

Melbourne Parish Council



Mrs J Storer - Parish Clerk, 2 Mansfields Croft, Etwall, Derbyshire DE65 6NJ

Burial Committee Minutes

Minutes of a meeting of the Burial Committee held at 6:30pm on Monday 15th September 2015 at the Cemetery Chapel, Packhorse Road, Melbourne

Present – Cllr Hicklin (Chairman), Carpenter, Dunnicliff, Stockill, Sharp,
In attendance – Mrs J Storer (Clerk), Cllr Earp, Cllr Parker

280. Apologies: none were received.
281. Minutes of the previous meeting 22nd June held 2015 were approved and signed by the Chairman as a true record.
282. The procedures booklet will be produced but it was agreed that its production should be deferred until the Clerk has completed the ICCM course and gained all the necessary information. This will remain ongoing.
283. Cllr Stockill made enquiries with a named person regarding photographic evidence of the location of the old Cemetery House; however, no photographs can be found. After this, no further attempts will be made to obtain photographic evidence. No further contact has been received from the lady concerned and Cllr Carpenter will advise her relative that the Council will no further action will be taken. **(Action: Cllr Carpenter)**
282. A suitable future burial site has not yet been identified. The Clerk provided advice as to what will happen when the Packhorse Road cemetery becomes full. A discussion took place as to whether approaches can be made to adjacent landowners.
RESOLVED Cllr Dunnicliff will obtain a landownership map and letters will be sent to landowners (Action: Cllr Dunnicliff & Clerk).
283. The soil heap has been removed.
284. Cllr Hicklin reported that there have been no further comments posted on social media which relate to the Cemetery.
285. Burial Regulations – The Clerk had previously circulated the revised regulations.
RESOLVED: to accept the Burial Regulations.
286. The Clerk reported on the meeting with an architect on the proposed changes to the Chapels and toilets. The Chapel has been cleaned and is ready to be used for services. No change is to be levied for services in the short term; a review of this will take place in the new financial year.
287. The Clerk requested clarification on the criteria for levying of triple fees as agreed in April 2014. Clarification was provided and the criteria remains the same.
288. A request has been received to erect a bench in the cemetery.
RESOLVED to agree to the request, provided that the bench is maintained and does not take up any burial space.
289. A letter has been received from a resident neighbouring the Old Burial Ground, to cut down some bushes in the Old Burial Ground.
RESOLVED to grant the request, and for the resident to remove the debris.
290. The Clerk reported on a recent course on Burial Grounds.
RESOLVED to undertake topple testing.

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- a) The course also provided information on memorial ownership and responsibilities. The owners of memorials and headstones are responsible for the maintenance of the stones and should the Parish Council have to carry out repairs to ensure that it complies with its legal obligations whilst it is managing the Cemetery, then the cost of this is to be recharged to the owners of the memorials. The latest advice is that the Parish Council should ensure that it has provision in its budgets to undertake these repairs.
- b) The advice is that the Cemetery should break even. The Clerk advised that this has not been achieved in previous years and in order to achieve break even point, the fees should be increased. Examples were provided of the charges levied by other authorities. This will be considered at the setting of the budget.

There being no further business, the Chairman closed the meeting at 7;35pm.

Burial Committee -Cllr S Hicklin Chairman