

## ROWSLEY PARISH COUNCIL

Clerk: Sarah Porter

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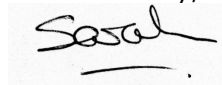
21<sup>st</sup> November 2016

Dear Councillor,

You are summoned to attend the Rowsley Parish Council meeting on **28<sup>th</sup> November 2016 at 7.30pm in the Village Hall, Rowsley.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely,



Sarah Porter

### AGENDA

- |  | <i>Report / Action<br/>Required</i>   |
|--|---|
| 1. Apologies for absence   | To note   |
| 2. Declaration of Members Interests and including for dispensations from members on matters in which they have a Disclosable Pecuniary Interest<br>Please Note:<br>a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to<br>b) make representations and then leave the meeting prior to any consideration or determination of the item)/ Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.<br>The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct. | To note   |
| 3. Public speaking<br>a) A period of not more than 10 minutes will be made available for members of the public and Members of the Council to comment on any matter.<br>b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.<br>c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.   | To note and<br>action   |
| 4. To determine which items if any of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -<br>Item no x To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the press and public in order to discuss the following item<br>Item no y. This item title will then be the item to be discussed with press and public excluded<br>....."  |   |
| 5. To approve the Minutes of the Meeting held on 24 <sup>th</sup> October 2016   | To approve  |
| 6. Matters Arising (non decision making) <ul style="list-style-type: none"><li>• From AGM - Register of Interest Forms – Need completing from Cllr Haylock</li><li>• Defibrillator</li><li>• Planning</li><li>• Recreation Ground items</li><li>• Burial Ground items</li><li>• Allotment items</li><li>• Neighbourhood Plan – Clerk has found one for the Parish from 2004. To ask for assistance from RAD will cost</li><li>• Signposting for Village Hall and School</li><li>• Meeting with Police Commissioner – Clerk chased the Commissioner's office but nothing back yet</li><li>• Correspondence – actioned as agreed at the meeting</li></ul>  | To complete<br>Agenda Item 7<br>Agenda Item 8<br>Agenda Item 9<br>Agenda Item 10<br>Agenda Item 11<br>To note<br>Update<br>To note<br>To note |
| 7. Defibrillator <ul style="list-style-type: none"><li>• Clerk has received the 2 defibrillators and they are booked to be installed on 1<sup>st</sup> December.</li></ul>   | To note   |
| 8. Planning Applications<br>New: <ul style="list-style-type: none"><li>• Peak Park –<ul style="list-style-type: none"><li>○ None</li></ul></li></ul>   | To discuss  |

<ul style="list-style-type: none"> <li>• Derbyshire Dales <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> </ul>		To note
Existing:		
<ul style="list-style-type: none"> <li>• Peak Park: <ul style="list-style-type: none"> <li>○ NP/DDD/0916/0898 - Village Hall, School Lane, Rowsley - External ramp to main entrance – Granted conditionally</li> <li>○ NP/DDD/0916/0881 - Chatsworth House, Chatsworth, DE45 1PP - Temporary use of land for a horticultural show, including the erection of temporary structures, on a yearly basis, with associated operational development, river crossings and other features and the creation of temporary show gardens – Granted conditionally</li> <li>○ NP/DDD/0816/0829 - The Manor House, Woodhouse Road, Rowsley - Listed building consent: fitting 13 new stone chimney pots to match existing – Granted conditionally</li> <li>○ NP/DDD/0712/0760 – New Pilhough Quarry, Lees Road, Stanton in the Peak – Resubmission – Continuation of stone extraction (in the form of block) from the consented area under varied conditions, the proposed extension to a permitted area of stone extraction and amendment of the permitted restoration landform at New Pilhough Quarry - Pending</li> <li>○ NP/DDD/0416/0363 - Rowsley Wood Yard - Change of use of former wood yard to storage and transhipment of blockstone (retrospective) –not within Rowsley Parish – comments submitted which were amended to an objection - Refused</li> <li>○ DDD/1198537 - Stanton Moor Quarry – Determination of Conditions – Pending</li> </ul> </li> <li>• Derbyshire Dales – <ul style="list-style-type: none"> <li>○ 16/00653/FUL - Side and rear extensions – Woodside, Chatsworth Road, Rowsley - Permitted with conditions</li> </ul> </li> </ul>		
Enforcement – None		
9. Recreation Ground and Playground		
<ul style="list-style-type: none"> <li>• Ground repairs: <ul style="list-style-type: none"> <li>○ Recycled bench has been ordered</li> </ul> </li> <li>• Request to use Recreation Ground for keep fit – No funds have been paid to date.</li> <li>• Inspection Feedback</li> </ul>		To note Cllr Haylock Cllr Bean
10. Burial Ground:		
<ul style="list-style-type: none"> <li>• Perimeter wall bulging - Clerk is awaiting a quote from Dominic Pathe</li> <li>• Burial Ground Rules, Regulation and Fees for 2017 – Appendix A</li> </ul>		Update To approve
11. Allotments		
<ul style="list-style-type: none"> <li>• State of allotments – Clerk has written to all plot holders. 2 have given up their plots for 2017 and 1 has asked the Council to address the weeds on the empty plot.</li> <li>• Allotment rules and fees for 2017 – Appendix B</li> </ul>		To note To approve
12. Footpaths		
<ul style="list-style-type: none"> <li>• FP15 - The consultation period for the proposed official diversion at Fallinge. Cllr Haylock may know more?</li> <li>• FP3 - This path is in even worse condition. The gaps in the thick hawthorn hedges are now so narrow &amp; scratchy with outgrowth that they are effectively obstructions. The bottom rail of the rail stile at the A6 end is broken, making it very difficult to cross. Suggest members walk this path to see for themselves just how bad it is. Clerk has chased the Probation Service about what they can do.</li> </ul>		Cllr Haylock
13. Finance and Audit		
<ul style="list-style-type: none"> <li>• NALC Pay Award – SCP 22 has increased 10p an hour to be backdated to 1<sup>st</sup> April 2016</li> <li>• Pensions Regulator – Need to register a work based pension</li> <li>• Accounts to 21<sup>st</sup> November 2016 – Appendix C</li> <li>• Budget draft – Appendix D</li> <li>• S137 requests - None</li> <li>• New expenditure to approve: <ul style="list-style-type: none"> <li>- Cheque 705 – Clerk Pay and expenses – £388.83 (including backdated pay award)</li> <li>- Cheque 706 – Friends of the Peak District subscription - £50</li> <li>- Cheque 707 - Clerk pay for December as no meeting - £318.90</li> </ul> </li> <li>• Expenditure to note: <ul style="list-style-type: none"> <li>- None</li> </ul> </li> <li>• New income to note: <ul style="list-style-type: none"> <li>- £300 – Recreation Ground Rent from Football Club</li> <li>- £375 – Burial ground plot exclusive right of burial</li> <li>- £339 – Car Boot Income for 3 weekends</li> </ul> </li> </ul>		To approve To approve To note To approve To note To approve To note To note

