

Melbourne Parish Council

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



Committee Minutes Burial Grounds

Minutes of a meeting of the Burial Grounds Committee held at 7.30pm Monday 11th February 2013 at the Shone Lounge

Present – Cllr Carroll (Chairman), Carpenter, Collyer, Crawford, Jackson, Minifie, Parker, Sharpe, Stockill, the Clerk and Rob Holman (Sexton).

Apologies: Cllr Dunnicliff, Earp, Hicklin, Howard, Smith, Wilmore.

Minutes of the previous meeting approved by Council were signed by the Chairman as a true record.

- 122 Cemetery Wall – The Clerk has spoken with the Surveyor and agreed the work to be undertaken, but to ensure that each party understands what is to be required; the Clerk and Surveyor will meet to confirm the work. **(Action: Clerk)**. It was agreed at the Parish Council meeting of 5th February 2013, that should the surveyor and builder consider that the work is too great to be undertaken as a donation to the Parish Council, then the Clerk should seek a quotation from them for the work.
- 123 The dedication for a slab in memory of Dr Freeman was agreed at the previous Committee. Cllr Carroll has the revised costing which was accepted. Cllr Carroll will instruct Fishers. **(Action: Cllr Carroll)**
- 124 Cllr Carpenter will work with the Sexton to document the procedures at the Burial Ground. **(Action: Cllr Carpenter and Sexton)**
- 125 Cllr Carpenter gave a presentation about the work he has undertaken on the burial records. The presentation highlighted some of the discrepancies, problems and difficulties surrounding the historical records of the Cemetery, plus the work undertaken to rectify these.
Recommendations were made as follows:-
- Burial Committee to work with the Sexton to produce a Procedural Guide
 - To divide the Cemetery into zone
 - Attempt to locate and accurately map locations of additional plot burials
 - Consideration should be given to use the unused section for double plots
 - Investigate plots reserved but never utilised
 - Investigate unused plots for reasons of non-use, e.g. possible topographical reasons
 - Consider making available plots identified with a number for ease of identification
 - Consult with Melbourne Research Group to create a guide to the Cemetery which can be sold for a nominal value
 - Consult with the Melbourne Research Group to investigate a pay for view addition to the website for genealogical research, rather than offering it to other another website, such as Ancestry.com.

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Cllr Carroll thanked Cllr Carpenter for the excellent presentation and for the hard work that he has undertaken to date to rectify the burial records.

- 126 Previously discussions have taken place at Burial Committee meetings regarding a lady who wants to mark her sister's grave; the difficulties being that her recollection of the burial plot does not match the records nor with the practicalities of the site. The lady still wishes to mark the plot and is insistent about the location. It was agreed that Cllr Carpenter and the Sexton will review the site again and bring recommendations back to the next Committee meeting. **(Action: Cllr Carpenter and Sexton).**
127. Green burials will not fit into the Cemetery due to lack of space to plant trees. It is thought that there are no legal restrictions on having green burials at the Cemetery; rather it is a case that the site is neither suitable nor practical.
128. The replacement mower has been ordered.
129. Terms of Reference for this Committee and the other Committees have been drafted and sent to the Chair & Vice Chair, but further discussion is required.

Date of next meeting 7.30pm Monday 11th March 2013 at the Shone Room, Melbourne Assembly Rooms

Committee 1 Burial Grounds -Cllr S Hicklin Chairman

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Highways and Street Lighting

Minutes of a meeting of the Highways & Street Lighting Committee held at 8.20pm
Monday 11th February 2013 at the Shone Lounge

Present – Cllr Parker (Chairman), Carpenter, Carroll, Collyer, Crawford, Jackson Minifie, Sharpe, Stockill, the Clerk.

Apologies: Cllr Dunicliff, Earp, Hicklin, Howard, Smith, Wilmore.

Minutes of the previous meeting approved by Council were signed by the Chairman as a true record.

Matters to report

294 DCC - the damaged Lamppost on Station Road has been repaired. A letter is to be sent to DCC requesting that chevrons are installed at the bend on Derby Road.

