

<b>Minutes of a Meeting of Clowne &amp; Barlborough Joint Burial Committee held on Wednesday 16<sup>th</sup> October 2019 in the Community Centre, Recreation Close, Clowne starting at 6pm</b>	
<b>Present</b>	Councillor D. Dixon (Chair) Councillors S. Arthur, A. Bailey, B. Bosworth, M. Dixon, S. Gregory, J. Haywood, N. Hoy, G. Hughes, I. Richards, J. Shaw, R. Walker, B. Watson, N. Yewman
<b>In Attendance</b>	2 Members of the Public
<b>Clerk and Minute Taker</b>	S. Singleton

Minute Number	Order of Business Part 1 None Confidential Business	Motion and Decision	Voting
01/19	<b>Apologies for Absence</b> Apologies received from Councillors D. Salt and V. Waplington	Apologies Accepted	Agreed All in favour
02/19	<b>Confirmation that Attendance Register has been signed</b>	Confirmed by all present	
03/19	<b>Notification of Unregistered Declarations of Personal or Pecuniary Interest</b>	No Unregistered Declarations Presented	
04/19	<b>Notification of Consideration of a Dispensation</b>	None to consider	
05/19	<b>Election of Chair for 2019/20</b> The Clerk advised that usually the chair rotates each year between the two Parish Councils.  Councillor Watson had been Chair of the Burial Committee in 2018/19 and Councillor K. Oxspring had been Vice Chair.  Two nominations were received for Chair and voting took place.	It was moved by Councillor Watson and seconded by Councillor Hoy that Councillor D. Dixon be elected as Chair of the Joint Burial Committee for 2019/20.	Agreed For Abstained Against
06/19	<b>Election of Vice Chair 2019/20</b> Councillor Dixon thanked everyone for nominating him as Chair of the Committee and took over the chairing of the meeting.  Nominations were received for the Vice Chair of the Burial Committee and voting took place.	It was moved by Councillor Haywood and seconded by Councillor M. Dixon that Councillor Watson be elected as Vice Chair of the Joint Burial Committee for 2019/20.	Agreed All in Favour

Approved at Committee Meeting held on 18 <sup>th</sup> March 2020	Committee Minute Number	##/19
Signed as a true and correct record	Councillor D. Dixon	

07/19	<p><b>Confirmation of Minutes of the Committee Meeting held on Monday 25<sup>th</sup> February 2019</b></p>	<p>It was moved by Councillor Haywood and seconded by Councillor M. Dixon that the minutes be noted.</p>	<p>Agreed All in Favour</p>
08/19	<p><b>Proposed Date and Time of Next Meeting</b></p> <p>The Clerk advised that meetings are usually held on a quarterly basis and suggested two dates for the rest of the current administrative year to be held at the Community Centre, Recreation Close, Clowne at 6pm</p> <ul style="list-style-type: none"> <li>- Wednesday 18<sup>th</sup> December 2019</li> <li>- Wednesday 18<sup>th</sup> March 2020</li> </ul>	<p>It was moved by Councillor Haywood and seconded by Councillor Shaw that the meetings of the Joint Burial Committee for the rest of the current year be held at the Community Centre, Recreation Close, Clowne starting at 6pm on <b>Wednesday 18<sup>th</sup> December 2019</b> and <b>Wednesday 18<sup>th</sup> March 2020</b></p>	<p>Agreed All in Favour</p>
09/19	<p><b>Update from the Clerk</b></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 14 burials since 1<sup>st</sup> April 2019 (10 new graves and 4 re-opens) and 6 cremations (3 new graves and 3 re-opens).</p> <p>Grounds Maintenance is undertaken under by LA Landscaping (Brimington) Ltd and the current contract ends 31st March 2020.</p> <p>Grave Digging Services are undertaken by Turner &amp; Wilson (Whitwell) Ltd and the current contract also ends 31st March 2020</p> <p>The opening &amp; closing of the Cemetery main gates is undertaken Paul Gozzard who is employed by Clowne Parish Council on behalf of the burial committee and paid through the Parish Council's payroll.</p>	<p>It was moved by Councillor Haywood and seconded by Councillor Richards that:</p> <ol style="list-style-type: none"> <li>1) The Clerk's report be received;</li> <li>2) That the Voting Rights arrangements for the Burial Committee be amended to all members of both Barlborough and Clowne Parish Councils who attend the committee are able to vote on items of business subject to the normal disclosures of pecuniary and non-pecuniary interest;</li> </ol>	<p>Agreed All in Favour</p>

