

## **LYNDHURST PARISH COUNCIL**

Minutes of a meeting of the Cemetery Committee held on Friday 3 November at the Parish Council Office, 13 High Street, Lyndhurst at 11.00 am.

**Present:** Councillors A Wiltshire (Chairman), M Rollé, F Green and Dr P Burrows

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

### **1. Apologies for Absence**

An apology for absence had been received from Councillor A Trend.

### **2. Declarations of Interest**

None.

### **3. Minutes of Last Meeting**

The minutes of the Cemetery Committee meeting held on 16 June 2017, having been circulated, were signed by the Chairman as a true and accurate record.

### **4. Matters Arising**

Councillor Burrows asked if the possibility of installing a stain glass window had been put to one side for the moment and it was agreed that this was the case in view of the fact that finances needed for other projects was not known at the present time.

### **5. Cemetery Regulations – fee amendment**

The Clerk reported that she had met with the Clerk of Brockenhurst Parish Council and Steven Jones, NFDC, both of whom had responsibility for cemetery administration within the New Forest. Brockenhurst Parish Council had recently experienced problems with the way in which their fees were described and had been advised by NFDC that the fee they charged for non residents at the present time should be the stated fee and then residents should be discounted to 50% of this amount. This was due to legal aspects of the wording. Brockenhurst Parish Council had taken the advice and the Clerk strongly advised that, to prevent any problems occurring in Lyndhurst, the same action should be taken here.

**RESOLVED:** That all Cemetery fees at Lyndhurst Cemetery be increased by 100% and that these fees be discounted by 50% for residents only.

### **6. Provision of Toilet Facilities**

Councillor Wiltshire outlined progress made since the date of the last meeting with regard to possible provision of toilet facilities within the grounds of the Cemetery. He stated that it would be necessary for practical and financial reasons to install the toilets close to the Cemetery gates. Councillor Burrows said he could not agree to this idea and stated that he did not feel toilet facilities were necessary in the Cemetery but if they were to be installed they should be placed in the area of the incinerator. The Clerk pointed out that this was not possible due to the health and safety aspect and Councillor Wiltshire said it would be more expensive to empty to septic tank if the toilets were placed here. Councillor Green asked if it would be possible to contact the cricket club to see if their pavilion could be opened during funerals to allow access to their toilet facilities.

**RESOLVED:** That the Clerk contact Lyndhurst and Ashurst Cricket Club to ask if they were amenable to the suggestion of the Parish Council using their pavilion toilet facilities if necessary

## 7. Provision of CCTV

Councillor Rollé outlined the three estimates that had been obtained for the necessary work to provide CCTV in the Cemetery. The estimates were as follows:

|                        |  |
|------------------------|--|
| Church Street Security | £2224.55 (plus £90 annual maintenance fee) |
| Winsor Cameras         | £3020.00                                   |
| Security Services      | £3132.57                                   |

Councillor Rollé recommended that he speak to Stephen Gibbs from Winsor Cameras to see if he would reduce his quotation because there would be an advantage in dealing with this company as they supplied our systems in the office and Recreation Ground.

**RESOLVED:** That, subject to a satisfactory revised quotation, the work would be given to Winsor Cameras.

## 8. Budget recommendation 2018/19

The Clerk outlined the present and estimated expenditure for the Cemetery Committee for the financial year ending 31 March 2018 the Committee allocated possible budgets for the financial year 2018/19 as shown in the table below.

### CEMETERY COMMITTEE BUDGET ESTIMATES 2017-18 & PROPOSALS 2018-19

| Description            | Income - Actual/Project 2017/18 | Expenditure - Actual/Project 2017/18 | Income - Actual/Project 2018/19 | Precept Requirement 2018/19 |
|------------------------|---------------------------------|--------------------------------------|---------------------------------|-----------------------------|
| Amount b/f             | 33246.20                        |                                      | 34826.20                        |                             |
| Precept                | 7000.00                         |                                      | 7000.00                         |                             |
| Estimated income       | 21500.00                        |                                      | 15000.00                        |                             |
| Cemetery maint         |                                 | 18000.00                             |                                 | 20000.00                    |
| Fire Certificate       |                                 | 150.00                               |                                 | 150.00                      |
| Business Rates         |                                 | 800.00                               |                                 | 800.00                      |
| Electricity            |                                 | 500.00                               |                                 | 550.00                      |
| Sundry Items           |                                 | 800.00                               |                                 | 500.00                      |
| Chapel Maint (int)     |                                 | 500.00                               |                                 | 1000.00                     |
| Chapel Main (ext)      |                                 | 500.00                               |                                 | 1000.00                     |
| Paths                  |                                 | 1000.00                              |                                 | 1000.00                     |
| Tree/Shrub work        |                                 | 1000.00                              |                                 | 1000.00                     |
| Road/Car park          |                                 | 300.00                               |                                 | 300.00                      |
| Incinerator            |                                 | 100.00                               |                                 | 100.00                      |
| Storage shed           |                                 | 3270.00                              |                                 |                             |
| CCTV                   |                                 |                                      |                                 | 3500.00                     |
| Toilets                |                                 |                                      |                                 | 15000.00                    |
|                        |                                 |                                      |                                 |                             |
| <b>Total</b>           | <b>61746.20</b>                 | <b>26920.00</b>                      | <b>56826.20</b>                 | <b>44900.00</b>             |
| <b>Remaining funds</b> |                                 |                                      |                                 | <b>11926.20</b>             |

**RESOLVED:** That a budget request of £7000 be made for the following financial year at the Financial and General Purposes Committee meeting. Any surplus in this year's budget could be set aside in another bank account in order that land in mitigation could eventually be purchased to allow for an extension to the Cemetery from the Forestry Commission.

**9. Any Other Business to take forward to the next Cemetery Committee Meeting**

The possibility of purchase of land that might become available from NFDC at Clay Hill would be explored.

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

Chairman \_\_\_\_\_

Date \_\_\_\_\_