

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON MONDAY 29th JANUARY 2024 COMMENCING AT 8.47pm PM**

Present: Councillors W Rudd (Vice-chair), B Thomas, K Qureshi, G Gardner
Attending: S Cowie (Assistant Clerk)
Minutes Taken by: S Cowie

23/437 APOLOGIES FOR ABSENCE were received from Councillors S Laycock, A Vale, J Paxton and N Day.

23/438 SPECIFIC DECLARATIONS OF INTEREST - None declared.

23/439 MATTERS ARISING

Minute point 23/310: Planning permission from Central Beds Council and St Albans Diocese for the tree work in St Nicholas Churchyard had been received and work is underway.

Minute point: 23/311: The two new bins for the Burial Ground are due to be delivered this week.

The contractor has completed the tree work in the Burial Ground, as per the tree survey. It was noted that further work is required to a tree which is overhanging graves, and the Assistant Clerk has spoken to CBC's Planning Officer regarding permission and will seek a quote for the work required.

23/440 TO APPROVE THE MINUTES OF THE BURIAL GROUNDS COMMITTEE HELD ON 27th NOVEMBER 2023

There were no queries on the minutes. Councillor Rudd **PROPOSED** approval of the minutes of the Burial Ground Committee meeting held on 27th November 2023 **SECONDED** by Councillor Thomas with **2 in favour and 2 abstentions**. The minutes were approved.

23/441 TO ACKNOWLEDGE THE INSPECTIONS OF THE CHURCHYARD, BURIAL GROUND AND WAR MEMORIAL

The inspections undertaken on 16th January were acknowledged. Everything was in order.

23/442 TO REVIEW AND APPROVE THE BURIAL GROUND FEES 2024/25

The fees for 2024/25 were reviewed. Following discussion, it was agreed that the fees, effective from 1st April 2024, should remain at the current rate and no increase should be applied for 2024/25.

Councillor Qureshi **PROPOSED** that the Burial Ground Fees effective from 1st April 2024 should remain at the 2023/24 rates, **SECONDED** by Councillor Rudd and **UNANIMOUSLY CARRIED**. A copy of the fees is attached to the minutes.

23/443 TO REVIEW THE BURIAL GROUND REGULATIONS 2024/25

The Regulations were reviewed, and amendments agreed as follows.

Clause 1.15 was added to clarify the rules on stone/glass chippings which are prohibited and below ground surrounds on full graves.

"For safety reasons, stone or glass chippings are not permitted anywhere within the grave space. Below ground surrounds, on full graves, are considered on a case-by-case basis and requests should be made to the Parish Clerk for committee consideration".

Clause 5.1- relating to new grave purchases. The grant owner is now asked to sign and return a form confirming that they are aware and agree to the Burial Ground Rules and Regulations.

"The Grantee will be asked to confirm in writing that they agree to the Rules and Regulations.

Clause 12.4 – clarification regarding the maximum number of ashes caskets permitted in a grave space has been added.

"In addition, a maximum of 2 cremated remains interments within approved caskets/container of a maximum size 18" x 12" x 12" are permitted under the headstone. A maximum of 6 interments of cremated remains with the dimensions as states above at single depth"

Councillor Rudd **PROPOSED** approval of the Burial Ground Regulations 2024 with amendments as agreed, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

23/444 TO CONSIDER A REQUEST FOR A BURIAL PLOT

Following discussion, it was agreed that the request should be approved, as a gesture of good will and due to the longstanding verbal agreement for which there are no records. Councillor Qureshi **PROPOSED** approval of the request for a burial plot, in the location agreed, **SECONDED** by Councillor Rudd and **UNANIMOUSLY CARRIED**.

23/445 TO RECEIVE AN UPDATE ON THE WAR MEMORIAL AREA AND CONSIDER AND APPROVE ACTIONS

An update on the progress of the project was provided. Now that Central Beds Council have confirmed that the Parish Council can take on the maintenance of the shrubs and remove the damaged shrub, the groundsmen will be able to start work. Once the shrubs have been pruned, the committee will meet onsite to review the area and agree the locations for the second bench and planters. Enquiries have been made with stone masons over options for the surround to the War Memorial, the Assistant Clerk will speak to the relevant authorities and come back with ideas as soon as possible.

23/446 TO CONSIDER/APPROVE ARRANGEMENTS FOR THE D-DAY 80TH ANNIVERSARY BEACON LIGHTING ON 6TH JUNE 2024

An update was provided, and the following actions were agreed.

- Assistant Clerk to contact the schools, uniformed organisations and Central Bedfordshire Ward Councillors to invite them to take part in reading the tribute.
- Invite the uniformed organisations to attend, with their standards
- Sound system and music to be arranged.
- Invite St Nicholas Church to join in the commemoration and take part in the 'ringing of bells' at 6.30pm.
- Speak to the fish and chip shop regarding their involvement.

A quote for first aid cover for the duration of the beacon lighting on 6th June was provided. Councillor Rudd **PROPOSED** approval of the quotation from A.A.M.S. to provide one first aider at a cost of £68.75 + VAT, Councillor Qureshi **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**.

23/447 TO REVIEW AND AGREE THE PARISH COUNCILS ACTION PLAN 2024/25 FOR THE BURIAL GROUNDS COMMITTEE

Members reviewed and agreed the Committees Action Plan for 2024/2025. In addition to routine hedge and grass cutting, the projects agreed were to organise the annual Remembrance Sunday service at the War Memorial, review the gravel surface in the Burial Ground car park, and to progress the War Memorial Area project. Two additional projects were added – to organise the D-Day 80th Anniversary Beacon Lighting on 6th June, and to review the Burial Ground entrance gates and posts.

Councillor Rudd **PROPOSED** approval of the Action Plan 2024/25 for the Burial Ground Committee which was **SECONDED** by Councillor Qureshi and **UNANIMOUSLY CARRIED**.

23/448 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There was nothing further.

The meeting closed at 10.20 pm