

# Melbourne Parish Council

F N Hill - Parish Clerk, 4 Beaumont Close, Barrow on Trent, Derbyshire, DE73 1HQ



annmar2012

24<sup>th</sup> Feb 2012

## To Chairman and Members of Melbourne Parish Council

Cllr Carpenter Carroll Collyer Crawford Dunnicliff Earp Hicklin Howard Jackson Minifie  
Parker Sharp Smith & Willmore

Dear Councillor

Please attend the Annual Parish Meeting of Melbourne Parish Council to be held at  
**7:30pm on Tuesday March 6<sup>th</sup> 2012** at the Council Room, Bill Shone  
Leisure Centre, High Street, Melbourne

Yours faithfully

Norman Hill

Clerk to Parish Council

## AGENDA

- 1 To receive apologies for absence
- 2 To confirm the Minutes of the Annual Parish Meeting held on Tuesday 1<sup>st</sup> March 2011
- 3 Annual Report 2011/12 Chairman Cllr Nigel Collyer
- 4 Committee Chairmen Annual Reports
  - Burial Grounds Cllr Hicklin
  - Highways Cllr Earp
  - Recreation and Amenities Cllr Jackson
  - Leisure Centre Cllr Howard
- 5 Financial Reports Norman Hill
  - Audited Accounts year to 31<sup>st</sup> March 2011
  - Current year outturn
  - Outlook for coming year
- 6 Public



## Minutes from Annual Parish Meeting, Melbourne Leisure Centre Tuesday 1st March 2011

1. Apologies - Cllr Howard, Dunicliff, and The Clerk Norman Hill
2. Minutes of the Annual Parish Meeting held on Tuesday 2nd March 2010 were read and approved - Cllr Freeman, seconded Cllr Sharp.
3. Chairman Cllr Nigel Collyer gave his annual report for year 2010 to 2011

"I've had the honour to be Chairman of this council for 10 of the past 12 months, during which time I've started to appreciate the work that has been required of the list of predecessors behind me.

The Parish Council isn't able to do everything that's asked of it, but we have been able to make some good progress overall.

- Award for renewed Quality Council status for 4 years
- Achieved power of Wellbeing status
- The council made a contribution to the plaque which commemorates those servicemen who were killed in the 1940 bombing in Church Street.
- Private prosecution pursued against vandals at the cricket field
- Adoption of new Standing Orders
- Permission was granted for the infilling of one of the football fields at Cockshut Lane
- Made an unprecedented financial commitment to the Cockshut Lane proposal

### Targets for the coming year

- Completion of scheme to restore Castle Square monument
- Conclude the long-running Leisure Centre future strategy
- Support Melbourne Sporting partnership with its plans
- Use whatever additional powers are conferred on Parish Council by Government to the best advantage of the village
- Put some momentum into a scheme to crack down on the dog fouling that plagues our village environment
- The forthcoming local elections

The Parish Council website continues to be very well utilised, with over 69000 'hits' during the year.

Finally, I would like to express my tanks to members of the Council's staff during the year, and in particular to our Clerk, Normal Hill who continues to recover from illness. We wish him well.



## 4. Committee Chairmen Annual Reports

### a) Burial, Cllr Freeman

As councillors are aware the Parish has a responsibility to make certain that the levels of fees charged for services within the cemetery are on a par with general levels of fees charged by other municipal cemeteries so that we can maintain an acceptable level of management within the facility.

The average number of burials per year in the Melbourne Cemetery is 10-15, our level of internment fees have remained unchanged for 10 years based on advice from South Derbyshire Council and also informal advice from other authorities in Leics and Staffs. The non internment fees for persons who want to be buried in the Melbourne cemetery but who have not been in residence for 1 year prior to death have been reduced from triple fees to double fees because it was thought to be unethical to charge for work which did not involve us.

#### Management.

1. General repairs - repairs and renovations have been completed in regard to the retaining walls fronting Packhorse Road including tanking of rear aspect of walls, renewal of mortar and repointing and renewal of screeding, further repairs to the screeding will be completed when the weather is better.
2. Removal of compost area from the front of the cemetery adjacent to Packhorse Road to the rear of the cemetery has been completed.
3. All bushes and trees have been pruned as part of ongoing yearly programme by the sexton.
4. Installation of an auxiliary water pipe system leading water from the main supply to a standpipe behind the Church of England Chapel has been completed by the sexton following standard procedures as advised by competent contractors.
5. The grave sites which have partially subsided due to natural subsidence over a period of years are being filled in with a mixture of soil and gravel and seeded with grass in order to enhance the vistas within the cemetery.
6. Chapel maintenance - both buildings are now watertight and no further refurbishment is planned until more funds are available and further uses are identified for these buildings.
7. Machinery maintenance - we have a number of different types of grass cutters, chain saws and loppers that are maintained on an annual basis and the records kept by the Parish clerk, the sexton and I feel that this should change and the maintenance records are in appropriate books held in the sexton's office and this has been initiated.
8. Cemetery records have now all been transferred to our computer system and we have CD copies to sell to the public who are investigating family trees, etc. All other hard copies of records have been sorted and filed in boxes held in the old police office in the Leisure Centre, this has been completed through the good offices of an enthusiastic archivist.