14. Correspondence:
- BT Telephone Box Closure Programme Consultation To discuss
  - Peak District Rural Housing Association - Annual Report for 2015-2016 To note
  - Consultation on Publication version of the Development Management Policies document, forming Part 2 of the Local Plan for the Peak District National Park To note
15. Feedback from Meetings and Training:
- None
16. For information To note
- Have your say in Derbyshire Dales Open Spaces Survey – put on website
17. DALC Circulars (all circulated by email): To note
- Circular 16 - Farewell to Sarita Welcome Wendy - AGM update - National Min Wage - Police & Crime Commissioner Funding - Bright Ideas Fund - Neighbourhood Planning update - Grants for Green Spaces – Training
  - Circular 17 - 16-18 National Salary Award - Derbyshire Alert Messaging System - HR for busy councils - DCC Parish & Town Liaison Forum - Responsive Bus Service for Rural Residents - Updated Legal Topic Notes - NALC opposes council tax referendum principles for local Councils
18. Reading (circulated by email): All to be read
- Peakland Guardian Newsletter (paper copy)
  - Update on Better Care Closer to Home Consultation
  - Peak District News and Views
  - Beeley Parish Council Agenda Papers
  - Peak Park Authority Press Releases
  - Derbyshire Dales District Council Press Releases

DATES OF FUTURE MEETINGS - All meetings held at 7.30pm in the Village Hall - MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

- 30 January 2017
- 27 February 2017
- 27 March 2017
- 24 April 2017 (preceded by the Annual Parish Meeting)
- 22 May 2017 (Annual Council Meeting)

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## MINUTES

**For the meeting held on 24<sup>th</sup> October 2016 in The WI Room, Village Hall, Rowsley**

**Councillors present:** Richard Bean Victoria Friend  
Stephen Bones

**Apologies:** Cllr Kath Potter  
Cllr Polly Haylock  
Cllr Robert Hockley  
PCSO Anthony Boswell

**Others:** Cllr Jo Wild (DDDC and DCC)  
Sarah Porter

**Not present:**

### PART 1 – NON CONFIDENTIAL ITEMS

*Report / Action  
Required*

1. Apologies for absence were received from Cllr Kath Potter, Cllr Polly Haylock and PCSO Anthony Boswell
2. There were no declaration of interests
3. Public speaking
  - Police – PCSO Hayley Grundy is no longer the Community Police Officer for Rowsley. PCSO Anthony Boswell is the new one. He advised to Council to use the Police.Uk web site [www.police.uk](http://www.police.uk) where people can look at what is going on in their local area and find out quite a lot of information. It only reports crime not calls for service. There was then a discussion about East Lodge and a break in. The request is please report everything.
4. There were no items on the agenda to exclude members of the press and public in order to discuss the following item under the Public Bodies (Admission to Meetings Act 1960).
5. The Minutes of the Meeting held on 27<sup>th</sup> September 2016 were approved.
6. Matters Arising (non decision making)
  - Neighbourhood Plan/ Rural Action Derbyshire assistance was discussed under Item 14
  - Complaints regarding traffic at Chatsworth Country Fair was discussed under Item 14
  - From AGM - Register of Interest Forms – All been returned except for Cllr Haylock
  - Defibrillator was discussed under Item 7
  - Planning was discussed under Item 8
  - Recreation Ground items was discussed under Item 9
  - Burial Ground items was discussed under Item 10
  - Allotment items was discussed under Item 11
  - Correspondence – actioned as agreed at the meeting
7. Defibrillator
  - Clerk has completed the order form from CHT for 2 defibrillators and boxes. Awaiting more information from them on delivery. Received the invoice.
8. Planning Applications  
New:
  - Peak Park –
    - None
  - Derbyshire Dales
    - NoneExisting:
  - Peak Park:
    - NP/DDD/0916/0898 - Village Hall, School Lane, Rowsley - External ramp to main entrance
    - NP/DDD/0916/0881 - Chatsworth House, Chatsworth, DE45 1PP - Temporary use of land for a horticultural show, including the erection of temporary structures, on a yearly basis, with associated operational development, river crossings and other features and the creation of temporary show gardens
    - NP/DDD/0816/0829 - The Manor House, Woodhouse Road, Rowsley - Listed building consent: fitting 13 new stone chimney pots to match existing
    - NP/DDD/0712/0760 – New Pilhough Quarry, Lees Road, Stanton in the Peak – Resubmission – Continuation of stone extraction (in the form of block) from the consented area under varied conditions, the proposed extension to a permitted area of stone extraction and amendment of the permitted restoration landform at New Pilhough Quarry

Cllr Haylock

Chairman's Signature ..... Date.....

