

Open Spaces Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/14

		2014/2015	Actual Net	Balance
Open Spaces				
Income				
20	Allotment Rents	£3,750.00	£3,580.00	-£170.00
21	Grants	£5,800.00	£4,005.35	-£1,794.65
22	Interment Charges	£33,000.00	£15,217.00	-£17,783.00
23	Memorial Plaques	£24,500.00	£14,449.15	-£10,050.85
24	Miscellaneous	£250.00	£0.00	-£250.00
26	Trade Concessions	£0.00	£0.00	£0.00
27	Wayleaves/Easements	£50.00	£29.80	-£20.20
28	Allotments Keys	£25.00	£5.00	-£20.00
29	Parish Paths Grant	£2,000.00	£0.00	-£2,000.00
30	Common Lettings	£1,500.00	£2,202.20	£702.20
31	Memorial Benches	£0.00	£395.00	£395.00
32	Admin Fees	£25.00	£30.00	£5.00
Total Income		£70,900.00	£39,913.50	-£30,986.50
Expenditure				
200	Salaries	£64,000.00	£33,673.00	£30,327.00
201	Income Tax & NI	£24,750.00	£9,503.31	£15,246.69
202	Superannuation	£20,000.00	£11,844.24	£8,155.76
203	Travelling Expenses	£550.00	£580.45	-£30.45
204	Cemetery Rates	£950.00	£472.93	£477.07
205	Allotment Services	£1,500.00	£0.00	£1,500.00
206	Allotment Maintenance	£1,200.00	£0.00	£1,200.00
207	Cemetery Maintenance	£1,200.00	£33.00	£1,167.00
208	Cemetery Services	£50.00	£0.00	£50.00
209	Christchurch Cemetery	£4,120.00	£5,039.54	-£919.54
210	Contribution to Funds	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,700.00	£1,500.00	£2,200.00
212	Equipment & Tools	£1,000.00	£164.48	£835.52
213	Seats	£0.00	£0.00	£0.00
214	Grass Cutting/Grazing	£6,000.00	£5,808.32	£191.68
215	Skip Hire	£1,250.00	£900.00	£350.00
216	Tree Surgery & Inspection Reports	£5,000.00	£0.00	£5,000.00
217	Ground Maintenance	£5,000.00	£675.80	£4,324.20
218	Groewood & Tree Inspection	£1,500.00	£0.00	£1,500.00
219	Legal fees	£2,000.00	£75.00	£1,925.00
220	Maintenance of Horse track	£500.00	£0.00	£500.00
221	Memorial Plaques	£15,450.00	£6,665.55	£8,784.45
222	Miscellaneous	£1,500.00	£651.11	£848.89
223	Refurbishment of Plaques	£0.00	£0.00	£0.00
224	Refuse Collection	£860.00	£833.58	£26.42
225	Mobile Telephone	£400.00	£219.00	£181.00
226	Vehicle Maintenance	£5,250.00	£1,670.08	£3,579.92
227	Litter Bins	£1,000.00	£236.99	£763.01
228	Chiltern AONB	£1,900.00	£958.00	£942.00
229	Health & Safety	£2,000.00	£361.43	£1,638.57
230	Parish Paths	£500.00	£0.00	£500.00
231	Allotment Competition	£350.00	£205.00	£145.00
232	Parking Meters	£1,550.00	£573.50	£976.50
Total Expenditure		£175,030.00	£82,644.31	£92,385.69

Open Spaces 2015 -16 Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

	2014/2015	Rev 2014/2015	Actual Net	Balance	2015/16	
Open Spaces Income						
20	Allotment Rents	£3,750.00	£3,580.00	£3,580.00	£0.00	£3,650.00
21	Grants	£5,800.00	£5,800.00	£4,005.35	-£1,794.65	£5,800.00
22	Interment Charges	£33,000.00	£33,000.00	£15,217.00	-£17,783.00	£33,660.00
23	Memorial Plaques	£24,500.00	£26,500.00	£14,449.15	-£12,050.85	£28,650.00
24	Miscellaneous	£250.00	£250.00	£0.00	-£250.00	£250.00
26	Trade Concessions	£0.00	£0.00	£0.00	£0.00	£0.00
27	Wayleaves/Easements	£50.00	£50.00	£29.80	-£20.20	£50.00
28	Allotments Keys	£25.00	£25.00	£5.00	-£20.00	£25.00
29	Parish Paths Grant	£2,000.00	£2,000.00	£0.00	-£2,000.00	£2,000.00
30	Common Lettings	£1,500.00	£2,500.00	£2,202.20	-£297.80	£1,750.00
31	Memorial Benches	£0.00	£600.00	£395.00	-£205.00	£0.00
32	Admin Fees	£25.00	£50.00	£30.00	-£20.00	£50.00
Total Income		£70,900.00	£74,355.00	£39,913.50	-£34,441.50	£75,885.00
Expenditure						
200	Salaries	£64,000.00	£63,000.00	£33,673.00	£29,327.00	£65,500.00
201	Income Tax & NI	£24,750.00	£22,000.00	£9,503.31	£12,496.69	£22,500.00
202	Superannuation	£20,000.00	£24,000.00	£11,844.24	£12,155.76	£24,500.00
203	Travelling Expenses	£550.00	£1,550.00	£580.45	£969.55	£1,550.00
204	Cemetery Rates	£950.00	£950.00	£472.93	£477.07	£975.00
205	Allotment Services	£1,500.00	£1,500.00	£0.00	£1,500.00	£1,500.00
206	Allotment Maintenance	£1,200.00	£1,200.00	£0.00	£1,200.00	£1,225.00
207	Cemetery Maintenance	£1,200.00	£1,200.00	£33.00	£1,167.00	£1,225.00
208	Cemetery Services	£50.00	£50.00	£0.00	£50.00	£55.00
209	Christchurch Cemetery	£4,120.00	£6,100.00	£5,039.54	£1,060.46	£4,200.00
210	Contribution to Funds	£0.00	£0.00	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,700.00	£3,700.00	£1,500.00	£2,200.00	£3,775.00
212	Equipment & Tools	£1,000.00	£1,000.00	£164.48	£835.52	£1,020.00
213	Seats	£0.00	£0.00	£0.00	£0.00	£0.00
214	Grass Cutting/Grazing	£6,000.00	£6,000.00	£5,808.32	£191.68	£6,120.00
215	Skip Hire	£1,250.00	£1,600.00	£900.00	£700.00	£1,635.00
216	Tree Surgery & Inspection Reports	£5,000.00	£5,000.00	£0.00	£5,000.00	£5,100.00
217	Ground Maintenance	£5,000.00	£5,000.00	£675.80	£4,324.20	£5,100.00

