

Minutes of a meeting of the Ashby Woulds and Oakthorpe, Donisthorpe and Acresford Joint Burial Committee held in the Council Offices, Moira on Thursday 9 January 2020

Present L Ordish (in the Chair)

S McKendrick, E Shepherd,
T Temple, P Thomas, D Warren and M Warren.

279.1 Apologies

Apologies for absence were received from N Antill Holmes and J Antill.

280.2 Minutes

The minutes of the meeting held on Thursday 3 October 2019 were confirmed and signed.

281.3 Matters Arising

272.8 The clerk had contacted the family concerning the overgrown bushes next to their headstone and they had agreed to their removal. This work had been completed.

276.11 The clerk reported that all outstanding issues with the contractors had been resolved.

282.4 Confirmation of Chairman's and Clerk's Action

There was nothing to report.

283.5 Audit Regulations – Accounting for Joint Arrangements

The clerk reported that a meeting of the working group had taken place prior to this Joint Burial Committee meeting. In reviewing the discussions at that meeting the clerk reported that all legal documents had now been finalised. There were a couple of typing errors that would be corrected but apart from these there were no further issues to resolve. The agreement on the Financial Accountability of the Joint Committee was also complete and would be included as an annex to the Cost Sharing Agreement. In terms of formal execution of the documents the clerk will arrange a meeting with all parties involved.

The clerk had referred to other documents that should be considered and was of the view that as OPAPC were the Host Authority and the RFO responsibility sat with them, and that they would be employing the clerk, then all existing ODAPC policies and procedures would apply. The only exception would be the constitution of the Joint Burial Committee. The clerk had drafted a document and had referred it to the District Councils legal team for comment. Their comments had been highlighted in a draft document to the working group together with comments by the clerk. The document was accepted with the exception of paragraph 9 and it was agreed that the final sentence should read:

The absent council will have a period of 14 days commencing on the date the written notice has been sent in which to veto any proposed actions.

It was also agreed that both Councils should signify acceptance of the Constitution.

The clerk would make all the necessary changes and circulate the final version of the Constitution to the working group.

The chair of ODAPC indicated that all documents had been approved by the Council at its meeting on 8 January 2020.

The Joint Burial Committee accepted the report from the Working Group.

284.6 Fees and Charges

The clerk reported that the fees and charges had been increased in line with the current inflation rate of 2% together with an element of 'rounding up'. The notes had also been updated to reflect a previous decision concerning fee supplements. The committee agreed that all fees and charges headed on the schedule as 'proposed' for 2020 -2021 are adopted.

285.7 Grounds Maintenance Contract

The clerk reported that the annual charges for the extension of the Grounds Maintenance Contract for a further 1 to 5 years had been received. Following receipt the clerk had written to the contractors expressing concern as to the increases proposed and had received a reply stating that they reflected estimated rising costs as a result of changed working practices with herbicides together with wages and equipment.

Concerns were expressed as the offer of a five year contract could result in costs increasing by almost 25% during that period.

It was agreed that the contract would be extended for two years in order to allow the new arrangements for the Joint Burial Committee to bed in. It was also considered that a review of grounds maintenance arrangements should take place, perhaps across both councils, over the coming months.

286.8 Review of Cemetery Maintenance Programme

The clerk reviewed the maintenance programme indicating which jobs and/or maintenance issues had been completed. There were some issues that hadn't been addressed predominantly because there was no perceived problem. An example was the coping stones to the boundary wall. It was considered at the time the programme was put together that they would need replacing as a result of weather damage (as had been the case with the same stones on the boundary wall to the recreation ground) but this hadn't happened.

It was considered that a revised maintenance programme should be put together but supported by a full risk assessment of the cemetery. The risk assessment could inform the priority for scheduling of works.

It was agreed that the clerk research who could provide this service and look at what is done in other cemeteries.

Hedge maintenance was discussed and the clerk was asked to obtain a quotation for the hedge at the top end of the cemetery to be cut back.

287.9 Dates of Meetings

It was proposed that the dates for burial committee meetings over the next twelve months be fixed as follows:

7 May 2020	(6.30pm cemetery inspection followed by meeting
2 July 2020 AGM	(at 7.00pm at Oakthorpe Community Centre
1 October 2020	(Cemetery inspection at members own convenience
	prior to meeting. 7.00pm meeting at
7 January 2021	(the Council Offices, Moira

288.10 Correspondence

The clerk reported the receipt of mail requesting permission for the flying of a hawk in the cemetery, the aim being to control rabbits. It was not considered that rabbits were currently a problem and agreed to defer the decision until July and review the situation then.

A complaint had been made concerning perceived 'vandalism' in the new area of the cemetery. The clerk had replied indicating that the area had been tidied to prevent damage to vases, pots and temporary crosses. The explanation had been accepted.

289.11 Interments, Memorials and Signing and Sealing of Grant of Rights

<u>Ref</u>	<u>Plot</u>
978	8E/F Additional Inscription for Kenneth Shaw
979	6028* Interment of John Betteridge
979	6029* Reserve grave for Betteridge family
980	6030* Reserve grave for Hampton family
980	6031* Reserve grave for Hampton family

The grants of right for the items marked * were duly signed by the committee.

290.12 Approval of Payments

The schedule of payments was approved and signed. Approval was also given to the clerks claim for expenses.

The clerk informed members that a complaint had been made with HSBC concerning the bank mandate. Cllr McKendrick had been to the bank to activate her authority on the mandate and had been told that a revised document had not been received. This could not be the case as Cllr P Thomas had no problem doing the same. The

complaint had been acknowledged but at the time of the meeting a response had not been received.

291.13 Income and Expenditure – Quarter 3 Summary

The clerk indicated that the funding for 2019-2020 had not been formally applied for and considered that in light of increased income it would not be required. Overall balances would not reduce significantly so as to create any financial risk. It was agreed that no funding would be applied for 2019-2020 and the schedule was approved.

292.14 Inspection of Cemetery

The hedges were overgrown and it was agreed the clerk obtain a quote for the necessary works.

It was noted there was a significant amount of litter at the bottom of the cemetery on country park land. It was agreed this would be referred to Donisthorpe Community Group requesting the area be included as part of their spring clean.

293.15 Any Other Business

It was reported that the gates to the skip enclosure would not close. It appeared that the hinges had bent at some point. Arrangements would be made for necessary works to be completed by Canalside Patios who originally provided the enclosure.

The clerk was asked to notify the rural dean that the new arrangements for the future management of Donisthorpe Cemetery had been finalised.

The clerk referred to a question put by Legal Services as to the arrangements for the execution of documents and the absence of a reference in either council's standing orders. The clerk had asked legal services if they could suggest a 'form of words' to use.

The clerk advised the burial committee that the Cemetery Working Group had agreed that its work was complete and any further matters would be dealt with in the future by the Joint Burial Committee.

294.16 Date of Next Meeting

Thursday 7 May 2020 at 7.00pm at Oakthorpe Community Centre preceded by a cemetery inspection at 6.30pm.

The meeting closed at 8.09pm