- NP/DDD/0416/0363 - Rowsley Wood Yard - Change of use of former wood yard to storage and transhipment of blockstone (retrospective) –not within Rowsley Parish – comments submitted which were amended to an objection - pending
  - DDD/1198537 - Stanton Moor Quarry – Determination of Conditions – Awaiting decision
  - Derbyshire Dales –
    - 16/00560/VCOND - Variation of condition 7 of permission DDD/0595/0324 to allow four late night evening openings until 9 pm throughout a single calendar year - Peak Village Estates, Chatsworth Road, Rowsley – Permitted with conditions
    - 16/00653/FUL - Side and rear extensions – Woodside, Chatsworth Road, Rowsley
- Enforcement – None

9. Recreation Ground and Playground

- Ground repairs:
  - Dominic Pathe work completed
  - Damage to gateways – All has been repaired
  - New bench;
    - Recycled bench costs £425 not including delivery
    - Hardwood bench costs £460 with delivery
    - It was agreed to order the recycled bench.
- Request to use Recreation Ground for keep fit – No funds have been paid to date. Clerk  
Cllr Haylock
- Inspection Feedback
  - October – The gate along the hedge has dropped and needs sorting. Agreed to ask Dominic Pathe to look at this. Clerk
  - Surfacing on car park – It was agreed to do this work and the car boots
  - Dog poo – Car boot man will monitor it.
  - Cllr Friend and Cllr Bean will do the inspections between them. Cllr Bean will do November and December. Cllr Bean

10 Burial Ground:

- Perimeter wall bulging – PCC has agreed to the Parish Council removing the wall and gate. The tree work will be looked at when the PCC has more funds. It was suggested the saplings should be removed and leave the big tree. Clerk
- Memorial bench on Plot 118 – This row of plots nearest the wall have not been allocated (Clerk assumes as first few on row is by the tree and so roots will be in the way). The Clerk has had a request to put a memorial bench here from the family who have the plot in front (Mr Evans). It is the row furthest from the churchyard. This was approved. Clerk

11 Allotments

- Autumn work – Clerk has confirmed the work is to go ahead.
- State of allotments – It was agreed to write to all reminding them of their responsibility and ask if want to continue with the plot. The allotments not tended this year have become quite weedy and will be strimmed by Cllr Bones. Clerk  
Cllr Bones

12 Footpaths

- FP15 - The consultation period for the proposed official diversion at Fallinge. Cllr Haylock not present and so will discuss at the next meeting. Cllr Haylock
- FP3 - This path is in even worse condition. The gaps in the thick hawthorn hedges are now so narrow & scratchy with outgrowth that they are effectively obstructions. The bottom rail of the rail stile at the A6 end is broken, making it very difficult to cross. Suggest members walk this path to see for themselves just how bad it is. Clerk has chased the Probation Service about what they can do. The County Council has this in hand.
- FP7 - This path has been worked.
- Clerk to get a map of footpaths. Clerk

13 Finance and Audit

- Accounts to 12<sup>th</sup> October 2016 were noted
- Budget draft – There was a discussion on the draft. There has been a suggestion that the Parish Council buy some speed awareness signs. Also in the near future the playground will need some new equipment. Recommendation is to keep the precept the same. Clerk  
Clerk
- Ground maintenance contract – It was agreed to put it out to tender.
- S137 requests
  - Support to preschool – This is no longer required as the preschool has now closed.
- New expenditure approved:
  - Cheque 700 – Clerk Pay and expenses – £415.91 (including contribution towards new printer – old one went bang!)
  - Cheque 701 – Maintenance work by Dominic Pathe - £159.75
  - Cheque 702 – Locum Clerk - £90
  - Cheque 703 – Defibrillators - £4548 (£758 VAT)
  - Cheque 704 – Ground Maintenance - £933.33

- Expenditure noted:
  - £16.20 Direct Debit to BT
- New income noted:
  - £21.36 interest

14 Correspondence:

- Complaints regarding the one way system on Chatsworth Road – Nothing further to add to this.
- Neighbourhood Plan – Following a discussion it was agreed to not move this forward.
- Signposting for Village Hall and School – Cllr Wild is leading on this.
- PDNPA Development Management Policies meeting 7<sup>th</sup> November at 10am – No one is available to attend this.

Cllr Wild

15 Feedback from Meetings and Training:

- None

16 For information

- None

17 DALC Circulars (all circulated by email):

- Annual Report 2015-16

18 Reading:

- Monitoring & Enforcement Quarterly Review October 2016 (circulated by email)
- Peak Park Parishes Forum Committee minutes (circulated by email)
- Peak District News and Views (circulated by email)
- Beeley Parish Council Agenda Papers (circulated by email)
- Peak Park Authority Press Releases (circulated by email)
- Derbyshire Dales District Council Press Releases (circulated by email)

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## **CEMETERY REGULATIONS**

### **1 THE COUNCIL'S CEMETERY**

- 1.1 These regulations apply to the Council's cemetery adjacent to St Katherine's Church, Rowsley.

### **2 OPENING HOURS**

- 2.1 The cemetery is open to the public from 9.00 a.m. until sunset.

### **3 TIMES OF BURIALS**

Monday to Friday: 10.00 a.m. to 4.00 p.m.

Excluding Bank and Public Holidays. Interments outside these hours or on other days may be possible for an additional charge.

### **4 CONDUCT**

- 4.1 All persons must conduct themselves in a decent, quiet and orderly manner and must not:

- 1) Create any disturbance or nuisance.
- 2) Interfere with any burial.
- 3) Interfere with any grave, stone or other memorial or floral tribute.
- 4) Play any game or sport.
- 5) Ride a bicycle or use any other recreational equipment.
- 6) Enter the cemetery when it is closed to the public.
- 7) Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.
- 8) Bring animals, except for dogs that are on leads at all times and under control. Dog fouling must be cleaned up and disposed of in an appropriate bin.