Open Spaces 2015 -16 Financial Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

		2014/2015	Rev 2014/2015	Actual Net	Balance	2015/16
218	Groewood & Tree Inspection	£1,500.00	£1,500.00	£0.00	£1,500.00	£1,530.00
219	Legal fees	£2,000.00	£2,000.00	£75.00	£1,925.00	£2,000.00
220	Maintenance of Horse track	£500.00	£500.00	£0.00	£500.00	£500.00
221	Memorial Plaques	£15,450.00	£15,450.00	£6,665.55	£8,784.45	£16,700.00
222	Miscellaneous	£1,500.00	£1,500.00	£651.11	£848.89	£1,500.00
223	Refurbishment of Plaques	£0.00	£0.00	£0.00	£0.00	£0.00
224	Refuse Collection	£860.00	£860.00	£833.58	£26.42	£875.00
225	Mobile Telephone	£400.00	£400.00	£219.00	£181.00	£400.00
226	Vehicle Maintenance	£5,250.00	£5,250.00	£1,670.08	£3,579.92	£5,350.00
227	Litter Bins	£1,000.00	£1,000.00	£236.99	£763.01	£1,000.00
228	Chiltern AONB	£1,900.00	£1,900.00	£958.00	£942.00	£1,900.00
229	Health & Safety	£2,000.00	£2,000.00	£361.43	£1,638.57	£2,000.00
230	Parish Paths	£500.00	£500.00	£0.00	£500.00	£500.00
231	Allotment Competition	£350.00	£350.00	£205.00	£145.00	£350.00
232	Parking Meters	£1,550.00	£1,550.00	£573.50	£976.50	£1,580.00
Total Expenditure		£175,030.00	£178,610.00	£82,644.31	£95,965.69	£182,165.00

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 6

Date: TUESDAY 11TH NOVEMBER 2014

Subject: OPEN SPACES OFFICERS REPORT

Committee Member:

Officer Contributors: Andrew Goddard, Parish Ranger, Claire James Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Grazing Summary, Appendix 2 Virtual Grazing Balance Sheet

Contact for further information: Parish Rangers, Deputy Clerk, Cemetery & Allotments Administrator

1. RECOMMENDATIONS

1. Allotments:

The Committee is asked to consider the suggestion to offer vacant allotments to local schools for cultivation. (see Para 5.1 2nd bullet point).

2. Lawn Cemetery Compound

The Committee is asked to confirm agreement for the Lawn Cemetery Compound as per the resolution at Open Spaces 11.3.14 Minute 13/100 following confirmation of the original price quoted of £3160 plus VAT and confirmation from the Diocese of St Albans that the work does not require a faculty or other permission. (See para 5.2 7th bullet point)

3. Suggested Lighting of Cattle Creep

Members may wish to consider writing a letter to London Underground voicing concerns over the suggested lighting of Cattle Creep. (see para 5.4 1st bullet point)).

4. 10th Anniversary of the Local Nature Reserve

Members is asked to consider how to progress with the Photographic Competition agreed at Open Spaces 9.9.14, who should be involved and how it should be launched. (see para 5.4 2nd bullet point)

2. RELEVANT PREVIOUS DECISIONS

Lawn Cemetery Compound:

Open Spaces 11.3.14 Minute 13/100 COMPOUND IN THE LAWN CEMETERY

The Committee

RESOLVED

That the Compound in the Lawn Cemetery is agreed with the exact location subject to discussion with the Diocese.

Open Spaces 9.9.14 Minute 14/19 OPEN SPACES OFFICER'S REPORT

Lawn Cemetery – Storage Compound: as the revised quote had not yet been received, this would be brought back to the next meeting.

