk also outlined several maintenance items that were needed as follows:</p> <ul style="list-style-type: none"> - Application of dark brown wood preservative to the fencing that runs along the main drive and the boundary fence with the golf course. The Clerk had estimated that the cost of this work would be £800 plus VAT were charged. - Hire of a suitable machine to clear the back path of algae, moss and other detritus at an estimated cost of £300 plus VAT were charged. 	<p>5) The Clerk be authorised to undertake maintenance works at the cemetery to the estimated value of £1,500 plus VAT were charged.</p>	
--	--	--

Approved at Council Meeting held on Monday 1 st April 2019	Committee Minute Number	203/18
Signed as a true and correct record	Councillor K. Oxspring	

08/18	<p>Correspondence received by the Council</p> <ul style="list-style-type: none"> - The Clerk referred to appendix 2 which was a thank you card that had been received from the family of Dennis Lucas for the Committee agreeing to the siting of his memorial water trough; 	It was moved by Councillor Reid and seconded by Councillor D. Oxspring that the report be received;	Agreed All in Favour
09/18	<p>Review of Fees and Charges for 2019/20</p> <p>The Clerk referred to appendix 3 circulated with the agenda showing the current fees and charges associated with burials, cremations and headstones.</p>	It was moved by Councillor Reid and seconded by Councillor K. Oxspring that the Cemetery fees and charges for 2019/20 are not increased.	Agreed All in Favour
10/18	<p>Review of Cemetery Accounting Statement for 2018/19</p> <p>The Clerk circulated his financial report for consideration and approval. The report identified the total funds available for the Cemetery and the expenditure incurred reconciled to period 10 (31st January 2019). The Clerk clarified several points and answered questions in relation to the Accounting Statement</p> <p>The Clerk advised that Turner & Wilson still had a number of burials and cremations to charge for.</p> <p>Councillor Reid stated that whilst the balances for the Cemetery Account appeared healthy, it needed pointing out that money had been put aside each year towards the future cost of extending the cemetery on land already purchased by the Joint Committee located next to the Cemetery drive which had been licensed to a local farmer. Councillor Reid pointed out that there would be sizeable costs associated with putting in place a new access road and paths so the Committee had planned ahead and increased its reserves in anticipation of these future costs.</p>	It was moved by Councillor Reid and Seconded by Councillor K. Oxspring that the report be received.	Agreed All in Favour

Approved at Council Meeting held on Monday 1 st April 2019	Committee Minute Number	203/18
Signed as a true and correct record	Councillor K. Oxspring	

	The Clerk also advised that he had also completed the bank mandate for Nat West Bank PLC which would allow him to be an authorised signatory. Once he had become a signatory it was the intention to consolidate the balance of this accounts funds into Clowne Parish Council's main account in accordance with the Council's previous decision to do so.		
--	--	--	--

11/18	The Committee resolved to exclude the public from this part of the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.		
-------	---	--	--

Part 2 Confidential Business
Under Part 1 of the Public Bodies (Admission to Meetings) Act 1960 and Schedule 12a of the Local Government Act 1972 as Amended

12/18	<p>Contractual Arrangements for Grounds Maintenance Services (Contract Number 2019-SS-1)</p> <p>The Clerk circulated details of the current contract that had been issued to LA Landscaping Ltd following a competitive Tendering exercise in March 2018.</p> <p>The Clerk advised that the Contractor was working well and asked if the contract could be extended for a further 12 months effective from 1st April 2019.</p>	It was moved by Councillor K. Oxspring and seconded by Councillor Page that Contract Number 2019-SS-1 be awarded to LA Landscaping Services Ltd. for a further 12 months.	Agreed All in Favour
-------	--	---	----------------------

13/18	<p>Contractual Arrangements for Grave Digging Services (Contract Number 2019-SS-2)</p> <p>The Clerk circulated details of the contract that had been issued to Turner and Wilson (Whitwell) Ltd following a competitive Tendering exercise in March 2018.</p> <p>The Clerk advised that the Contractor was working well and asked if the contract could be extended for a further 12 months effective from 1st April 2019.</p>	It was moved by Councillor Buxton and Seconded by Councillor D. Oxspring that Contract Number 2019-SS-2 be awarded to Turner & Wilson (Whitwell) Ltd. for a further 12 months.	Agreed All in Favour
-------	--	--	----------------------

Councillor K. Oxspring closed the meeting at 6.25pm

Approved at Council Meeting held on Monday 1 st April 2019	Committee Minute Number	203/18
Signed as a true and correct record	Councillor K. Oxspring	