- 4.2 Children under the age of 12 years must be accompanied by an adult.

- 4.3 Members of the Council/the Clerk to the Council has the right to exclude or remove members of the public whose conduct is unsatisfactory.

### **5 FEES**

- 5.1 Various fees and charges are applicable in relation to cemeteries. The Council reviews fees and charges annually. Anyone intending to use the cemetery service is advised to obtain an up-to-date copy of the fees and charges which will be supplied on request.

- 5.2 The Council will only accept an official receipt as proof of payment.

## **6 NOTICE OF INTERMENT**

- 6.1** Notice of interment must be given to the Clerk to the Council at least two full working days prior to the funeral. Telephone bookings remain provisional unless until there is written confirmation.
- 6.2** In exceptional circumstances, and only on the production of a certificate from a coroner or registered medical practitioner, these periods of notice may be waived.
- 6.3** If it proposed to fire a military salute at an interment or if it is expected that a funeral will be attended by unusually large numbers of people, or by bands or choirs, then the Council must be notified at least three working days before the funeral in order that appropriate measures can be put in place for the safety and convenience of those attending.
- 6.4** Once a notice of burial has been given, no alterations will be possible unless notice is given to the Clerk to the Council before noon on the working day preceding the funeral. The Council reserves the right to recharge any expenses incurred.
- 6.5** If a grave is to be re-opened, a copy of the Exclusive Right of Burial is required. If this is not available, an indemnity form must be submitted.

## **7 DISPOSAL CERTIFICATE**

- 7.1** No interment may take place unless a Registrar's Certificate of Disposal or Coroner's Order for Burial is presented, prior to the burial, to the Clerk to the Council or his representative.

## **8 GRAVES**

- 8.1** The maximum permitted sizes of graves are:
- Earthen graves 2.5 m X 1.2 m;
  - Cremated remains 450 mm X300 mm.
- 8.2** Before interment, grave surrounds must be covered with grass mats. Webbing for lowering and surface biers must be provided by the funeral organiser.
- 8.3** Graves must be backfilled by the funeral organiser immediately after the mourners have left the graveside. Floral tributes must be gathered together and placed on to the finished grave. Tributes will be removed once spent (normally after two weeks).
- 8.4** Ground settlement will invariably occur in the months following a burial. For six months, the Council will regularly inspect the grave and, as ground settlement occurs, will re-level the surface of the grave and sow grass seed where required.

## **9 CREMATED REMAINS**

- 9.1** Cremated remains may be scattered or buried in the Garden of Remembrance or family grave upon application to the Council. A certificate from the crematorium must accompany all applications.

## **10 EXCLUSIVE RIGHT OF BURIAL**

- 10.1** The person to whom the Exclusive Right of Burial is granted (referred to as 'the deed-holder' from this point on) has the sole right to determine who is buried in a grave or cremated remains plot. It does not confer ownership in respect of the land concerned. In any grave, a maximum of two coffins is allowed. Cremated remains may also be scattered or buried in the same grave (space permitting).



- 10.2** The exclusive right may be assigned by deed or bequeathed by will to a relative or nominated person. If the right has not been assigned, it is conferred on a relative as interpreted in the Local Authorities' Cemeteries Order 1977.
- 10.3** The exclusive right of burial is normally purchased at the time that a request for interment is made. However, grave spaces for future burials may be reserved.
- 10.4** On purchasing the exclusive right of burial for a grave or cremated remains plot, a deed will be issued to the purchaser valid for a period of 100 years.
- 10.5** The Council will keep records of any rights granted, together with any assignment or bequest of those rights. These must be notified to the Council as soon as possible after an assignment or bequest is made.

## **11 TEMPORARY MEMORIALS**

- 11.1** Temporary memorials may be erected on graves during the first six months following interment, where an application has been made for the erection of a long-term memorial.
- 11.2** Temporary memorials are either stone tablets, not exceeding 200 mm in height and 200 mm in width, or wooden crosses of standard proportion not exceeding 300 mm in height. The Clerk to the Council must give prior approval to new temporary memorials. This must be submitted in writing to the Clerk to the Council.
- 11.3** Temporary memorials must state the name of the deceased, date of interment and plot number. No further details are allowed on temporary memorials.
- 11.4** No later than six months from the date of interment, the deed-holder must have removed the temporary memorial. If a temporary memorial remains in place beyond that time, the Council will attempt to contact the deed-holder and request its removal. If the temporary memorial is not removed within 14 days, or if the deed-holder is not contactable, the Council will remove the item and place it in storage.

## **12 LONG-TERM MEMORIALS**

- 12.1** 'Long-term memorials' include upright memorials, tablets, plaques, vase-blocks and inscriptions.
- 12.2** Memorials are only permitted on graves for which the Exclusive Right of Burial has been acquired and on the application of the deed-holder. A memorial may not be erected on a grave prior to the first interment.
- 12.3** The Clerk to the Council must give prior approval to new memorials, and to any alterations to existing memorials. This must be submitted in writing to the Clerk, together with the full fee.
- 12.4** Before erecting a long-term memorial, a Right to Erect a Memorial is required. Such a right will remain valid for 30 years, or the unexpired period of the Exclusive Right of Burial, whichever is the shorter. Following the expiry of a Right to Erect a Memorial, the deed-holder will have the option of renewing it for further five-year periods
- 12.5** The only persons allowed to erect, repair or carry out work on long-term memorials over 200 mm in height are memorial masons registered under the Scheme with Derbyshire Dales District Council and approved by the Council. Memorial erection and additional work must be carried out to the standards laid down in the Scheme.

