

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL
ON MONDAY 24th JANUARY 2022 COMMENCING AT 7.30 PM**

Present: Councillors Mr A Channon (Chair), Mr S Laycock (Vice-chair), Mrs G Gardner, Mrs A Vale, Mr J Paxton (ex-officio), Mrs B Thomas (ex-officio)

Attending: Mrs S Cowie (Assistant Clerk)

Minutes Taken by: Mrs S Cowie

21/438 APOLOGIES FOR ABSENCE. Everyone was present.

21/439 SPECIFIC DECLARATIONS OF INTEREST

Members were reminded of the procedures regarding declarations. None declared.

21/440 MATTERS ARISING

Following a query on the Burial Ground hedge cutting raised at the January Full Council meeting, the Assistant Clerk confirmed that the buxus hedge is included in the annual hedge cutting contract and will be actioned as soon as possible.

The Assistant Clerk reported that a verbal request had been received for a surround to be installed to a grave space. The resident has been asked to put their request in writing for consideration by the committee.

21/441 TO APPROVE THE MINUTES OF THE BURIAL GROUNDS COMMITTEE HELD ON 22nd NOVEMBER 2021

There were no queries on the minutes. Councillor Laycock **PROPOSED** approval of the minutes of the Burial Ground Committee meeting held on 22nd November 2021 **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**. The minutes were approved.

21/442 TO ACKNOWLEDGE THE BURIAL GROUND AND CHURCHYARD INSPECTIONS

The inspection undertaken on 17th January was acknowledged. The Groundsman had noted a leak from a water standpipe in the churchyard which had been reported to the Rector and Church Warden. The marked-up memorials were also noted, everything else was in order.

Councillor Channon joined the meeting at 7.35pm

21/443 TO ACKNOWLEDGE THE WAR MEMORIAL INSPECTIONS

The inspection undertaken on 17th January was acknowledged. Everything was in order.

21/444 TO REVIEW AND AGREE THE PARISH COUNCILS ACTION PLAN 2022/23 FOR THE BURIAL GROUNDS COMMITTEE

The Action Plan for 2022/23 was reviewed and amendments agreed. In addition to the routine biweekly checks, the committee agreed the priorities for 2022/23. These include agreeing the Burial Ground strategy, review of hedge work and grass cutting, to organise the annual Remembrance Sunday service at the War Memorial, consider the War Memorial area and assess the pathway to St Nicholas Church Garden of Rest. **ACTION: document to be updated to include all items agreed and to review the document format with the Clerk.**

21/445 TO CONSIDER/APPROVE QUOTATIONS TO LAY DOWN UNSTABLE MEMORIALS

Two quotations were provided. Although contact had been made with one family regarding the condition of a memorial in the Garden of Rest, the family had chosen not to act at this time. The memorial was re-examined by the stone mason and found to be unstable, rocking on the base. Due to concerns that the memorial could pose a risk, particularly as it is located at the entrance to a row, members agreed that action to make it safe should be taken within these works. The cost would be passed onto the family for settlement.

Following review and discussion Councillor Channon **PROPOSED** that the quotation from James Pepper Memorials for the sum of £700 + VAT to lay down memorials in the Burial Ground Sections A, D and G and refix 2 memorials in the Garden of Rest should be accepted. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. The Assistant Clerk is planning a newsletter with an update for residents prior to the work taking place.

21/446 TO CONSIDER FURTHER CORRESPONDENCE REGARDING AN UNSAFE MEMORIAL

Members considered correspondence received. They were united in their view that the regulations regarding resident and non-resident rates must be followed, however advice should be sought from the ICCM before the additional inscription request is approved.

Councillor Channon **PROPOSED** that the family should be advised that the additional inscription requested will be permitted, subject to confirmation from the ICCM, however the fees charge would be at the non-residents rates as per the Burial Ground Regulations. There was nothing further to add regarding the families complaint of nearby trees and the Assistant Clerk confirmed that she would action the transfer of burial rights for the grave space as quickly and easily as possible. Councillor Paxton **SECONDED** the proposals and it was **UNANIMOUSLY CARRIED**.

21/447 DEBRIEF ON THE 2021 REMEMBRANCE SUNDAY WAR MEMORIAL SERVICE AND TO CONSIDER ACTIONS FOR FUTURE YEARS SERVICES

Members reviewed the 2021 event and considered additional measures needed for 2022 and beyond.

2021 saw the first road closures which, together with the sound system, had made the event much easier to hear. To enable the road closure to take place again this year more volunteers will be needed. Six A3 size road closure signs were purchased in 2021 however additional and larger signage will be needed. The number and location for road closure signs would be assessed at a later meeting. As there is no diversion route for Luton Road it would be preferable to consider closing the road at The Cutting rather than by the entrance to the Luton Road sports pitches. Two Police Officers had assisted with the Luton Road closure in 2021, the committee felt that additional resources would be needed at Hexton Road and Luton Road this year. The Assistant Clerk has made contact with the Police and will continue to liaise with them to secure Officers again this year.

A crib sheet detailing timescales and actions necessary to organise the event was circulated to members prior to the meeting. Councillor Channon suggested that an additional column should be added to the sheet to indicate when items will need to be discussed by the committee. Assistant Clerk to action.

21/448 TO RECEIVE A REPORT ON ESTABLISHING A GARDEN OF REMEMBRANCE

Following attendance at a course on Establishing a Garden of Remembrance, the Assistant Clerk provided an overview of the course content. The report was acknowledged.

21/449 TO CONSIDER THE DEFRA CONSULTATION ON AMENDMENTS TO THE ENVIRONMENTAL PERMITTING REGULATIONS AND THE POTENTIAL IMPACT ON THE BURIAL GROUND STRATEGY

As advised at the January Full Council meeting, DEFRA are proposing changes to the Environmental Permitting Regulations 2016 relating to groundwater activities. The changes will affect Burial Grounds which will need to meet certain criteria to continue to offer full body burials. The findings from the consultation which closed on 22nd December, are expected to be available in March 2022. The committee agreed to consider and agree the actions necessary once more is known.

21/550 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

A family enquired whether the Parish Council have a policy for replacement of sponsored roses when they die. Members agreed that a new standard rose, to match the existing, should be purchased and planted. Going forward a policy will need to be agreed but in the meantime the family would be asked if they wish to make a donation towards the cost. **ACTION: Assistant Clerk to provide a quotation for supply and planting of 1 standard rose to match the existing.**

The meeting closed at 8.54 pm