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| Clowne & Barlborough Parish Councils | | |
|  | Minutes of Council Meeting | |
| [Image result for clowne parish council logo](https://www.bing.com/images/search?view=detailV2&ccid=dEcjqzac&id=68EF9836CB86FAC01DC753E7AE22EE5D397ED8BE&thid=OIP.dEcjqzacH9a39LUOheIAEgD5Es&q=clowne+parish+council+logo&simid=608006687670471736&selectedIndex=0) | Meeting Type | Joint Burial Committee |
| Date of Meeting | Monday 27th September 2021 |
| Council Meeting Start Time | 6pm |
| Meeting Venue | Meeting Room,  Barlborough Village Hall,  High Street,  Barlborough,  S43 4EP |
| In Attendance | Councillors A. Bailey, B. Bosworth, D. Dixon (Chair), J. Haywood, M. Hoy, J. Shaw,  2 members of the Public |

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| Minute Number | Item of Business | Resolution | Decision |
| 28/21 | **Apologies for Absence**  Cllr M. Dixon (Clowne & Barlborough PCs – illness)  Cllr H. Gilmour (Barlborough PC – prior engagement)  Cllr S. Gregory (Clowne PC – medical)  Cllr N. Hoy (Clowne PC - childcare)  Cllr G. Hughes (Clowne PC – medical)  Cllr R. Walker (Clowne PC – medical)  Cllr V. Wapplington – (Barlborough PC – prior engagement)  Cllr B. Watson (Barlborough PC – medical) Cllr J. Wood (Clowne PC – prior engagement)  Cllr N. Yewman (Clowne PC – work commitments) | It was moved by Councillor D. Dixon and seconded by Councillor Bailley that the apologies for absence be received and approved. | Agreed  All in Favour |
| 29/21 | **Confirmation that Attendance Register has been signed.** | The Clerk confirmed that the Attendance Register had been signed by all present. | |
| 30/21 | **Notification of Unregistered Declarations of Pecuniary Interest**  Councillor Haywood declared a non-pecuniary interest in this matter and left the meeting. | It was moved by Councillor D. Dixon and seconded by Councillor Bailley that the non-pecuniary interest in respect of minute number 40/21 be received from Councillor Haywood. | Agreed All in Favour |
| 31/21 | **Notification of Consideration of a Dispensation** | None received | N/A |
| 32/21 | **Confirmation and signing of the Minutes of the following meetings:**   * Joint Burial Committee meeting held on Monday 21st June 2021 | It was moved by Councillor D. Dixon and seconded by Councillor Haywood that the minutes of the Joint Burial Meeting held on Monday 21st June 2021 be approved as a true and correct record. | Agreed  All in Favour |
| 33/21 | **Proposed Dates and Times of Council Meetings and Committees**  The Clerk had suggested that the next meeting of the Joint Burial Committee be held on Friday 10th December 2021 at 6pm.  The Clerk advised he would advise of the venue once he had checked availability. | It was moved by Councillor Bailley and seconded by Councillor D. Dixon that the next meeting of the Clowne & Barlborough Joint Burial Committee is held on Friday 10th December 2021 at 6pm. | Agreed  All in Favour |
| 34/21 | **To receive and update from the Clerk regarding current operational matters and seek retrospective approval for urgent works required to safely remove and stabilise approximately 30 number headstones and re-establish footings and concrete plinth base**  The Clerk referred to his written report and attachments which gave a general update on the Cemetery and works undertaken since the last meeting.  The Clerk also advised that following consultation with the Chair and Vice Chair he had undertaken urgent remedial works to 30 headstones that were at risk of toppling due to the concrete plinth that they were sat on having sunk along one edge.  The clerk referred to photographs taken.  The affected area had been hazard taped off and notices posted at each of the affected graves as well as general notices posted on the cemetery notice board and Council website.  The Clerk had also notified all Councillors from both Parish Councils at the time and the Clerk at Barlborough PC regarding the situation.  Each headstone had to be split from its base and cleaned with cement remover solution and then stored at Beecroft Memorials who are based in Creswell whilst remedial works to the concrete plinth was undertaken by Turner and Wilson (Whitwell) Ltd as the Committee’s approved contractor.  Each headstone was then securely refixed with steel dowels in accordance with current regulations once the plinth had been dug up and re-laid.  The cost estimated for the headstones removal, making good, doweling, storage and refixing was estimated at £7,000 plus VAT and the remedial works to removing and relaying the concrete plinth was £3508 plus VAT.  The Clerk was asked to check the Council’s insurance policy to establish if any of this work is covered under its insurance.  The Clerk advised Members of the number of burials and cremations undertaken since 1st April 2021 which was the start of this budgetary year.  The Clerk also gave an update on the current contractual arrangements for the cemetery governance, management and associated maintenance and advised that the maintenance compound agreed previously had now been erected by Pugh Lewis ltd.  The Clerk referred to a letter received from a Mr Peter Roberts asking for consideration of a reduction and subsequent refund of burial fees for his wife who had passed away in 2019.  Mr Roberts had paid double fees as an out of parish applicant.  A discussion took place. | It was moved by Councillor D. Dixon and seconded by Councillor Bosworth that 1) The report be received 2) The Committee endorses the actions of the Clerk to the Committee in respect of managing the urgent remedial works required to safely remove an stabilise approximately 30 number headstones and re-establish footings and concrete plinth base 3) the costs associated with these urgent works be funded from the Joint Burial Committee Budget.  It was moved by Councillor D. Dixon and seconded by Councillor M. Hoy that with regret the Committee declines the request for a reduction in burial fees in respect of Mrs Jill Roberts as this would set a precedent where other out of area burials would likely also request a refund undermining the fee structure agreed by the Committee.  It was moved by Councillor D. Dixon and seconded by Councillor B. Bosworth that the matter relating to  Claim reference 21/0742884 be moved to the end of the agenda as a confidential item of business. | Agreed  All in Favour  Agreed  All in Favour  Agreed  All in Favour |