- 12.6** When memorials need to be removed to enable a further burial to take place, such arrangements are the responsibility of the deed-holder. In relation to memorials over 200 mm in height, removal and subsequent re-installation must be carried out by a registered memorial mason to the standards laid down in the Scheme. Failure to do so could cause delays in the preparation of the grave, resulting in postponement or cancellation of the interment.
- 12.7** The Council may remove any memorial erected in contravention of these regulations and recharge the deed-holder for the costs incurred.
- 12.8** The total height of any memorial including plinth must not exceed 838 mm above ground level. The width must not exceed 650 mm.
- 12.9** The Council does not provide any concrete beam foundations upon which headstones may be set. Therefore, the Council recommends that long-term memorials should not be erected until six months after burial. This allows for thorough settlement of the ground to take place. Memorials must be positioned to conform to the conventional layout of the cemetery.
- 12.10** Only one memorial is permitted per plot. On earthen graves, this will consist of a headstone. Within the Gardens of Remembrance, only one stone block is permitted per plot at ground level, not exceeding 400 mm in length and 250 mm in width.
- 12.11** Memorials must not encroach upon adjacent plots or other areas of the cemetery.

### **13 SAFETY OF MEMORIALS**

- 13.1** Fences and railings around graves, glass/pottery objects that may easily shatter, or similar hazards are not permitted under any circumstances. If any such items are found on a grave, the Council will attempt to contact the deed-holder and request the removal of the items. If the items are not removed within 14 days, or if the deed-holder is not contactable, the Council will remove the items.
- 13.2** The primary responsibility for the safety and ongoing maintenance of a memorial rests with the deed-holder.
- 13.3** The Council has a general duty of care to ensure its cemeteries are safe for visitors. In view of this, the Council will undertake regular, recorded, inspections of all memorials.
- 13.4** Where a memorial is found to be unsafe, the Council reserves the right to make it safe by temporary means.
- 13.5** Reasonable efforts will be made to notify the deed-holder that the memorial is in need of attention to make it safe on a long-term basis.
- 13.6** If the deed-holder is not contactable, or the deed-holder fails to make the memorial safe within a reasonable period after notification then, in accordance with the Local Authorities' Cemeteries Order 1977, the Council reserves the right to make the memorial safe on a long-term basis, including the repair, repositioning, removal or destruction of the memorial. The Council may attempt to recover the costs of making the memorial safe from the deed-holder, should the opportunity arise, at any time in the future.

### **14 GARDENS ON GRAVES**

- 14.1** Gardens or planting around graves or in the body of graves is not permitted, nor will there be an allowance for lamps, lanterns, pottery, glass or such like objects. Kerbs around graves and chippings are not allowed.

- 14.2** Simple floral displays can be placed on the headstone of a grave. These displays shall be maintained at all times in a tidy condition by the next of kin and their nature and extent shall not obstruct maintenance in adjoining areas.
- 14.3** Vases for floral displays shall not exceed 300 mm in height and must only be placed on the sill of the headstone. Substitutes for proper vases will not be permitted. For any other form of container, the consent of the Council must be obtained before use.

**ROWSLEY PARISH COUNCIL**

*Clerk:* Sarah Porter

*Phone:* 01629 732365

*Address:* Brooklands, Beeley, Matlock, Derbyshire DE4 2NR

*Email:* [rowsleyparishcouncil@gmail.com](mailto:rowsleyparishcouncil@gmail.com)

*Web:* [www.rowsleyparishcouncil.co.uk](http://www.rowsleyparishcouncil.co.uk)

**ROWSLEY PARISH BURIAL GROUND  
TABLE OF FEES AS FROM 1st FEBRUARY 2015**

**PART I - EXCLUSIVE RIGHTS OF BURIAL**

Exclusive Right of Burial in Earthen Graves

For the exclusive right of burial for a period not exceeding 100 years in an earthen grave 2.5 metres x 1.2 metres :-

- |   |                |
|---|----------------|
| 1. The inhabitants or parishoners of the Parish of Rowsley  | <b>£300.00</b> |
| 2. It will be at the discretion of the Council to grant burial rights for a person living outside the Parish who may have a strong association with the Parish. |                |

In such cases the fee will be: **£375.00**

Garden of Remembrance

For the exclusive right of burial of cremated remains for a period not exceeding 100 years, in an earthen grave not exceeding 450mm x 350mm **£120.00**

**PART II - INTERMENTS**

The fees indicated :-

(a) do not include the digging of the grave;

(b) apply only where the interment is made between the hours of 10.00am and 4.00pm Monday to Friday or on the certificate of a Coroner or Registered Medical Practitioner that immediate interment is necessary. In any other case, an additional fee of **£22.00** is payable and **£11.00** in the case of the interment of cremated remains.

For the interment in a grave in respect of which exclusive right of burial **has not** been granted:-

of the body of a still born child, or a child whose age did not exceed one month	<b>No charge</b>
of the body of a child whose age at the time of death exceeded one month but did not exceed 16 years	<b>£100.00</b>
of the body of a person whose age at the time of death exceeded 16 years	<b>£250.00</b>

For the interment in a grave in respect of which an exclusive right of burial **has** been granted:-

	<u>1st Int</u>	<u>2nd Int</u>
of the body of a still born child or a child whose age at the time of death did not exceed one month	<b>No charge</b>	<b>No charge</b>
of the body of a child whose age at the time of death exceeded one month but did not exceed 16 years	<b>£85.00</b>	<b>£85.00</b>
of the body of a person whose age at the time of death exceeded 16 years of age	<b>£250.00</b>	<b>£250.00</b>
For the interment of cremated remains in the Garden of Remembrance or in a grave	<b>£85.00</b>	

### **PART III - ERECTION OF HEADSTONES, TABLETS AND INSCRIPTIONS**

#### **EARTHEN GRAVES**

**NOTE : The only long-term memorial permitted on a grave is a single headstone**

For the Right to Erect a Memorial on a grave in respect of which an exclusive right of burial has been granted **£60.00**