295 CCTV – Following a meeting with the CCTV contractor, the Committee was requested to review the decision on the installation of broadband for the CCTV, the contractor having explained that part of the reason for having broadband is to assist with maintenance of the CCTV system. It was agreed that broadband should be installed and that the contact should be for 2 years initially. The need for broadband provision will then be reviewed. It was also agreed that only the BT broadband provision is required and the supplementary broadband offered by the contractor will not be taken. **(Action: Clerk)**

296 Bin schedule – An order has been placed for the additional two litterbins and SDDC has confirmed that the order is being actioned. The grit bin on Orchard Close has been removed and requires replacing. A letter is to be sent to SDDC. **(Action: Clerk)**

297 A number of calls have been made to the Christmas lighting representative who was met prior to Christmas. Despite promises, a quote has still not been received and the Clerk will now seek alternative contractors to provide quotes. **(Action: Clerk)**. Wayne Lawrence has not submitted a quote for the electrical cost of extending the lights but has verbally advised the Clerk that it is technical and he is working on the quote.

298 Cllr Carroll had produced a map with provisional areas of responsibility identified for each Councillor. There is still an area of the Parish to be allocated and this will be carried forward to the next meeting.

299 Cllr Crawford reported that there are two street lights out on North Street and that he will report this to DCC.

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- 300 The bus stop between Commerce Street and Hope Street is at a very narrow stretch of the pavement. Cllr Crawford reported that he had been approached by a resident with a request to extend the pavement by cutting into the verge and slope so that the school children waiting for the bus, will be safer. It was agreed that a letter is to be sent to DCC and to Chellaston School with a request for the bus stop to be relocated further down where the pavement is wider. **(Action: Clerk)**
301. Hanging baskets – Tony Salt has confirmed that he is unable to undertake the task of the hanging baskets this year. Colin Sharp has been approached with a view to taking over the installation and maintenance of the hanging baskets, but it was agreed that further quotes should be obtained **(Action: Clerk)**
302. DCC removed a tree last year at the Washpit, but left the stump in situ. It was agreed that this stump should be removed. The Clerk will obtain quotes for the removal of the stump. **(Action: Clerk)**
303. A request was made for the lengthsman to remove the litter that has accumulated on Station Road.
304. During the recent bad weather, a request for received from the Melbourne Assembly Rooms for the Parish Council to grit the carpark. Whilst the carpark is the responsibility of SDDC, it was agreed that as the Parish Council is participating in the Snow Warden Scheme and clearing the pavements, then the carpark should be cleared as well.
305. The Clerk has obtained two quotations for the repair to the bus shelter and these were considered. It was agreed that Tim Cole should carry out the repairs, on the understanding that he has all the correct insurance and documentation and that the site is left secure each evening in order to prevent any anti social behaviour and/or criminal damage. Consideration was given to the fact that the bus shelter is within the conservation area. It was agreed that as a like for like repair was being carried out, no permissions are necessary, but Philip Heath (Heritage Officer) will be advised. **(Action: Clerk)**
- 306 A letter received last month from a resident of Castle Mills regarding the condition of the road between Heath Farm and Piston Hills was forwarded to DCC who confirms that repairs are to be carried out
- 307 ST has carried out works opposite The Laurels and whilst the cones appear to have been removed, there is still water on the road. The road outside the café on Derby Road was reported to DCC and to the Police on Sunday 10th February as it was collapsing. Emergency roadworks are taking place overnight.
- 308 DCC has agreed to remove the surplus bus stop signs on Station Road, but no date has been provided for the works to be commenced.

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- 309 DC has acknowledged that works are to be carried out to the ditch at the bottom of Jawbone Lane which is not functioning properly, causing water to overflow onto Huntington Court, Jawbone Lane and Station Road.
- 310 Cllr Parker confirmed that that the pavement at Woodhouses is slipping away. DCC will be requested to carry out repairs **(Action: Clerk)**.

Date of next meeting is to be held on Monday 11th March 2013 at 8.00 pm in the Shone Room, Melbourne Assembly Rooms

Committee 2 Highways and Street Lighting
Cllr W Earp – Chairman

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Recreation and Amenities

Minutes of a meeting of the Recreation and Amenities Committee held at 9.20pm
Monday 1st February 2013 at the Shone Lounge

Present – Cllr Jackson (Chairman), Carpenter, Carroll, Collyer, Crawford, Minifie, Parker, Sharpe, Stockill, the Clerk.