10th Anniversary of the Local Nature Reserve:

Open Spaces 9.9.12 Minute 14/32 10TH ANNIVERSARY OF THE LOCAL NATURE RESERVE

The Clerk advised that the 14th November will be the 10th anniversary of the Common being designated a Local nature Reserve and asked whether members wished to mark this in any way. Discussion took place on the type of events that could be run either on the anniversary or over the forthcoming 10th anniversary year. A photographic competition, to be run over the year, with a calendar at the end of the year was suggested. It was agreed that there would be a launch in November publicising the anniversary with events, as yet to be agreed, to follow over the next year. FoCC offered to help publicise and seek volunteers as required.

3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

None

4. LEGAL ISSUES

4.1 Lawn Cemetery Compound : The Diocese of St Albans have confirmed that the work does not require a faculty or other permission and that the Diocesan Advisory Committee support the planned work.

5.BACKGROUND INFORMATION

5.1 Allotments

- Allotments have continued to be mowed regularly and have had what is hoped to be their final grass cut.
- A lot of effort has been put in to tackling the issue of allotment holders not adhering to the rules of tenancy and a number of allotments falling into a neglected state. As a result a number have been given up which have subsequently been relet to people on the waiting list, reducing the lists down considerably. There are now a number of vacant allotments and it has been suggested by the Chairman of the Council that they could be offered to a school in the locality of each site. Members are asked to consider this idea.

5.2 Lawn Cemetery

- The Cemetery Rangers continue to be kept very busy in the Cemetery with grass strimming and mowing still taking place.
- Leaf clearance has also started and this will be ongoing for a number of weeks yet.
- The mole population has been reduced by four in recent weeks, unfortunately others move in to take their place and molehills continue to be removed on a regular basis. The fine soil is however used to top dress graves.
- Weeding, tidying of beds and dead heading of roses has taken place.
- The Rangers have now cut all the hedges in the Cemetery with the exception of the arch between section A-C and D-G which will be undertaken in due course.
- A number of sunken graves have again been topped up and seeded where the Rangers feel they have finished settling.

- A new quote for the work to the cemetery compound has been obtained as since the first quote was submitted prices of materials have increased. However the Contractor has confirmed that the original quote of £3160 plus VAT still stands.
- There has been one full burial and two ashes interments since the last report.

5.3 Christchurch Cemetery

- The annual requirement of Stress testing of the Memorials is due to take place shortly.
- Since the work to the Christchurch Cemetery Wall facing the main road was completed, five panels of the wall along the Common side have been damaged by a car colliding with the wall. The car drivers insurers have accepted liability and requested quotes. As the wall is the property of the Church they have been progressing the issue. We have been assisting where we can..
- A useful meeting was held with Christchurch in mid October covering the following items:
 - Cemetery Wall
 - Parking Management
 - Events and event Co-ordination
 - Cemetery Maintenance Contract
 - Memorial Stress testing
 - Remembrance Sunday

5.4 Chorleywood Common

- **Lighting of Cattle Creep:** It has been suggested that London Underground are considering the lighting of Cattle Creep at night to make it safer. (see Full Council 14.10.14 Minute 14/25) Officers have serious concerns about this suggestion. Cattle Creep is a confirmed badger run, there would be detrimental light pollution for residents of Clements Road and Cherry Tree Dell and as it is on land owned by the Parish Council it is important that the Parish Council is involved in discussions. Members may wish to consider writing a letter to London Underground voicing these and any other concerns.
- **Anniversary of Local Nature Reserve Launch:** The Clerk has previously advised that the 14th November will be the 10th anniversary of the Common being designated a Local Nature Reserve and asked whether members wished to mark this in any way. A photographic competition, to be run over the year, with a calendar at the end of the year was suggested as one of the events to mark this event. It was agreed that there would be a launch in November publicising the anniversary and members may wish to consider how to progress with the Photographic Competition, who should be involved and how it should be launched
- Regular cutting of amenity areas and verges has been taking place.
- The contractor cut and lift was completed early September. A total of 103 Bales were collected and left in the Lorry Car park with all but 2 being taken over a period of a month. The rest of the cut and lift was carried out in house by the Common Ranger. Virtually all of the Common has been cut and lifted this year bar the amenity areas, two areas that have been left for overwintering invertebrates and a small strip left where the wasp spiders were seen this year. The arising's have been placed in the Woodland in piles to form habitat for reptiles and amphibians.
- Posts were put in the slotties to be used for grazing signs, signs were also placed on trees near to and at all perceived entrances to the grazing area. Letters were delivered to nearby residents before the grazing commenced.
- All the buffer strips around the ponds have had their annual cut. A buffer strip of 5 – 6 m is left to provide cover for anything entering and exiting the ponds. The annual cut is to prevent the taking over of scrub and trees around the ponds.
- A power company has installed a new power supply to Cherry Tree Cottages. Re-instatement of the ground has been reasonable on this occasion.
- Clements Danes have undertaken Water testing in the Ponds accompanied by the Common Ranger. This is something they have done for the last few years as part of their school curriculum.
- The Common Ranger has taken children from Christchurch school looking at habitats on the Common. They also saw the cows as part of this walk.