For permission to place on a grave in respect of which exclusive right of burial has been granted:-

1. A headstone not exceeding 838mm in height, 650mm in width, including first inscription  
(NOTE: **NO** concrete foundation is provided) **£50.00**
2. Each inscription after the first **£30.00**

#### **GARDEN OF REMEMBRANCE**

For the Right to Erect a Memorial on a grave containing cremated remains in respect of which an exclusive right of burial has been granted **£60.00**  
For permission to place on a grave containing cremated remains in respect of which the exclusive right of burial has been granted:-

a memorial stone slab at ground level not exceeding 300mm in length x **£30.00**

250mm in width, including the first inscription

a vase not exceeding 300mm in height, including first inscription **£30.00**

Permission for each inscription after the first **£20.00**

#### **PART IV - SCATTERING OF ASHES**

For the right to scatter cremated remains on a purchased grave or in area reserved in the Garden of Remembrance **£50.00**

#### **PART V - MISCELLANEOUS FEES**

Fees for searches of register books and for copies and extracts to be taken there from:-

every search covering a period of up to 1 year **£25.00**

for every additional year (after the first) **£25.00**

every certified copy of an entry of burial in the register books  
**£25.00**

#### **SAFETY INSPECTIONS**

Where a memorial is found to be unsafe following an inspection by the Council, the Council will make no charge if the deed-holder voluntarily makes the memorial safe on a long-term basis as required by the Cemetery Regulations.

**NOTE:** All the above charges are outside the scope of VAT.

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**Please make cheques payable to “Rowsley Parish Council” and send to the above address.**

## **ROWSLEY PARISH COUNCIL**

Clerk: Sarah Porter

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## **ALLOTMENT TENANCY RULES**

### **Rules and conditions**

1. The Parish Council's allotment site is situated on Church Lane, Rowsley, opposite St Katherine's Church.
2. Any person who is resident in the Parish of Rowsley shall be eligible to become a tenant of an allotment garden. Vacant allotments are offered by the Parish Council to applicants in order of application on the waiting list. As a general rule, only one plot will be assigned to any one tenant. The allocation of any plot to a person residing outside the parish of Rowsley shall be at the discretion of the Council.

The tenant agrees to conform to the following conditions as part of their agreement with Rowsley Parish Council: -

3. To pay the rent, as determined by the Council, in advance and without deduction, unless otherwise agreed with the Council, on the 1<sup>st</sup> day of April in each year.
4. To use the Allotment Plot as a cultivated allotment garden and for no other purpose; trade and/or business is prohibited.
5. To keep all gates to the site closed.
6. To maintain the plot in a clean, well-manured, three-quartered cultivated and weed free state using techniques which do not cause long-term environmental damage.
7. To maintain in good repair any garden shed or greenhouse permitted to be erected. The maximum size that may be permitted, subject to the approval of the Council, which must be sought by the tenant in advance, will be 2m x 2m x 2m for a shed or 2.5m x 2.5m x 2m for a greenhouse.
8. To maintain any path or roadway, set out by the Council for use of occupiers, free from obstruction and encroachment and at the widths set by the Council, a minimum of 600mm for paths.
9. Not to underlet, assign or part with possession of any allotment plot occupied by the tenant or any part of it.
10. Not to cause any nuisance, annoyance or harassment (relating to race, gender, disability, age sexual orientation, religion or other matter). If proven, this will result in an immediate termination of the Tenancy by the Council, whose decision shall be final.
11. Not, without written consent of the Council, to cut or prune any timber or other trees or take, sell or carry away any mineral, gravel, sand, earth or clay.
12. Not to use any materials that could cause injury to others (e.g. barbed wire) as a fence adjoining any roadway or path set out by the Council for use by other tenants, nor to put any fence around any plot, and to protect hedges, fences and gates that are on the allotment site.
13. Not, without the written consent of the Council, to erect any building or structure, including any notice or advertisement, on any plot occupied by the tenant. Allowable exceptions are any pole, frame or cold frame, to be erected within the plot 450mm from any pathway.

14. Not to deposit, or allow any other person to deposit, any refuse or decaying material (except manure or compost in such quantities as may be reasonably required for cultivation) on any plot occupied by the tenant or on any other area of the site.
15. Not to bring or to permit to be brought on to the allotment site, any dog unless the dog is on a leash and under proper control.
16. Not, without the written consent of the Council, to keep any animals, bees or livestock of any kind upon any plot occupied by the tenant, nor on any part of the allotment site.
17. The Council has the right to refuse admittance to any person other than the tenant or member of their family unless accompanied by the tenant or member of their family. Children must be supervised within the confines of the tenant's plot.
18. No hosepipes or sprinklers are to be used.
19. Not to light a bonfire on any plot, or elsewhere within the allotment site.
20. Any case of dispute between the tenant and any other tenant on the site will be referred to the Council and the Council's decision in the matter will be final.
21. At any time, any officer of the Council or any Member of the Council is entitled to enter onto, and inspect, the plot occupied by the tenant, or shed or greenhouse on site.
22. The tenant will observe and perform any other special condition that the Council considers necessary to preserve the plot occupied by the tenant from deterioration.
23. To be friendly and harmonious to your fellow plot holders.
24. At the determination of the tenancy, the tenant will return the plot occupied by him/her to the Council in such state as meets the conditions of this agreement and that any tools or implements brought on site by the tenant are removed.

### **Change of Address/ Serving of Notices**

25. The tenant must inform the Council of any change of address; failure to do so could result in termination of this Agreement.
26. Any notice to be served by the Council on the Tenant must be served either personally or by leaving it at the tenant's last known address, or by registered letter or recorded delivery letter addressed to him there, or by fixing a notice in a conspicuous manner on the tenant's plot.
27. Notices served by the Council under paragraphs 30, 31 and 32 below will be treated as properly served even if not in fact received.
28. Notices to be given by the tenant to the Council should be addressed to the Clerk, Sarah Porter, Brooklands, Beeley, Matlock, Derbyshire DE4 2NR or [rowsleyparishcouncil@gmail.com](mailto:rowsleyparishcouncil@gmail.com) or to such other address as the Council notifies in writing to the tenant.