#### Future Planning

Realistically future utilisation of land in the cemetery depends on the number of internments and available space.

# Melbourne Parish Council

F N Hill - Parish Clerk, 4 Beaumont Close, Barrow on Trent, Derbyshire, DE73 1HQ



Our reserves comprise plots which have never been buried on and those plots which have been buried on but are over 100 years old - the majority having no headstones, in such calculations we follow the practice followed in all municipal cemeteries in land reutilisation.

a) Plots never been buried on - 222

b) Plots that have been buried on but are over 100 years old - 561

Councillors will see we have adequate reserves even ignoring plots that have already been used and are over 100 years old.

## Committee Structure

It has become evident to me that we should adapt our committee structure in order to involve our community and utilise latent skills in non elected members as has been done in other parish councils notably Keyworth. This takes the form of an advisory committee as laid down in legal notes from DALC.

The Cemetery Advisory Committee has met three times only meeting when there is work to be done and includes our sexton Robert Holman, the undertaker John Springthorpe and the incumbent from the Parish Church, Reverend David Railton.

It is clear that the non elected members bring a multitude of skills to the committee and enhance its effectiveness.

## b) Highways, Cllr Willmore

Dog fouling remained a priority for the village - still !! There was a plan of action for posters, signs, getting the community involved, perhaps getting a conviction to send a message - and to announce that if anyone could provide information then this should be communicated and a conviction sought.

There was some progress with Highways - the Market Place now done but other areas needed work. The pavements at the URC had been refurbished including the 3 year old battle of replacing the kerbstones.

Kings Newton corner road realignment continued to bring forward concerns, but everyone was asked to see how it performed over the next few weeks, months then re-evaluate its effectiveness, but it was now said to be complete and workers had officially finished.

Bad weather had obviously caused many problems for all councils, to a much greater extent than other years - 7 new grit boxes had been requested, 1 had been achieved, (Moiria Street) - it was hoped to get more.

## c) Recreation, Cllr Jackson

There had been a survey at the Lothian Gardens a year ago planning the maintenance and mentioning the graffiti. There were continued problems with the gravel and it was thought best to turf the problem area. A grant had been received from the Carnival Committee towards paying for a new shelter.



The old Burial ground - for many years this area had received little attention but this last year it had been prioritised.

Cockshut Lane recreation ground - the swings had been moved courtesy of a grant and there were great moves ahead for the Melbourne Sporting Partnership. The Cricket Club had spent £20,000 on practice nets which were being installed soon.

The Summer Sports were mainly being held at the Recreation Ground as the Junior School had declined to host any of the events, fortunately the Scout and Guide committee had agreed for some of the events to be held there.

Three years of pursuit was ongoing for the fence damage but the actions had gone as far as could go.

## d) Leisure Centre, Cllr Minifie

The Leisure Centre had continued to host a wide range of activities and was being utilised by a wide section of the community. A plan is being formulated to replace the staging - some potential joint funding had been found, and new chairs may also be considered. A Community Group are still in negotiations to possibly take over the management of the Leisure Centre, SDDC had employed a consultant to investigate possible improvements, schemes, etc.

## 5. Financial Reports

Printed copies of accounts were circulated in the absence of Clerk Norman Hill - these were approved, proposed Cllr Smith, seconded Cllr Sharp.

The Chairman reported that the current forecast is that the council is "on budget" – and the year should end with a small surplus.

## 6. Public Comments

Kevin Guildford asked if any update was available from the Highways Committee about the state of the roads, Packhorse Road, Queensway and around the Lilypool in particular.

There was nothing new to report but these queries would be chased up.

Pam Adams (Secretary of Melbourne Civic Society) commented on the monument in Castle Square saying an application for funding had been turned down by EMA community fund as it didn't fit the funds "criteria" - however, Hannah Burkett (EMA) was also at the meeting and advised she had seen the proposal and thought there might be a different fund that could be asked for consideration.

Also Pam mentioned the gardens at the rear of Springthorpe's (behind Potter Street), she advised that the Civic Society had a fund of monies that could be made available for tree planting and daffodil planting, maintenance, etc. for that area. She was advised that the original builders of homes in that development were responsible for the area's upkeep and when requested previously to tidy the area had done so - noted for a letter to be sent off to the original developers.

# Melbourne Parish Council

F N Hill - Parish Clerk, 4 Beaumont Close, Barrow on Trent, Derbyshire, DE73 1HQ



Pam mentioned that now the old BT phone box was owned by the Parish Council - perhaps it could be put into the Leisure Centre and used as a tourist information point? Members would think what uses could be found for the phone box, perhaps ask for ideas from the public?

Pam then invited the chair to help in the judging of the Civic Award to be held Wednesday 16th March (a.m.) but unfortunately he was not available and would ask the Vice Chair or other Councillors to see if someone else could attend.

Hannah Burkett (EMA) advised that the next public outreach meeting would be 2nd May 2pm-7pm at Melbourne Leisure Centre and also that they would have a presence at the Melbourne Carnival Day - 9th July.

## 7. Re-adoption of Standing Orders

It was felt that as the current Standing Orders were only adopted in the council's current year that they should be retained without change.  
Proposed Cllr Smith, seconded Cllr Sharp.

This part of the evening's proceedings closed at 20.05 hrs.