- As part of the Common Rangers Licence responsibilities his new report was sent to Natural England and other interested parties.
- The Clerk and Common Ranger attended a Common Management & Law training day. They also attended, with Cllr Barbara Dickens, a Prioritising Common Management training day. Both were useful training sessions.
- Some saplings have been removed from the bank and the grassland near Cherry Tree Cottages. The grass in this area has not been cut for two years for conservation reasons which has allowed the saplings to take root.
- The Ranger harvested a large quantity of heather seed which will be used next year as part of the Heathland restoration project which is linked to the Higher level Stewardship aims.
- Friends of the Common were provided with some information about the Common for a leaflet they are producing to increase their membership.
- The Cattle Race has been constructed and is ready for use next time the cattle are on the Common.
- Now that the cattle have been removed, all signage, posts etc have been removed and the water has been turned off.
- The Clerk is working with the Chiltern Conservation Board over the provision of Two Information Lecterns which have been grant funded by the Heritage Lottery Fund through the CCB. Art work has been produced by the Chorleywood Community Arts Centre and the final drafts will be available for the meeting.

5.5 War Memorial and Bullsland Hall

- Regular Grass cutting and hedge trimming has taken place regularly at War Memorial Hall. The hedge at the Hollybush Hall was cut following a request from a Member.

5.6 Grovewood.

- No major work has been undertaken recently at Grovewood but little picking continues to be regularly undertaken.

5.7 Parish Footpaths

- The Parish Footpaths have all had a second cut where needed and no more work is planned on the Footpaths now till the Spring.

5.8 Parish Office

- Grass is being cut regularly around the office together with regular leaf clearance. The Pampass grass has also been cut down.

5.9 General

- Regular maintenance, repair and checking of equipment continues.
- The re-tendering exercise for the Licence for the Ice cream concession on the Common will commence shortly. The existing holder has expressed an interest in re-tendering for the licence.
- The Ranger assisted the Community Orchard by picking up and delivering hay to the Orchard for their Apple Day.

Conservation Grazing Summary

The overall effects of grazing will take a long time to notice. However we should expect to see an increase in invertebrate numbers in the areas of grazing next year, especially butterflies. Cows have left grassland areas with good structure, however some areas are under grazed due to insufficient numbers of cattle and their short grazing period.

The May Bushes and the Lower Chalk slope have been cut and lifted (in house) due to the presence of shrubby scrub that cattle did not graze enough on this occasion. This will assist grassland species in their recolonization of these areas and prevent their succession to scrub.

Intermittent failures with the virtual fencing system saw the cattle removed earlier than planned. There were a few issues with the collars, also noted was an incident of rodents chewing through the wire, causing the whole system to fail and on another occasion the energizer unit failed. Faulty collars and the energizer unit have been sent back to the manufacturers and a sleeve has been ordered to surround exposed wire, to provide extra protection from rodents.

If the cattle had been able to graze for the full period unhindered, then the grassland condition would be more favourable. However many invertebrate species will thrive this year so some beneficial effects should be evident next year.

It is hoped that the manufacturers of the fencing system will address their technical issues by next year allowing a longer grazing period to be undertaken. In turn this will help achieve the full potential that conservation grazing offers to manage grassland habitats.

Virtual Grazing Balance Sheet

Opening Balance	
Legacy balance	£6802.40
Reserve Creditors	£4000.00
Total	£10802.40

One off Expenditure

Virtual Fencing, Cattle Collars x 12, battery encasements,	£9321.57
Installation of wire, installation and supply of water pipes, water troughs, gates	£ 3002.14
Signage	£ 429.53
Manhole covers	£ 29.94
Cattle Race	£ 1280.00
Total	£14063.18

Net expenditure on capital one off items £3260.78

Ongoing Expenditure

Farmers Fee	£720.00
Staffing Costs	
Checking the cattle	£601.33
Travel	£389.00
NB This has been reduced significantly as the cattle do not need to be put away at night	
Total	£1710.33

Estimated Revenue cost until year end

Staffing costs	£1500.00
Farmers Fee	£2000.00

Both within current budget

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 11

Date: TUESDAY 11TH NOVEMBER 2014

Subject: PROPOSED CHANGE TO CEMETERY RULES TO ALLOW POTTED PLANTS ON GRAVES IN WINTER

Committee Member:

Officer Contributors: Deputy Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

- 1.1 That Members consider whether to change the Cemetery rules to allow pots on graves between November and February using the pot holder solution described in this report on a trial basis.
- 1.2 If agreed then an additional rule be added with the following suggested wording:

During the winter months defined as the start of November to the end of February the placing of up to two potted plants per grave will be permitted. However these may only be placed on graves using the pot holders provided by the Council and can only be of a diameter suitable for the rings. These plants will be removed when they have died back. Any pots placed on the grave not in a holder will be removed by the Cemetery Rangers.

2. RELEVANT PREVIOUS DECISIONS

2.1 Open Spaces 14.01.14 Minute 13/72 CEMETERY FLOWERS

This agenda item was brought forward to allow a member of the public to speak.

Members were sympathetic to the views of the Parishioner relating to memorial flowers in the cemetery and the difficulty of sourcing ones that would last during the winter months and the possibility of allowing small pot plants during the winter months when the Rangers are not strimming and mowing the grass. The views of plastic flowers were felt to be subjective and members were reminded that some families placed these on graves as they were unable to visit the Cemetery regularly but liked something to be on the grave. Members were also concerned with the importance of the appearance of the cemetery which regularly was commented on favourably by visitors to the cemetery. Concern was raised over the stability of pots during windy or stormy days.

The Committee

RESOLVED

That the Administrator should explore the possibility of sourcing pot holders with spikes that could be used in the Winter defined as Start November to End February.