### **Termination**

29. This tenancy will determine on the rent day after the death of the tenant and may also be determined in any of the following manners: -
30. By either party giving the other twelve months previous notice in writing expiring on the 31<sup>st</sup> December in any year.
31. By re-entry by the Council at any time after giving one month's previous notice in writing to the tenant if: -



- (a) The rent is in arrear for not less than forty days
- (b) The tenant is not duly observing the rules relating to the allotment or any other Condition of the tenancy;
- (c) If it appears to the Council that the tenant of the allotment, not less than three months after the commencement of the tenancy thereof, is resident outside of the Parish of Rowsley.

32. By re-entry by the Council after giving three months' previous notice in writing to the tenant on account of the plot occupied by the tenant being required for:

- (a) Any purpose (not being use of the same for agriculture) for which it has been acquired or appropriated under any statutory provision; or
- (b) For building, mining or any other industrial purpose or for roads or sewers necessary to the connection with any of these purposes.

### **Rent Review**

33. The rent may be varied by the Council giving notice to the tenant on or before the thirty first day of October in any year of the tenancy, such notice stating the annual rent to be payable for the plot occupied by the tenant.

	2014-2015 actual	2015-2016 actual	2016-2017 budget	2016-2017 actual to decisions made 24/10/16	Revised estimate 2016-2017	Proposed Budget 2017- 2018
<b>Expenditure</b>						
Clerk Salary	£1,742.12	£2,619.36	£2,500.00	£2,169.69	£2,500.00	£2,500.00
Clerk Expenses and home office contribution	£580.12	£301.15	£300.00	£276.11	£300.00	£300.00
PAYE	£150.60	£217.37	£0.00	£0.00	£0.00	£0.00
Audit and inspections	£223.00	£125.00	£125.00	£139.30	£139.30	£140.00
Hall Hire & Rent	£112.99	£172.91	£200.00	£56.60	£256.60	£270.00
Subscriptions	£255.97	£419.18	£250.00	£161.74	£161.74	£170.00
Website	£66.64	£64.80	£90.00	£182.40	£250.00	£150.00
Insurance	£562.80	£597.91	£400.00	£399.53	£399.53	£420.00
Snow	£192.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£45.00	£65.00	£100.00	£0.00	£50.00	£50.00
M a i n t e n a n c e	Grass cutting	£2,379.99	£2,499.99	£2,500.00	£2,539.99	£2,500.00
	Recreation Ground	£5,273.09	£371.84	£300.00	£893.08	£800.00
	Allotment		£160.00	£160.00	£440.00	£500.00
	Community Garden	£1,889.88	£280.00	£150.00	£25.00	£150.00
	Bus stops	£90.00	£0.00	£0.00	£0.00	£0.00
	Footpaths	£300.00	£250.00	£0.00	£0.00	£0.00
Safety		£88.00	£350.00	£3,949.00	£3,949.00	£200.00
S137 Grants	£600.00	£1,000.00	£600.00	£758.00	£758.00	£600.00
Misc	£115.20	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	<b>£14,579.40</b>	<b>£9,232.51</b>	<b>£8,025.00</b>	<b>£11,990.44</b>	<b>£12,787.24</b>	<b>£8,750.00</b>
VAT		£113.54	£0.00	£119.67		
<b>Total Expenditure</b>	<b>£14,579.40</b>	<b>£9,346.05</b>	<b>£8,025.00</b>	<b>£12,110.11</b>	<b>£12,787.24</b>	<b>£8,750.00</b>

Defibs in 16-17

<b>Income</b>						
Tax support grant	£526.00	£250.00	£148.00	£175.00	£175.00	£100.00
Bank Interest	£68.82	£65.92	£50.00	£40.23	£50.00	£50.00
Allotment rents	£472.00	£269.00	£269.00	£345.00	£345.00	£345.00
Recreation Ground	£2,582.00	£2,314.00	£1,000.00	£3,046.00	£3,000.00	£3,000.00
Burial Ground fees	£1,604.00	£815.00	£0.00	£945.00	£600.00	£0.00
Reimbursement from DDDC – Rec Gmd (Grass	£1,051.00	£1,051.00	£1,051.00	£0.00	£1,051.00	£1,051.00
Derbyshire County Council (DCC) Rental – School	£320.00	£200.00	£200.00	£100.00	£200.00	£200.00
Reimbursement from DCC – Footpath	£250.00	£506.74	£250.00	£250.00	£500.00	£250.00
VAT Rebate	£461.55	£1,005.63	£1,200.00	£113.54	£350.00	£300.00
Precept	£6,300.00	£6,302.00	£6,552.00	£6,552.00	£6,552.00	£6,552.00
<b>Total Income</b>	<b>£13,635.37</b>	<b>£12,779.29</b>	<b>£10,720.00</b>	<b>£11,566.77</b>	<b>£12,823.00</b>	<b>£11,848.00</b>

Fluctuates

2 years in one

Balance bought forward from previous year	£9,448.84	£8,504.81	£11,743.47	£11,743.47	£11,743.47	£11,779.23
Plus income	£13,635.37	£12,779.29	£10,720.00	£11,566.77	£12,823.00	£11,848.00
Less expenditure	£14,579.40	£9,346.05	£8,025.00	£12,110.11	£12,787.24	£8,750.00
Annual Profit/loss	£-944.03	£3,433.24	£2,695.00	£-543.34	£35.76	£3,098.00
Savings account	£10,100.00	£11,693.47	£11,743.47	£16,583.12	£11,150.13	£9,193.24
Balance carry forward	£8,504.81	£11,743.47	£14,438.47	£11,200.13	£11,779.23	£14,877.23