Apologies: Cllr Dunicliff, Earp, Hicklin, Howard, Smith, Wilmore.

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- 118 Cllr Jackson reported that he is still to pursue quotes for the repair of the edges of the wet pour surface. In addition, further quotes are needed for the fencing.
(Action: Cllr Jackson)
- 119 The Clerk and Cllr Jackson will liaise regarding outstanding invoices for the rentals of the pavilion **(Action: Clerk and Cllr Jackson)**
- 120 A donation of £15.00 has been received from the Rugby Club for the use of the pavilion.
- 121 Work at the Old Burial Ground – Melbourne Tree Services Ltd in an email of 30.01.13, advised that there is still some work to be carried out at the Cemetery and at the Cricket Ground, as the weather has been unfit. This work will be carried out within the next two weeks.
- 122 Shoosmiths are seeking clarification as to the Parish Council's position on the matter of the MSP. Cllr Jackson and the Clerk met with Stuart Batchelor and Zoe Sewter on 07.02.13 when an update on funding and the progression of the scheme was received. Meetings with the FA and RFU have been fruitful and significant amount of grant funding appears to be available but applications have to be submitted by early March. If successful the majority of the scheme can be undertaken at one go. The scheme in its current form is acceptable to the various parties, thus the Parish Council's proposal on the layout of the pitches is unlikely to proceed. What is now required from the Parish Council is the support for the community elements, such as the play area and the youth provisions, as other areas are being supported by the various sports associations.
Cllr Jackson circulated the layout of the pitches to those Councillors present at the meeting. There is no funding available for the bowling area but the suggestion was made to approach the British Legion for it to support and fund the project. Cllr Jackson also stated that he is aware of several local residents who would be keen to be involved in the establishment of a bowling club.
The Clerk has requested another copy of the lease from Shoosmiths in order that it can be signed.

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Shoosmiths had advised Cllr Jackson to avoid seeking the Queen Elizabeth status as grants are being issued on land without the status. It will then be for the Melbourne Sporting Partnership to pursue the status if it desired.

- 123 The Clerk had received a quote for a periodic electrical installation test which was discussed. It was considered to be expensive and the Clerk was asked to obtain additional quotations. **(Action: Clerk)**
- 124 Summer holiday provisions – Cllr Jackson has provisionally booked dates which were similar to last year's. The Committee was in agreement and Cllr Jackson will confirm the booking. The cost will be in the region of £890 **(Action: Cllr Jackson)**
- 125 SDDC has sought permission for use of the MUGA on 18.04.13 to tie in with events being held at the Assembly Room. This permission was granted.
- 126 Cllr Jackson reported that Melbourne Wanderers were granted permission to use a specific football pitch, but the team is playing on an alternative pitch, with the consequence that this pitch is now being overplayed. Cllr Jackson sought the Committee's advice as to what action, if any should, be taken. It was agreed that no action is to be taken. The matter is to be left and then reassessed at the end of the season.

Date of next meeting 8.30pm Monday 11th March 2013 at the Shone Room, Melbourne Assembly Rooms

Committee 3 - Recreation and Amenities.
Cllr A Jackson – Chairman

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Planning

Minutes of a meeting of the Planning Committee held at 9.40pm Monday 11th February 2013 at the Shone Lounge

Present – Cllr Carroll (Chairman), Carpenter, Collyer, Crawford, Jackson, Minifie, Parker, Sharpe, Stockill, the Clerk.

Apologies: Cllr Dunicliff, Earp, Hicklin, Howard, Smith, Wilmore.

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Plans considered

9 2013 0058 – The erection of a conservatory to the rear of the annex building at Station Farm, Ramsley Cottage, Station Road, Melbourne
NO OBJECTION

9 2013 0041 – The felling of trees at Chantry House, Church Street, Melbourne
NO OBJECTION

9 2013 0022 – Application for a lawful development certificate for the erection of a proposed extension at 1 Beech Avenue, Melbourne
NO OBJECTION

Date of next meeting 9.00pm Monday 11th March 2013 at the Shone Room, Melbourne Assembly Rooms

The meeting closed at 9.48pm
Committee 5 Planning
Cllr J Carroll