

**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 16<sup>th</sup> MARCH 2026 COMMENCING AT 7.57pm**

**Present:** Councillors W Rudd (Vice-chair), B Thomas, A Vale, K Qureshi, J Mikkelson (ex-officio)  
**Attending:** S Cowie (Assistant Clerk), Councillor A Tebb  
**Minutes Taken by:** S Cowie

**25/529 APOLOGIES FOR ABSENCE** were received from Councillors S Laycock and J Paxton.

**25/530 SPECIFIC DECLARATIONS OF INTEREST** - None declared.

**25/531 MATTERS ARISING**

**Re: Minute point 25/458.** The wooden posts for use in the Burial Ground car park area have been delivered. They will be installed as soon as possible.

The Groundsman has finished refurbishing the large wooden posts in the walkways. It was agreed that the entrance gates should be varnished to match, when time allows and a quote for new signage for the gates will be sought, to be approved at a later date.

The Assistant Clerk and Full Time Grounds Facilities Person attended a Management of Memorials course on 10<sup>th</sup> March. The course was provided by the Institute of Cemetery and Crematorium Management (ICCM) and covered memorial stability testing and an onsite practical. It confirms that the Parish Council is acting correctly and within the ICCM and Ministry of Justice guidelines regarding memorial stability testing and guidance was given on how you should deal with failed memorials, which have not been repaired by the grave owner. The recommendations will be considered going forward.

**24/532 TO APPROVE THE MINUTES OF THE BURIAL GROUNDS COMMITTEE HELD ON 16<sup>th</sup> FEBRUARY**

There were no queries. Councillor Rudd **PROPOSED** the approval of the minutes of the Burial Grounds Committee meeting held on 16<sup>th</sup> February 2026 **SECONDED** by Councillor A Vale with **4 IN FAVOUR AND 1 ABSTENTION** as they were not present. The minutes were approved.

**25/533 TO ACKNOWLEDGE THE INSPECTIONS OF THE BURIAL GROUND, CHURCHYARD AND WAR MEMORIAL**

The inspections, undertaken by the Ground Staff on 12<sup>th</sup> March 2026 were acknowledged. Everything was in order.

**25/534 TO REVIEW PLANTING IN THE GARDEN OF REST AND AGREE ACTIONS AND COSTS**

Following discussion, it was agreed that the existing beds be grassed over and then reassessed. Before any new planting is purchased, a soil sample should be taken to ensure that plants, which will thrive in the soil conditions, can be chosen.

Councillor Rudd **PROPOSED** the approval of a cost of £107.80 to purchase one 20kg bag grass seed, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**. Councillor Rudd then **PROPOSED** the approval to purchase one tonne of topsoil (to be used to top up the flower beds) and a soil testing kit at a cost of £60.00. Councillor Qureshi **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**. Once the beds have been grassed over, members will consider the planting.

**25/535 TO CONSIDER REQUEST TO PURCHASE A NEW GRAVE FOR ASHES BURIAL**

A copy of the request for burial and waiver of the non-resident fees was provided together with the relevant extract from the Regulations. There was considerable discussion and everyone agreed that the applicants qualify for right of interment, meaning that they can be buried in the Burial Ground. The question regarding the waiver of the non-resident fees was more complex and varying views were expressed on whether the applicant qualifies.

Councillor Qureshi **PROPOSED** that the request for waiver of the non-resident fees be approved, **SECONDED** by Councillor Rudd.

Councillor Mikkelson then **PROPOSED** the request for waiver of non-resident fees should be declined, **SECONDED** by Councillor Vale.

The vote was split with no clear decision so it was agreed that it should be referred to the Full Council, for full consideration, by all members.

**ACTION: request to be discussed at the April Full Council meeting.**

**25/536 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

The next meeting will include a review of the Committees Risk Assessments.

There was no further business and the meeting ended at 9.05pm.