Actual not unrepresented cheques

**Rowsley Parish Council**  
**Bank Rec. As at 21st November 2016**

	RBS Current £	RBS Reserve £	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2016	50.00	11,693.47	11,743.47	
plus : receipts	11,826.54	-243.34		
less : payments	-12,110.11			
To deposit	283.57			
	<u>50.00</u>	<u>11,450.13</u>	<u>11,500.13</u>	243.34
Unpresented chqs		6,146.99	6,146.99	
Unpresented receipts		714.00	714.00	
Balance	<u><b>50.00</b></u>	<u><b>16,883.12</b></u>	<u><b>18,361.12</b></u>	
Bank : Current A/C - 28/10/16	50.00		50.00	
Deposit A/C - 28/10/16	0.00	16,583.12	16,583.12	
			0.00	
	<u><b>50.00</b></u>	<u><b>16,583.12</b></u>	<u><b>16,633.12</b></u>	
difference	0.00	300.00	1,728.00	

Signed by Responsible Finance Officer

\_\_\_\_\_ Date

Signed by Chairman

\_\_\_\_\_ Date

Monthly Budget Monitoring

ROWSLEY PARISH COUNCIL		Year to Date at 21/11/16			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2016 - 2017		8					
Date	21st November 2016	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	8	To Date	To Date	£	Projected	For Year	£
<b>PAYMENTS</b>	<b>Administration</b>						
	Clerk's salary	2,169.69	1,666.67	(503.02)	1,878.03	2,500.00	621.97
	Clerk's expenses	276.11	200.00	(76.11)	350.00	300.00	(50.00)
	PAYE	0.00	0.00	0.00	0.00	0.00	0.00
	Audit fees	139.30	92.87	(46.43)	200.00	139.30	(60.70)
	Hall Hire & Rent	56.60	171.07	114.47	100.00	256.60	156.60
	Subscriptions	161.74	107.83	(53.91)	65.00	161.74	96.74
	Website	182.40	166.67	(15.73)	200.00	250.00	50.00
	Insurance	399.53	266.35	(133.18)	200.00	399.53	199.53
	Snow	0.00	0.00	0.00	0.00	0.00	0.00
	Training	0.00	33.33	33.33	0.00	50.00	50.00
		3,385.37	2,704.78	(680.59)	2,993.03	4,057.17	1,064.14
	<b>Ground Maintenance</b>						
	Grass cutting	2,539.99	1,666.67	(873.32)	0.00	2,500.00	2,500.00
	Recreation Ground	893.08	533.33	(359.75)	0.00	800.00	800.00
	Allotment	440.00	333.33	(106.67)	440.00	500.00	60.00
	Community Garden	25.00	100.00	75.00	25.00	150.00	125.00
	Bus Stops	0.00	0.00	0.00	0.00	0.00	0.00
	Footpaths	0.00	0.00	0.00	608.00	0.00	(608.00)
		3,898.07	2,633.33	(1,264.74)	1,073.00	3,950.00	2,877.00
	Safety	3,949.00	106.00	(3,843.00)	0.00	159.00	159.00
		3,949.00	106.00	(3,843.00)	0.00	159.00	159.00
	<b>S137 Grants</b>						
	S137 grants	758.00	200.00	(558.00)	400.00	300.00	(100.00)
		758.00	200.00	(558.00)	400.00	300.00	(100.00)
	<b>Total Payments</b>	<b>11,990.44</b>	<b>5,644.11</b>	<b>(6,346.33)</b>	<b>4,466.03</b>	<b>8,466.17</b>	<b>4,000.14</b>
	VAT	119.67	0.00	(119.67)	30.00	0.00	(30.00)
	<b>Total Payments after VAT</b>	<b>12,110.11</b>	<b>5,644.11</b>	<b>(6,466.00)</b>	<b>4,496.03</b>	<b>8,466.17</b>	<b># 3,970.14</b>
		<b>Actual £</b>	<b>Budget £</b>	<b>Difference</b>	<b>Actual £</b>	<b>Budget £</b>	<b>Difference</b>
		<b>To Date</b>	<b>To Date</b>	<b>£</b>	<b>Projected</b>	<b>For Year</b>	<b>£</b>
	Grant	175.00	98.67	76.33	148.00	148.00	0.00
	Bank Interest	40.23	33.33	6.90	50.00	50.00	0.00
	Allotment	345.00	179.33	165.67	269.00	269.00	0.00
	Recreation Ground	3,346.00	666.67	2,679.33	1,000.00	1,000.00	0.00
	Burial Ground	945.00	0.00	945.00	0.00	0.00	0.00
	DDDC Reimbursements	0.00	700.67	(700.67)	1,051.00	1,051.00	0.00
	Rent	100.00	133.33	(33.33)	200.00	200.00	0.00
	Footpath Grant	250.00	166.67	83.33	250.00	250.00	0.00
	Vat	113.54	800.00	(686.46)	1,200.00	1,200.00	0.00
	<b>Total Receipts before precept</b>	<b>5,314.77</b>	<b>2,778.67</b>	<b>2,536.10</b>	<b>4,168.00</b>	<b>4,168.00</b>	<b>0.00</b>
<b>RECEIPTS</b>	Precept	6,552.00	4,368.00	2,184.00	6,552.00	6,552.00	0.00
		<b>11,866.77</b>	<b>7,146.67</b>	<b>4,720.10</b>	<b>10,720.00</b>	<b>10,720.00</b>	<b>0.00</b>
		<b>-243.34</b>	<b>1,502.55</b>	<b>11,186.10</b>	<b>6,223.97</b>	<b>2,253.83</b>	<b># -3,970.14</b>