2.2 Open Spaces 11.03.14 Minute 13/99 CEMETERY FLOWERS

Members were advised that the Cemetery Administrator had endeavoured to find suitable pot holders with spikes. Only one option had so far been found which in itself will cause issues with storage, robustness and availability to

visitors to the Cemetery. An example of this option had been purchased which was passed round the meeting. Although marketed as a pot holder members felt that it was not fit for purpose.

The Committee
RESOLVED

That the rule regarding flowers in the Lawn Cemetery would stand for the time being but that Officers continue to try to find a suitable alternative container for pots for use in the Cemetery.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Cemetery Rules currently state:

7. GLASS CONTAINERS

No case, ornament, jar, vase or similar article of glass shall be placed on any grave space.

8. PLANTING OF GRAVE SPACES

- (a) After interment in any earthen grave space for which the Exclusive Right of Burial has been purchased, the surface of the grave space shall be laid to grass if, within one year of the interment, either a memorial plaque has not been placed on the grave or the Clerk has not received an application to obtain such a plaque.
- (b) The registered owner of the Exclusive Right of Burial in an earthen grave space may not plant annual bedding plants, bulbs, rose bushes or similar species on such grave space. Shrubs, conifers or other ornaments shall not be permitted.
- (c) The Council permits only **two** flower containers per grave in the Cemetery and these can contain either real or artificial flowers – any in excess of these **will be removed**. These containers should be lightweight with prongs at the bottom for easy removal and can be obtained from the Parish Office. When flowers in the containers have died, the Cemetery Ranger will remove the container and place it on one of the shelves at the side of the garden shed.
- (d) The **only** exception to the above would be **one** ornament placed on an infant's grave.

3.2 If it is agreed to allow pots on graves using the solution identified an additional rule would need to be added.

4. RISK MANAGEMENT ISSUES

4.1 Nil

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Despite extensive searches, no suitable pot holder has been found that can be sourced in the UK. After consideration an idea was taken forward with a metal fabricator to produce something to our design and a prototype of this will be available at the meeting.

5.2 It is hoped that the costs for an initial trial batch of 50 x 4" holders and 50 x 5" holders and a custom stand for the holders will be available for the meeting.

6. LEGAL ISSUES

6.1 None

7. BACKGROUND INFORMATION

7.1 The subject of allowing pots on graves during the winter months was first raised at Committee in January 2014 following a letter of complaint from a member of the public that potted plants were not allowed on graves during winter months. Prior to this a number of visitors had raised the subject but had been informed of the rules currently in place.

7.2 During discussion of the issue at Open Spaces in January 2014 the Winter months were subsequently defined as being start November to end February

7.3 During winter months, members will appreciate that fresh cut flowers last such a short time. However experience has shown that the size and type of pots or containers that have been placed on graves varies significantly. A solution therefore needs to be found to limit the size of pot and potential damage to the grass of placing pots on the grass. During windy weather the pots get blown around and it is very difficult to identify which grave a particular pot has come from. This has led to complaints that tributes have been stolen from the cemetery where in fact they have been blown into a hedge or incorrectly placed on another grave.

7.4 Despite extensive searches, no suitable pot holder has been found that can be sourced in the UK. After consideration an idea was taken forward with a metal fabricator to produce something to our design and a prototype of this will be available at the meeting.

7.5 It is suggested that these are used for a trial period during which the usage of the holders will be observed and an assessment made of the most suitable size to go forward with.

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 12

Date: TUESDAY 11TH NOVEMBER 2014

Subject: GREEN FLAG AWARD

Committee Member:

Officer Contributors: Deputy Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

1.1 That Members consider whether to investigate further making an application for a Green Flag award for the Common, noting that additional officer resource will potentially be required if an application is made.

2. RELEVANT PREVIOUS DECISIONS

2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The Green Flag Award Website suggests that there are a number of benefits to be gained from having a Green flag award including access to funding and revenue opportunities.

4. RISK MANAGEMENT ISSUES

4.1 Nil

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The resource for the initial investigation and consultation with other successful organisations to understand the process and potential work involved will be covered within existing officer resource. It is likely that if an application is to be made specific project resource will be required however, until there is a better understanding of what the application involves it is not possible to quantify this at this stage.

5.2 The cost of the application for a site the size of Chorleywood Common is £363 plus VAT. This cost is payable each year that an application is made for an award. Awards are given on an annual basis and applications must be made each year to renew the green flag status.

6. LEGAL ISSUES

6.1 None

7. BACKGROUND INFORMATION

7.1 It has been suggested that the Parish Council apply for Green Flag status for the Common.

7.2 The following is an extract from the green flag website which can be found at www.greenflagaward.org.uk

The Green Flag Award® scheme is the benchmark national standard for parks and green spaces in the UK.

It was first launched in 1996 to recognise and reward the best green spaces in the country.

Awards are given on an annual basis and winners must apply each year to renew their Green Flag status.

Eligibility criteria

To be eligible for a Green Flag Award®, sites must be freely accessible to the public and perform well against the following eight criteria:

- A welcoming place
- Healthy, safe and secure
- Clean and well maintained
- Sustainability
- Conservation and heritage
- Community involvement
- Marketing
- Management

Parks/green spaces

The Green Flag Award® is open to any freely accessible park or green space. This can include:

- Town Parks
- Country Parks
- Formal Gardens
- Nature Reserves
- Local Nature Reserves (LNR)
- Cemeteries and Crematoria
- Water Parks
- Open Spaces
- Millennium Greens
- Sites of Special Scientific Interest (SSSI)
- Woodlands
- Allotments

Application process

Applications must be made by the organisation that manages the park/green space.

