

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON FRIDAY 20th SEPTEMBER 2019 COMMENCING AT 9.30 am**

Present: Councillors Mr A Channon (Chair), Mrs B Thomas (Vice-chair), Mrs G Gardner, Mr J Paxton, Mr L Davison-Williams (ex-officio)

Attending: Mrs S Cowie (Assistant Clerk)

Minutes Taken by: Mrs S Cowie

19/215 APOLOGIES FOR ABSENCE – None, all present

19/216 SPECIFIC DECLARATIONS OF INTEREST – None

19/217 MATTERS ARISING

The repairs to the burial ground sign should be completed in the next couple of weeks. A family have raised concerns over the space between their grave and the neighbouring grave. Councillor Davison-Williams confirmed that he has looked at the grave and the space between them is consistent with other graves however the grave has been enlarged recently. The Assistant Clerk reported that the Stonemason will be erecting the headstone week commencing 23rd September, and that the family have been advised of this. A meeting will be arranged with the second grave owner regarding the size of the grave.

St Nicholas Church Warden has compiled a list and map of all headstones within the Churchyard's Garden of Rest. A copy has been forwarded to the office for their records.

19/218 APPROVAL OF THE MINUTES OF THE BURIAL GROUNDS COMMITTEE HELD ON 24th JUNE 2019

Councillor Channon **PROPOSED** the approval of the minutes of the Burial Grounds meeting held on 24th June 2019. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. The minutes were approved.

19/219 TO AGREE THE DETAILS OF THIS YEAR'S REMEMBRANCE SUNDAY SERVICES

The Lord-Lieutenant of Bedfordshire's office have confirmed that Deputy Lieutenant Geoffrey Farr (MBE) and his wife will attend Barton's Remembrance Sunday services on 10th November.

A meeting with Reverend Johnson took place on Monday 16th September, Councillors Davison-Williams, Thomas and the Assistant Clerk were in attendance, a copy of the notes taken at the meeting were circulated to members. Deputy Lieutenant Farr is willing to take part in both services, it was agreed that he would be asked to read the Bible reading at the Church service. Reverend Johnson confirmed that he will amend the Order of Service and then forward it to the Parish Office together with the Bible reading ready for copying. Arrangements for reserved seating and refreshments were also agreed, Councillor Gardner was asked to approach the Women's Institute to see if they will be available to serve refreshments after the Church service.

The Assistant Clerk confirmed that the sound system for use at the War Memorial has been ordered, and the Clerk has applied for the necessary road closures. It was unknown at that time whether Central Bedfordshire Council (CBC) would grant permission for the road closure. Members acknowledged that if granted, the road closure will be complex and that suitable signage, barriers and volunteers will be required to help on the day as the Police are unable to assist with this. It was suggested that it may be necessary to write to residents of Church Road advising them of the temporary closure. The logistics of the road closure would be discussed further once confirmation has been received from CBC that the request has been approved. Members reviewed the poems used in previous year's services and agreed that 'A Poem for Armistice Day - *Remember Me*' should be used this year. The Deputy Lieutenant is happy to participate in the services, the Assistant Clerk will liaise with his office over his involvement.

The bugler used at the WW1 100 year commemoration last year is not available to play this year due to a prior engagement. The Assistant Clerk is looking into sourcing another bugler, and is arranging for photographs of the events to be taken.



19/220 TO RECEIVE A REPORT FROM THE ASSISTANT CLERK ON HER RECENTLY ATTENDED ICCM CEMETERY MANAGEMENT COURSE

The Assistant Clerks report was circulated to members prior to the meeting. Due to time restraints it was agreed that this item would be discussed at the next committee meeting when sufficient time is available.

19/221 TO CONSIDER ACTION REQUIRED TO THE BOX HEDGE IN THE BURIAL GROUND

The box hedge next to the Garden of Rest is now encroaching onto graves within the Garden of Rest and Burial Ground and needs to be addressed. The Assistant Clerk was asked to provide quotations for the work to be considered at the next meeting.

19/222 TO CONSIDER QUOTATION FOR SURVEY AND TOPPLE TESTING OF HEADSTONES IN ST NICHOLAS CHURCHYARD

Members considered a quotation from Cemetery Development Services Limited to undertake a topographic survey, memorial stability/topple testing, supply of memorial warning signs and data collection. It was noted that a Faculty will be required from St Albans Diocese before any work can be undertaken however once the Faculty has been received work should be undertaken as a priority. Councillor Channon **PROPOSED** the following quotations from Cemetery Development Services be accepted:

- Topographic survey of site to record all gravestone locations, cost £850.00 + VAT. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- To undertake memorial stability testing of the churchyard, cost £650.00 + VAT. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- To provide Memorial Warning Signs at a cost of £3.00 each. **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

It was felt that the quotations for ground truthing and data collection from headstones are not necessary at present and should be considered after the survey and stability testing has been completed. Councillor Davison-Williams advised that there may be an opportunity to gain a grant for this work.

19/223 TO CONSIDER TAKING PART IN THE V.E. DAY 75 YEAR COMMEMORATION 8TH - 10TH MAY 2020

Due to time constraints this item was deferred, to be discussed at the Policies and Resources committee meeting on 23rd September.

19/224 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

The next committee meeting should be held in October.

The meeting closed at 10.30 am