Approved at Committee Meeting held on 18 <sup>th</sup> March 2020	Committee Minute Number	##/19
Signed as a true and correct record	Councillor D. Dixon	

	<p>Trade Refuse is collected and disposed of by Bolsover District Council under an annual contract.</p> <p>Mains Water is supplied by Water Plus Ltd.</p> <p>Insurance Services for the Cemetery are provided by Zurich Municipal PLC.</p> <p>The Clerk advised that several maintenance matters had recently been completed or where underway including:</p> <ul style="list-style-type: none"> <li>- The main gates to the cemetery drive have been repainted black.</li> <li>- 10 of the 15 memorial benches on site have been treated with wood preservative by Council staff to match the existing colour. The remaining 5 will be undertaken by Council staff during the winter.</li> <li>- As part of their contract Turner and Wilson have been instructed to undertake additional grave levelling works to approximate 35 new and re-opened graves that have sunk as a result of settlement. The cost per grave is approximately £35 giving a total cost of around £1225 plus VAT.</li> <li>- £2000 has been allocated by the Committee to create a fenced works compound measuring approximately 30 metres by 15 metres of fencing including lockable double gates to match. The Clerk advised he was in the process of securing quotes for this work from local contractors.</li> </ul> <p>A discussion also took place around the approved terms of reference Voting Rights. As this is a joint committee of Barlborough and Clowne Parish Councils historically voting has been based on up to 6 voting members for Clowne Parish Council and up to 3 voting members for Barlborough.</p>		
--	--	--	--

Approved at Committee Meeting held on 18 <sup>th</sup> March 2020	Committee Minute Number	##/19
Signed as a true and correct record	Councillor D. Dixon	

	<p>Councillor Richards mentioned about when groundworks are underway to graves that maybe a marker with a brief sign displayed acknowledging that the area is under maintenance and to apologise for any inconvenience whilst the area establishes itself.</p> <p>A discussion took place about this.</p> <p>Councillor Gregory mentioned about the potential for the Committee to also offer Green Burials, which appeared to be growing in popularity. The Clerk said he would investigate this type of burial arrangement and report back to the Committee at a future meeting for consideration.</p>		
10/19	<p><b>Letter from Mr and Mrs Steel regarding the positioning of Cremation Plot for daughter</b></p> <p>The Clerk referred to the letter from Mr and Mrs Steel which had been circulated with the agenda.</p> <p>Mr and Mrs Steel had asked for consideration of a cremated remains plot as close to their daughter's grandparents as possible. Mr and Mrs Steel Grandparents are also buried in a cremated remains plot at the Cemetery.</p> <p>The Clerk advised that normally plots are allocated sequentially and agreeing to this request would be breaking with that policy. As such the clerk had advised Mr and Mrs Steel that this matter would need to be considered by the committee.</p> <p>A discussion took place and whilst the Committee were very sympathetic to this request they also were concerned about this creating a precedent which would result in the disorderly allocation of cremated remains plots.</p>	<p>It was moved by Councillor Richards and seconded by Councillor Arthur that:</p> <ol style="list-style-type: none"> <li>1) due to the specific circumstances the request to agree to a cremated remains plot for Mr and Mrs Steels daughter be approved subject to clarification as to the exact location and likely timescale and the usual fees being charged;</li> </ol>	<p>Agreed All in Favour</p>

Approved at Committee Meeting held on 18 <sup>th</sup> March 2020	Committee Minute Number	##/19
Signed as a true and correct record	Councillor D. Dixon	