The Green Flag Award® is given on an annual basis, and winners are obliged to display their winning flag and certificate in a prominent position throughout the year.

After the award period ends, sites must re-apply to retain the award. Please note that a park or green space must maintain and improve on previous standards to be guaranteed a subsequent award.

The benefits of winning a Green Flag Award®

Winning a Green Flag Award® brings with it a wealth of benefits, from the status of being affiliated with a prestigious awards programme through to tangible benefits such as boosting tourism and opening up revenue opportunities.

Having a Green Flag Award® is an excellent lever for obtaining external funding through improvement grants and is a means of maximising revenue opportunities from within the site. An example of a national funding scheme to which winners can apply is the Heritage Lottery Fund.

Award winners have the opportunity to use the Green Flag Award® logos on all of their publicity and marketing materials, such as stationery, promotional literature, vehicles and uniforms.

Green Flag Award website

Every winner has their own dedicated page on the new Green Flag Award® website. This is fully customisable and a whole range of content can be included, such as a description of the park/green space, contact information, telephone number and website address.

Application fees

Application fees are calculated to cover the cost of administering the Green Flag Award® Scheme. The cost of entry is based on the size of a site and its location. They must be paid each year you wish to enter for the Award.

Sites 20 hectares and over: £363.00 (plus VAT)

7.3 Examples of Commons in the locality that have Green Flag status are

Chipperfield Common
Harpenden Common
Bricket Wood Common

Chorleywood House also has Green Flag status as do a number of local parks in the Three Rivers area.

7.4 The closing date for applications for 2015/16 is the end of January 2015. Judging then takes place March to May with the decisions being announced in July.

Date: TUESDAY 11th NOVEMBER 2014

Subject: REVISED BUDGET

Committee Member:

Officer Contributors : Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Revised Budget calculation

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee approve the Revised Budget for Open Spaces for 2014/15

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The revised budget shows a net increase in income over expenditure of £125.00

5.2 However with the net savings on the revised budget it is felt that the shortfall will be met by the committee and therefore it will not be necessary to take any money out of reserves.

5.3 Money for the educational trips carried out throughout the summer and increase in HLS funding for the rare breeds grazing have not been included in the budget analysis therefore overall the Open Spaces budget is in a healthy position for this time of year.

6. LEGAL ISSUES

6.1 None Specific.

7. BACKGROUND INFORMATION

7.1 Attached shows the revised budget calculation

7.2 Alterations to the budget are as follows

Income

- 20: Allotment Rents – slightly down on last year mainly as there were less new tenants paying the admin fee.
- 23: Memorial Plaques Charges increased by £2,000 due to the number plaques being purchased.
- 30: Increase on Common lettings due to filming taking place earlier in the year.
- 31: Increase due to purchase of two memorial benches

Expenditure

- 200: Decrease of £1,000 as full complement of staff and therefore no need for temporary staff.
- 201: Decrease in Tax & NI reallocated to P&R
- 202: Increase in Superannuation due to changes in legislation
- 203: Increase due to travelling expenses out of hours to check cattle
- 209: Increase of budget as a one off for repairs to Christ Church Wall
- 215: Increase in skip hire due to usage more new for two burials have taken place

Open Spaces Revised Budget Comparison

Comparison between 01/04/14 and 24/10/14 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