| 35/21 | **To receive a letter from Mr R Dell relating to the proposed expansion of the Cemetery received 20th September 2021.**  The Clerk referred to Appendix 3 of the agenda which contained a redacted letter relating to the Committee’s recent discussions and decision relating to the planning around the expansion of the Cemetery.  A discussion took place.  The Clerk advised that the Committee had previously considered and approved a draft Scheme Brief for the Cemetery expansion at its June meeting and that he had been authorised to commission landscape architect and project management services to assist in the design and development of the Cemetery expansion.  The Clerk advised that whilst he appreciated the sentiment of Mr Dell’s letter and acknowledged that the costs were likely to be over £200,000 the Committee was being prudent in planning for the next phase of the Cemetery.  It was pointed out that no final decisions had been made about how to raise the finances to fund this scheme and this would need further discussion and debate. | It was moved by Councillor D. Dixon and seconded by Councillor Bailley that the letter received from Mr Dell in relation to the proposed expansion of the Cemetery is noted. | Agreed  All in Favour |
| 36/21 | **Report of the Clerk relating to the future expansion of the Cemetery and seek approval to appoint Bolsover District Council as project advisors/ consultants and to enable a Funding Strategy to be developed.**  The Clerk advised that further to the decision to appoint Bolsover District Council in a project advisor/ consultancy role he had been in dialogue with Steve Chapman who is a senior engineer about getting draft plans and associated draft costings produced to assist in the funding plan needed for this scheme.  The indicative plans had cost £350 to date, but more fees would be incurred as the project progressed. | It was moved by Councillor Shaw and seconded by Councillor D. Dixon that the Council approves the appointment of Bolsover District Council as project advisors/ consultants to design and cost a draft capital scheme for the Cemetery expansion to enable a Funding Strategy to be developed. | Agreed  All in  Favour |
| 37/21 | **Report of the Arboriculturist regarding the request from the owner/ occupier of 141 Barlborough Road, Clowne to reduce the height of 1 possibly 2 number conifers located on the left-hand side entrance to the Cemetery**  The Clerk referred to appendix 5 of the agenda which following agreement at the June meeting had commissioned a local tree specialist to advise on the condition, impact and cost of these works.  The report advised that the confers did not in his professional opinion breach right to light rules and advised that the conifers did not meet the definition of a hedge which is where the right to light legislation sits.  It was noted that the conifers were separated by a wall, footpath and grass verge from the perimeter boundary with 141 Barlborough Road.  The Arboriculturist advised against reducing the height of the 4 conifers but had included a quotation for the felling and removal as part of his report.  The complainant also had the right to raise the matter with Bolsover District Council as a high hedges dispute if they so wished.  A discussion took place. | It was moved by Councillor Shaw and seconded by Councillor D. Dixon that the report of the Arboriculturist be noted and that the Conifers are not removed or reduced in height. | Agreed  All in Favour |
| 38/21 | **Report of the Clerk relating to a hedge dispute with the owner/ occupier of 175 Boughton Lane.**  The Clerk advised that as this matter was potentially a legal dispute between the Committee and a third party then it should be discussed as a confidential item so as not to prejudice the Committee’s position. | It was moved by Councillor D Dixon and seconded by Councillor M. Hoy that this matter be discussed as a confidential item and moved to the last item of business. | Agreed  All in favour |
| 39/21 | **To consider a report for the Clerk relating to a proposal to develop a bin storage area for the safe siting of Trade Waste Bins located at the Cemetery.**  The Clerk advised that the Committee has a contract with Bolsover District Council for the supply and emptying of two 1100 litre trade waste bins.  At the moment these are located on the footpath near the top of the main drive which can present some difficulties to those on mobility scooters pedestrians.  The Clerk circulated costings for the supply and installation of a bin store.  The Clerk advised that at least a concrete base would help to site the bins on.  A discussion took place. | It was moved by Councillor Shaw and seconded by Councillor D. Dixon that the Committee does not purchase a dedicated bin store for the Cemetery. | Agreed  All in favour |
| 40/21 | **Report of the Clerk relating to a hedge dispute with the owner/ occupier of 175 Boughton Lane.**  Councillor Haywood had declared a non-pecuniary intertest in this matter and left the meeting.  The Clerk advised that as this matter was potentially a legal dispute between the Committee and a third party then it should be discussed as a confidential item so as not to prejudice the Committee’s position.  Councillor Haywood left the meeting and took no part in the discussion or voting thereon.  The Clerk advised that the owner/ occupier of the property at 175 Boughton Lane, Clowne had taken it on themselves to hire a contractor to reduce the height of the Cemetery hedge by nearly two thirds without permission that runs along its border with several properties that back onto the Cemetery.  The Clerk said he had spoken to the owner/ occupier and asked them to stop cutting the hedge back as they did not have the permission of the Committee to do so.  The neighbour said that the height of the hedge was affecting their right to light.  All of the cuttings had been left on the cemetery drive and following refusal to dispose of these cuttings properly their actions had left the Clerk with no option but to arrange for Bolsover District Council at a cost of approximately £700.  A discussion took place. | It was moved by Councillor D. Dixon and seconded by Councillor Bailley that this matter be discussed as a confidential item of business.  It was moved by Councillor D. Dixon and seconded by Councillor M. Hoy that 1) the report be received and 2) the Clerk be authorised to pursue through the Council’s insurers and legal advisors recovery of the costs and any associated damages from the owner/ occupier of 175 Boughton Lane, Clowne. | Agreed All in favour |