

LYNDHURST PARISH COUNCIL

Minutes of a meeting of the Cemetery Committee held on Thursday 17 October 2013 at 7.15 pm at Lyndhurst Community Centre.

Present: Mr M Rollé (Chairman), Mrs H Klaassen (Vice Chairman), Mrs A Butcher, Mr J Charlesworth, the Revd Dr C Wilkins and Mr P Boyes (Item 1).

In Attendance: Mrs M Weston (Clerk to the Council)

1. Handover by Mr Paul Boyes

Mr Boyes explained that when he had taken over as Cemetery Committee Chairman he had not been given a handover and as he had now resigned from that position and from the Parish Council he had come to the meeting to give some information which he felt might be useful in the future. He had produced a work schedule detailing work that should be undertaken on a regular and occasional basis and also explained what he felt was necessary for the person undertaking the role of Cemetery Committee Chairman to be prepared to undertake. This included regular visits to the Cemetery of at least two/three times per week.

Mr Boyes stated that he would be prepared to undertake the role of voluntary cemetery supervisor but would require unanimous support from the Council and a written contract, which could be terminated by one month's notice on either side. He would then continue to undertake duties in the Cemetery in the same way as he had done as Cemetery Committee Chairman but would either consult with the Chairman or Clerk when he required financial expenditure. He would expect to control the maintenance contractor and Probation Service employed in the Cemetery, carry out all maintenance tasks to the previous required standard but would not make policy decisions. He would make a year-end report on progress and future planning. Mr Boyes then left the meeting.

2. Election of Chairman

There was no clear consensus of opinion as to who should take over the role of Cemetery Committee Chairman and it was decided to hold this matter in abeyance until all Committee members were present and/or a new Councillor had been appointed. In the meantime an item would be added to the Parish Council agenda to deal with Cemetery issues.

3. Apologies for Absence

Apologies for absence had been received from Mrs A Trend and Mr L Cornell. Mr Cornell had intimated that he would like to join the Cemetery Committee and this was agreed.

4. Declarations of Interest

None.

5. Minutes of Last Meeting

The minutes of the Cemetery Committee meeting held on 31 October 2012, having been circulated, were signed as a true and accurate record.

6. Matters Arising

Pictures for the Chapel

The Revd Dr Wilkins said she would shortly be supplying some appropriate photographs.

7. Future Maintenance Plans

RESOLVED: That the Clerk liaise with Kevin Bennett, who had the maintenance contract for work in the Cemetery regarding the work schedule provided by Mr Boyes and report back to the Parish Council.

8. War Memorial

The Clerk explained that the Verderers had recently reported an incident where a pony had got through the chain link of the war memorial, panicked and could not get out again. Originally the Parish Council had been requested to adjust the chain links but the Agister for this area had now reported that he felt this was a “one off” occurrence and no action was now necessary.

9. Cemetery Fees

It was noted that the Cemetery fees had not been increased for several years and that many local authorities were now charging far greater amounts in comparison for their services.

RESOLVED: That fees be increased by 20% from 1 November 2013.

10. Correspondence from Ringwood Town Council

An email from the Clerk of Ringwood Town Council had been circulated to the Committee. There were several Parish and Town Council owned cemeteries in the New Forest District Council’s area that operated their own cemeteries and costs incurred for this service were incorporated into the parish precept. However a blanket charge for cemetery facilities was also shown in NFDC’s budget and these charges were also passed on to Lyndhurst residents, although they did not use the facility. This could be construed as double taxation. The Clerk of RTC asked for the Parish Council’s observations on this matter.

RESOLVED: That as it was the aim of the Parish Council to eventually make the Cemetery self-sufficient financially no action be taken at the present time.

11. Electronic Records

The possibility of providing an electronic database was discussed. The Revd Dr Wilkins offered to assist.

RESOLVED: That the Clerk contact Michael Grant in the first instance, as he had provided the Cemetery maps and had all the information.

12. Use of Chapel

It was recognised that the Chapel was not utilised and ways should be explored of improving this situation to make it more financially viable. The LPG bottles had been stolen from the cage at the rear of the Chapel two days previously, the pipes had been cut and the lych gate ironmongery and two padlocks had been stolen. New chain and padlock had now been supplied for the Cemetery gates.

RESOLVED: That at the present time the LPG bottles would not be replaced and the pipes would not be renewed. In the meantime the possibility of providing an electricity supply to the Cemetery for CCTV would be explored and this would also facilitate an electricity supply to the Chapel.

13. Cemetery Financial Position

The Clerk provided the following information:

CEMETERY BUDGET - APRIL 2013 TO OCTOBER 2013 (INCLUSIVE)

Opening balance								£10,648.00
Precept								6,000.00
Income								£9,810.00
Total								£26,458.00
	Maintenance	Trees	Chapel	Materials	Seats	War Mem		
Expenditure to 31.10.13	£5,650.00	£993.00	£1,786.00	£1,348.00	£410.00	£1,305.00	£11,492.00	
Remaining Funds							£14,966.00	

14. Precept Request

Information had been provided showing a £1000 decrease in the Cemetery budget for the next financial year but it was considered that due to the uncertain position with regard to possible expenditure in the Cemetery for the next financial year it would be more prudent to return a neutral increase budget as follows:

Description	Budget 2013/14	Proposed Budget 2014/15
Cemetery maintenance/war memorial/grasscutting	9250	14000
Fire precautions certificate	100	50
Business rates	700	1500
Sundry items	500	500
Chapel maintenance (internal)	1000	300
Chapel maintenance (external)	1350	500
Gas cylinders	100	150
Tree/rhondodendron work	500	450
Road/car park maintenance	450	450
Incinerator	50	100
Total	14000	18000
Estimate income	8000	12000
Budget requirement	6000	6000

This, together with the possibility of grant aid and additional revenue from increased fees, could be used towards the cost of providing electricity.

15. Any Other Business

RESOLVED: That the Cemetery Committee hold a brief meeting at the Cemetery at 10.00 am on the 19 October 2013.

In the absence of any other business the Parish Council Chairman thanked those present for attending and closed the meeting.

Chairman _____

Date _____