	2014/2015	Rev 2014/2015	Actual Net	Balance	
Open Spaces					
Income					
20	Allotment Rents	£3,750.00	£3,580.00	£3,580.00	£0.00
21	Grants	£5,800.00	£5,800.00	£4,005.35	-£1,794.65
22	Interment Charges	£33,000.00	£33,000.00	£15,217.00	-£17,783.00
23	Memorial Plaques	£24,500.00	£26,500.00	£14,449.15	-£12,050.85
24	Miscellaneous	£250.00	£250.00	£0.00	-£250.00
26	Trade Concessions	£0.00	£0.00	£0.00	£0.00
27	Wayleaves/Easements	£50.00	£50.00	£29.80	-£20.20
28	Allotments Keys	£25.00	£25.00	£5.00	-£20.00
29	Parish Paths Grant	£2,000.00	£2,000.00	£0.00	-£2,000.00
30	Common Lettings	£1,500.00	£2,500.00	£2,202.20	-£297.80
31	Memorial Benches	£0.00	£600.00	£395.00	-£205.00
32	Admin Fees	£25.00	£50.00	£30.00	-£20.00
Total Income	£70,900.00	£74,355.00	£39,913.50	-£34,441.50	
Expenditure					
200	Salaries	£64,000.00	£63,000.00	£33,673.00	£29,327.00
201	Income Tax & NI	£24,750.00	£22,000.00	£9,503.31	£12,496.69
202	Superannuation	£20,000.00	£24,000.00	£11,844.24	£12,155.76
203	Travelling Expenses	£550.00	£1,550.00	£580.45	£969.55
204	Cemetery Rates	£950.00	£950.00	£472.93	£477.07
205	Allotment Services	£1,500.00	£1,500.00	£0.00	£1,500.00
206	Allotment Maintenance	£1,200.00	£1,200.00	£0.00	£1,200.00
207	Cemetery Maintenance	£1,200.00	£1,200.00	£33.00	£1,167.00
208	Cemetery Services	£50.00	£50.00	£0.00	£50.00
209	Christchurch Cemetery	£4,120.00	£6,100.00	£5,039.54	£1,060.46
210	Contribution to Funds	£0.00	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,700.00	£3,700.00	£1,500.00	£2,200.00
212	Equipment & Tools	£1,000.00	£1,000.00	£164.48	£835.52
213	Seats	£0.00	£0.00	£0.00	£0.00
214	Grass Cutting/Grazing	£6,000.00	£6,000.00	£5,808.32	£191.68
215	Skip Hire	£1,250.00	£1,600.00	£900.00	£700.00
216	Tree Surgery & Inspection Reports	£5,000.00	£5,000.00	£0.00	£5,000.00
217	Ground Maintenance	£5,000.00	£5,000.00	£675.80	£4,324.20
218	Groewood & Tree Inspection	£1,500.00	£1,500.00	£0.00	£1,500.00
219	Legal fees	£2,000.00	£2,000.00	£75.00	£1,925.00
220	Maintenance of Horse track	£500.00	£500.00	£0.00	£500.00
221	Memorial Plaques	£15,450.00	£15,450.00	£6,665.55	£8,784.45
222	Miscellaneous	£1,500.00	£1,500.00	£651.11	£848.89
223	Refurbishment of Plaques	£0.00	£0.00	£0.00	£0.00
224	Refuse Collection	£860.00	£860.00	£833.58	£26.42
225	Mobile Telephone	£400.00	£400.00	£219.00	£181.00
226	Vehicle Maintenance	£5,250.00	£5,250.00	£1,670.08	£3,579.92
227	Litter Bins	£1,000.00	£1,000.00	£236.99	£763.01
228	Chiltern AONB	£1,900.00	£1,900.00	£958.00	£942.00
229	Health & Safety	£2,000.00	£2,000.00	£361.43	£1,638.57
230	Parish Paths	£500.00	£500.00	£0.00	£500.00
231	Allotment Competition	£350.00	£350.00	£205.00	£145.00
232	Parking Meters	£1,550.00	£1,550.00	£573.50	£976.50
Total Expenditure	£175,030.00	£178,610.00	£82,644.31	£95,965.69	

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 14

Date: TUESDAY 11TH NOVEMBER 2014

Subject: FEES and CHARGES 2015/16

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: None

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

- 1.1 That the Committee consider the proposed increase of 2% (rounded) to Fees and Charges for
- a) Cemetery
 - b) Memorial Plaques (noting the two increases)
 - c) Allotments
 - d) Licences for the Common

2. RELEVANT PREVIOUS DECISIONS

2.1 Policy and Resources Minute 14/21

The Committee

RESOLVED

To advise all spending committees to look at an inflationary increase of 2% on the budgets for 2015/16 for income and expenditure this will be reported back to this committee.

Spending Committees are also asked to consider any capital items for consideration

2.2 Open Spaces Minute 13/83

Discussion took place with regard to the Exclusive Right of Burial and the fact that the cost of maintaining the plot within the Cemetery was included in the price. Members therefore discussed the options and decided that Exclusive Right of Burial charges are increased in two phases to take the above into consideration.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None.

4. RISK MANAGEMENT ISSUES

None

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

None

6. LEGAL ISSUES

6.1 None

7. BACKGROUND INFORMATION

7.1 CHORLEYWOOD LAWN CEMETERY – FEES & CHARGES 2015/16

(Figures in brackets indicate the increase on current charges)

INTERMENT CHARGES 01/04/15 – 31/-03/16

EXCLUSIVE RIGHT OF BURIAL

2015/2016	Parishioners (Agreed 14.01.14)	(with 2%)	Non-Parishioners (agreed 14.01.14)	(with 2%)
Exclusive Right of Burial Full Interment	£500.00 (£125)	£510.00 (£135)	£1000.00 (£250)	£1020.00 (£270)
Exclusive Right of Burial Ashes/Infant	£350.00 (£125)	£357.00 (£132)	£700.00 (£250)	£714.00 (£264)

FULL INTERMENT

2015/2016	Parishioners	Non-Parishioners
Single Depth	£449.00 (£9)	£898.00 (£18)
Double Depth	£520.00 (£10)	£1040.00 (£20)

ASHES

2015/2016	Parishioners	Non-Parishioners
Single Depth	£199.00 (£4)	£398.00 (£8)
Double Depth	£199.00 (£4)	£398.00 (£8)

Notes:

1. For interment charges purposes people who have left the Parish within the previous five years are considered Parishioners.
2. Parishioner/non-Parishioner rates determined on the location of the deceased, not the purchaser of the Exclusive Right of Burial/grave.
3. Infants – One charge for Exclusive Right of Burial only (no interment charges due).

