

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT
THE PARISH OFFICE, 1 WINDSOR PARADE
ON MONDAY 2nd FEBRUARY 2026 COMMENCING AT 7.30pm**

Present: Councillors W Rudd (Vice-chair), B Thomas, K Qureshi, A Vale

Attending: S Cowie (Assistant Clerk)

Minutes Taken by: S Cowie

25/425 APOLOGIES FOR ABSENCE were received from Councillors Laycock, Paxton and Mikkelson.

25/426 SPECIFIC DECLARATIONS OF INTEREST - None declared.

25/427 MATTERS ARISING

Minute point 25/309: the reserved signs for the Burial Ground have arrived.

The Assistant Clerk reported that she has spoken to the stone mason who has been instructed to refix memorials in the Churchyard. The work is still outstanding but will be scheduled in as soon as the weather improves.

24/428 TO APPROVE THE MINUTES OF THE BURIAL GROUNDS COMMITTEE HELD ON 24th NOVEMBER 2025

There were no queries. Councillor Rudd **PROPOSED** the approval of the minutes of the Burial Grounds Committee meeting held on 24th November 2025 **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**. The minutes were approved.

25/429 TO ACKNOWLEDGE THE INSPECTIONS OF THE BURIAL GROUND, CHURCHYARD AND WAR MEMORIAL

The inspections, undertaken by the Ground staff on 12th January 2026 were acknowledged. Everything was in order.

25/430 TO CONSIDER REQUEST FOR NEW GRAVE

Members considered the request to reserve a grave space in the old section of the Burial Ground. The applicant had asked to purchase the grave some years ago but was told that the records relating to the grave were missing meaning that it could not be reserved. The Assistant Clerk reported that she has reviewed all records held by the Parish Council and can find no evidence that a Deed has ever been issued to anyone. In addition, the burial journals for the grave are blank - no grave owner or burial has ever been recorded. The record of fees was also reviewed and there was no evidence that any fees have been taken. The records and history provided by the applicant are a strong indication that the grave is not owned and is therefore available for use.

Members agreed with the findings and that the grave should be allocated to the applicant. The grave must be rodded, and the applicant will be asked whether they are willing to meet the contractor's cost. Providing everything is in order, the records will be updated and grave allocated to the applicant. As per the Burial Ground Regulations, the fee for purchase of the grave space will not be taken until the Deed is issued and grave space is needed.

Councillor Rudd **PROPOSED** that the request for a new grave be approved, **SECONDED** by Councillor Qureshi and **UNANIMOUSLY CARRIED**.

25/431 TO REVIEW AND APPROVE THE BURIAL GROUND REGULATIONS FOR 2026

Members reviewed the Burial Ground Regulations. In 2025 the committee undertook an extensive review of the regulations and two booklets were agreed – one for stone masons and funeral directors and a shorter version for family/grave owners.

It was noted that coffin sizes are becoming larger and members agreed that a clause should be added to Section 11 to cover larger coffins, which may require 2 burial spaces. There were no other amendments.

Councillor Qureshi **PROPOSED** the approval of the Burial Ground Regulations for 2026, with the addition of a clause relating to larger coffins. Councillor Vale **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**.

25/432 TO REVIEW AND APPROVE THE BURIAL GROUND FEES FOR 2026

A review of the current fees and comparison of neighbouring facilities was undertaken.

Following discussion Councillor Rudd **PROPOSED** approval of a 5% increase in all fees, to reflect rises in contractor costs. The multiplier for non-residents was reviewed and remains at five times the resident's rate and the term for grave ownership remains at 99 years. Councillor Vale **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**.

25/433 TO REVIEW AND AGREE THE PARISH COUNCILS ACTION PLAN 2026/27 FOR THE BURIAL GROUNDS COMMITTEE

Councillor Vale suggested that the committee should arrange an onsite meeting to review the Burial Ground and Churchyard once the weather improves.

In addition to routine grounds maintenance and tree and hedge work the committee will be progressing a review of the gravel car park and the Burial Ground Strategy, exploring ideas for a memorial garden on the site and organising the Remembrance Sunday service. The following additional projects were agreed. To replace the wooden bollards in the car park area, replant the Garden of Rest and refurbish the Tommy statues ready for the 2026 Remembrance Sunday service. Memorial stability testing in the Burial Ground is due this year.

Councillor Rudd **PROPOSED** the approval of the committees Action Plan 2026/27 as discussed. Councillor Qureshi **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**.

25/311 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

The next meeting will consider the quotation for memorial stability testing of the Burial Ground and replanting in the Garden of Rest.

There was no further business and the meeting ended at 8.54pm.