11/19	<p><b>Letter from Mr John Dawson regarding grounds maintenance and damage to head stone</b></p> <p>The Clerk referred to a letter submitted by Mr Dawson which raised concerns about aspects of the grounds maintenance undertaken at the Cemetery.</p> <p>Mr Dawson also complained about a small chip on the base of his wife’s headstone which he thought had been done when contractors had cut the grass on his wife’s grave.</p> <p>The Clerk advised that he was surprised about the comments regarding grounds maintenance as the contractor had routinely undertaken work in accordance with the specification set out under the terms of the contract.</p> <p>The Clerk added that he had regularly visited the cemetery throughout the year to keep an eye on such matters and he was satisfied with the standard of grounds maintenance including sweeping up after the contractor had cut the grass.</p> <p>In terms of the state of some of the recent reinternments the Clerk stated that understandably the graves are highly sensitive areas and do need to be filled to a high standard. Unfortunately whilst closing and re-establishing new graves there needs to be a settlement period before the areas are turfed. The Clerk advised that works were underway and this should be complete during the autumn.</p> <p>In terms of the chip to Mr Dawson’s wife’s headstone the Clerk advised it would be very difficult to establish responsibility or what was the cause of the chip.</p> <p>A discussion took place.</p>	<p>It was moved by Councillor Shaw and seconded by Councillor Hoy that:</p> <ol style="list-style-type: none"> <li>1) the report be received;</li> <li>2) that a letter be sent to Mr Dawson thanking him for bringing these matters to the committees attention and informing him that the grounds maintenance specification will be kept under review going forward and appropriate action taken if standards aren’t maintained or considered appropriate;</li> <li>3) that the Clerk will speak with Beecroft Stonemasons to establish what remedial work is needed and the likely cost and once received pass this onto Mr Dawson to establish if he wishes to commission and pay for this work;</li> </ol>	<p>Agreed For 9 Abstained 0 Against 5</p>
-------	---	---	---

Approved at Committee Meeting held on 18 <sup>th</sup> March 2020	Committee Minute Number	##/19
Signed as a true and correct record	Councillor D. Dixon	

	<p>Councillor Walker recommended a contribution towards the cost of polishing out the chip. Councillor Richards stated that when his relative's grave (who is also buried at the cemetery) had been chipped accidentally by young girl visiting a neighbouring grave and accidents do happen. Councillor Richards advised that the cost of making good the chip to his relative's headstone had costs him over £200 and he had paid for this.</p> <p>The general feeling of the meeting was that whilst the committee was very sympathetic to the distress that such damage would cause to Mr Dawson, unless such damage is actually witnessed at the time it happens then it would be difficult to justify using public money to repair or replace headstones.</p>		
12/19	<p><b>Councillor Walker – Toilet Provision</b> Councillor Walker asked that this item be deferred to a future meeting.</p>	It was moved by Councillor D. Dixon and seconded by Councillor Watson that the item relating to Toilet provision at the Cemetery be deferred;	Agreed All in Favour
13/19	<p><b>Review of Cemetery Accounting Statement for 2019/20</b> The Clerk circulated his financial report for consideration and approval.</p> <p>The report identified the total funds available for the Cemetery in 2019/20 of £27,900 and the expenditure of £17,075 incurred from 1<sup>st</sup> April 2019 and reconciled to 10<sup>th</sup> October 2019, leaving a net account balance of £10,825 going forward.</p> <p>The Clerk advised that at the time of reporting Turner &amp; Wilson still had a number of burials and cremations to charge for.</p> <p>The Clerk clarified several points and answered questions in relation to the Accounting Statement.</p>	It was moved by Councillor Haywood and Seconded by Councillor Walker that the report be received.	Agreed All in Favour

Approved at Committee Meeting held on 18 <sup>th</sup> March 2020	Committee Minute Number	##/19
Signed as a true and correct record	Councillor D. Dixon	

	<p>The Clerk also advised that a Cemetery Expansion Reserve had been set up by the previous Council in anticipation of the costs associated with extending the Cemetery as it nears capacity. The reserve as at 10<sup>th</sup> October 2019 stood at £49, 635.</p>		
--	---	--	--

<p>Councillor D. Dixon closed the meeting at 7.25pm</p>

DRAFT

<p>Approved at Committee Meeting held on 18<sup>th</sup> March 2020</p>	<p>Committee Minute Number</p>	<p>##/19</p>
<p>Signed as a true and correct record</p>	<p>Councillor D. Dixon</p>	