7.2 MEMORIAL PLAQUES

The Foundry used by the Council for the supply of plaques has increased its charges to the Parish Council by 6% (13.5% for 7" x 2" plaques) which are effective from the 1st January 2015. Two phases of increase are therefore presented below:

PLAQUE CHARGES 01.01.2015 – 31.03.2015

Foundry increase of 6% (*13.5% for 7" x 2") effective from 1/1/15 (rounded up before VAT)

Plaque size	Current Charge	Proposed charge	Difference (excl VAT @ 20%)
12" x 12"	£450	£464	£14
24" x 12"	£800	£830	£30
7" x 2"	£60	£65	£5

PLAQUE CHARGES 01.04.2015 – 31.12.2015

Inclusive of Foundry increase of 6% effective from 1/4/15 and 2% proposed increase (rounded up)

Plaque size	Current Charge	Proposed charge	Difference (excl VAT @ 20%)
12" x 12"	£450	£474	£24
24" x 12"	£800	£847	£47
7" x 2"	£60	£67	£7

NB Plaque current & proposed charges do not include VAT (add 20%)

7.3 ALLOTMENTS

2% proposed increase rounded up to nearest 25pence

<u>2014/15 Proposed charges</u>	Allotment Charge	Water charge (no change)	Total Charge	Difference
Whole Plot	£34.75	£10.00	£44.75	£0.75
Half Plot	£17.50	£5.00	£22.50	£0.50
Pensioners Whole Plot	£23.50	£10.00	£33.50	£0.50
Pensioners Half Plot	£11.75	£5.00	£16.75	£0.25

Note that no increase has again been applied to the water charge.

Additional Charges (No Change)

New Tenant Admin Charge	£25
Key Charge for Copmans Wick & The Swillett (non refundable)	£5

7.4 LICENCE TO USE THE COMMON

The current charge to the one regular licensed user of the Common is £11.90 per hour. With a 2% increase this become **£12.14**, an increase of 24 pence.

Date: TUESDAY 11th NOVEMBER 2014

Subject: DRAFT CAPITAL AND REVENUE BUDGET 2015-16

Committee Member:

Officer Contributors: Yvonne Merritt Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Draft Budget, Appendix 2 Capital budget

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee agree the draft budget for 2015 – 2016

2. RELEVANT PREVIOUS DECISIONS

2.1 Policy and Resources Minute 14/21

The Committee

RESOLVED

To advise all spending committees to look at an inflationary increase of 2% on the budgets for 2015/16 for income and expenditure this will be reported back to this committee.

Spending Committees are also asked to consider any capital items for consideration

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1

4. RISK MANAGEMENT ISSUES

4.1 Nil

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Income has been raised by 2%

5.2 The proposed salary increase of 2.2% has not yet been agreed however for budget purposes this figure has been used.

5.3 The cost of memorial plaques will increase from January 2015 by 6%, an additional 2% has been calculated for the 2015/16 budget.

5.4 This is the final year of the Chiltern AONB grant funding at the current rate of £1900 from 2015/16 the contribution will be likely to be about £1,000, however following the report on the last agenda, members may wish to keep the budget the same, but change the name to CCB & CMS contributions

6. LEGAL ISSUES

6.1 Nil

7 BACKGROUND INFORMATION

7.1 The draft budget assumes that the Committee have agreed the draft fees and charges.

7.2 Income for the cemetery has to be an estimate for obvious reasons.

7.3 The interment budget has increased in line with the number of burials over the last two years, parishioner's vs non parishioner but again can only be an estimate costs.

7.4 Superannuation has been increased to take into account the new legislation

7.5 All other items have been increased by 2% or in fact stayed the same.

7.6 The current increase in the revenue budget is therefore £2025 which equates to 1.94%

7.7 Attached in appendix 2 of this report is the current capital budget allocation, again this has been increased by 2% equating to a total increase of £1270

7.8 This gives a total of £3295 increase for this Committee

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES MACHINERY

Appendix 2

	Replacement Cost	YEAR7 2007/08	YEAR 8 2008/09	YEAR 9 2009/10	YEAR 10 2010/11	YEAR 11 2011/12	YEAR 12 2012/13	YEAR 13 2013/14	2013 valuation Excl VAT	YEAR 14 2014/15	YEAR 15 2015/16
Tractor	£22500	£2100	£2175	£2250	replaced	£2250	£2250	£2345	20,000.00	£2415	£2465
SideArm Flail Hedgecutter Major Flail/Topper	£5,600	£1100	£600	£620	£620	£620	£620	£645	4000.00	£665	£675
	£						Replaced 2500	£250	2250.00	£260	£265
Kubota KX019 Tractor										Replaced 18500.00	£1890
Harrows		£270	£280	£290	£290	£290	£290	£300	450.00	£310	£315
Trailers		£160	£165	£170	£170	£170	£170	£180	1000.00 850.00	£185	£190
Replacement Buildings Costs		£1050	£1085	£1125	£1125	£1125	£1125	£1175	Review?	£1210	£1235
Bomford Rear flail mower		£408	£420	£435	£435	£435	£435	£450	1750.00	£465	£465
Kubota Ride On	£10,000	£1020	£1055	£1090	£1090	£1090	£1090	£1135	3650.00	£1170	£1170
Grave Digger	£15,000	£1575	£1630	£1690	£1690	£1690	£1690	£1760	7000.00	Replaced 15,000	£1530
RTV	£9,657		NEW	£1000	£1000	£1000	£1000	£1050	6850.00	£1080	£1080
Heavy Duty Flail Collector	9000.00								9000.00	Replaced 5500	£560
Shoring	6884.00									NEW	£700
Total							£9595	£10540		£11270	£12540