

**Minutes of the Meeting of the Cemetery Advisory Committee
of Dronfield Town Council held in The Council Chamber, Civic Hall
on Friday 6th January 2023 at 10:00am**

Present: Cllr M. Foster (Chair), Cllr M. Ireland and Cllr P. Wright

In attendance: M. Keys (Assistant Town Clerk)

1. Apologies

Cllr Lilian Deighton sent her apologies and Cllr P Parkin was absent.

2. Declaration of Interests

None.

3. Minutes

Members reviewed the minutes of the committee meeting held on Thursday 23rd June 2022.

It was RESOLVED to approve the minutes as a true and accurate record of the Cemetery Advisory Committee Meeting held on 23rd June 2022.

4. Joint Burial Committee with Unstone Parish Council

Members reviewed the outcome/decision regarding the joint burial committee.

It was RESOLVED to recommend to Council that the Committee were not happy with the options presented and reply to NEDDC with the following points:

- The maintenance contract should be ongoing and not for a period of 50 years.
- The £1500 p.a. (index linked) for the maintenance and upkeep of the cemetery should be £3500 p.a. (index linked) based on the ongoing maintenance and upkeep of the cemetery.
- £1500 p.a. has been roughly calculated from the internments of Unstone residents since 1973. The use of the cemetery for the last 150 years has been a general one covering other communities such as Barlow, Apperknowle, Holmesfield, Chesterfield and Sheffield and as such UPC should not be allowed to divest itself of its historical responsibilities by paying this non-representative figure. The NEDDC proposal would see Dronfield Taxpayers bear an unfair burden for many years to come.

5. Dronfield Cemetery Regulations

Members reviewed the updated 2022 cemetery regulations.

It was RESOLVED to recommend to Council to accept the recommendations of the Assistant Clerk for the updated Cemetery regulations.

6. Transfer Of Burial Rights

Members discussed updating the cemetery paperwork and procedure for transfer of burial rights, in line with ICCM Guidelines.

It was RESOLVED to seek support/guidance and training (where possible) from DALC with the updated transfer of burial rights procedure.

It was RESOLVED to consult other Parish Councils for examples of updated transfer of burial rights procedure.

It was RESOLVED to also seek guidance from ICCM for the new procedure and bring the suggested new procedure to the next Cemetery committee meeting.

7. Cemetery boundary wall repair

Members reviewed a quotation for repair of a large boundary wall.

It was RESOLVED for Cllr M. Foster to visit the site with the Assistant Clerk to further assess the extent of the repairs needed.

8. Cemetery Maintenance

Members reviewed resident requests regarding cemetery tree maintenance.

It was RESOLVED to defer these requests to the next meeting as there were no members of the outside services team present to consult regarding the tree queries.

Members reviewed resident requests regarding path cleaning.

It was RESOLVED to write to residents stating that path cleaning in the cemetery would carry on taking place regularly.

Members reviewed a quote for the cleaning of the cemetery drainage system.

It was RESOLVED to recommend to Council to accept the quote for £960 with potential further costs of £110 per ton of waste removal, delegated to the Town Clerk in consultation with the Chair of the Cemetery Committee.

Members discussed plans for memorial testing within the cemetery, in line with ICCM Guidelines.

It was RESOLVED to recommend to Council for two members of the outside services team to attend the SIAM training course, including testing and assessment, at a total cost of £1,350. The decision for the most cost-effective SIAM training/assessment venues are delegated to the Town Clerk in consultation with the Chair of the Cemetery Committee.

Members discussed plans for the continuation of the Garden of Rest area.

It was RESOLVED to arrange committee meetings with two cemetery memorial advisors to take advice on the remaining space within the cemetery. DTC cemetery staff will be asked to draw up proposals for a further Garden of Rest in the North East corner of the cemetery. To include possible number of internments, area in m² and estimated lifespan extension based on current usage.

9. Cemetery Fees

Members reviewed a resident request regarding cemetery fees.

It was RESOLVED to apply resident rates to the resident interments.

Members reviewed the definitions of “resident” and “non-resident” in relation to Cemetery Fees.

It was RESOLVED to defer this item to the next meeting.

10. Chapel Remedial Works

Members received an update on the repairs to the bell tower.

It was RESOLVED to seek quotes to repair the wooden bell tower frame with the use of scaffolding from outside services team.

Members reviewed quotes for work on the glazed door.

The committee was disappointed that these quotes had not been received dating back to being requested in June 2022. This is particularly important as a health and safety issue. One of the glass panels is broken and the building is in use by the public.

It was RESOLVED to defer this item to the next meeting as there were no members of the outside services team present to consult regarding the quotes.

It was RESOLVED for the Assistant Clerk to obtain quotes for the glazed door in consultation with the Outside Services Manager.

11. Date of next meeting

No date was agreed for the next meeting at this time.

Meeting closed at 12:15pm