

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE  
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL  
ON MONDAY 22<sup>nd</sup> NOVEMBER 2021 COMMENCING AT 8.49 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), Mrs C Callen (Clerk)

**Minutes Taken by:** Mrs S Cowie

**21/368 APOLOGIES FOR ABSENCE.** Everyone was present.

**21/369 SPECIFIC DECLARATIONS OF INTEREST**

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

**21/370 MATTERS ARISING**

The wooden stop post for the Burial Ground entrance gate had broken and snapped off at ground level. The Groundsman would replace the post as a priority.

The Remembrance Sunday service held at the War Memorial on 14<sup>th</sup> November had received positive comments overall. The representative from the Lord Lieutenants office had emailed his thanks for the day. Five members of Barton Bowls Club and one member of Barton Rotary Club had given up their time to man the road closure points, the Police also provided two officers to help with the road closure. The Assistant Clerk has asked the Police for assistance again next year. One complaint regarding the road closure had been received, the Clerk had responded.

The Scout Group is planning to make ornamental poppies for next years Remembrance Sunday service. The poppies would be placed in clusters around the village, locations to be agreed nearer the time.

On 18<sup>th</sup> November the Assistant Clerk attended an ICCM course on Gardens of Remembrance. Her report will be discussed by the committee at a later date.

**21/371 TO APPROVE THE MINUTES OF THE BURIAL GROUNDS COMMITTEE HELD ON 1<sup>st</sup> NOVEMBER 2021**

There were no queries on the minutes. Councillor Channon **PROPOSED** approval of the minutes of the Burial Ground Committee meeting held on 1<sup>st</sup> November 2021 **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. The minutes were approved.

**21/372 TO ACKNOWLEDGE THE BURIAL GROUND AND CHURCHYARD INSPECTIONS**

The inspection undertaken on 11<sup>th</sup> November was acknowledged. With the exception of the marked-up memorials everything else was in order.

**21/373 TO ACKNOWLEDGE THE WAR MEMORIAL INSPECTIONS**

The inspection undertaken on 11<sup>th</sup> November was acknowledged. Everything was in order.

**21/374 TO RETROSPECTIVE APPROVE OF THE COST TO PURCHASE HI-VIZ VESTS**

Councillor Channon **PROPOSED** retrospective approval of the cost to purchase six hi viz vests from Prestige Design & Workwear at a cost of £21.00 plus VAT. Councillor Paxton **SECONDED** the proposal and it was **UNANIMOUSLY CARRIED**. The vests can be used at future Parish Council events.

**21/375 TO RECEIVE AN UPDATE ON MEMORIAL STABILITY TESTING AND AGREE ACTIONS AS NECESSARY**

The Assistant Clerk provided an update on the responses received so far. The recent newsletter had brought forward several relatives who have been asked to make their memorials safe. The Assistant Clerk will continue to liaise with the relatives. A quote to lay down any memorials where no relative can be found will be requested as soon as possible.

Members then considered a complaint from a relative regarding an unsafe family memorial and the future use of the grave space for the burial of ashes.

The comments made were noted however it was agreed that there may be no option other than to lay the memorial down if the relative feels they are unable to have it reset and made safe.

With regard to any further interments the Assistant Clerk should write to the resident advising of the committees decision regarding transfer of ownership and the burial fees which would apply.

It was noted that the some branches on the tree closest to the grave space are restricting access. The Groundsman will action as part of the autumn tree maintenance work.

**ACTION: Assistant Clerk to continue liaising with families, obtain quotation to lay down memorials where necessary and write to the resident regarding further burials in the grave space. Tree work to be actioned by the Groundsman.**

**21/376 REVIEW OF COMMITTEE EXPENDITURE FOR 2021/22 AND TO CONSIDER AND APPROVE DRAFT BUDGETS FOR 2022/23**

The expenditure for 2021/22 was reviewed. In addition to the grass cutting and hedge cutting contracts, expenditure so far included memorial stability testing and actions required where owners cannot be traced. Signage for the Remembrance Sunday service road closure, gift vouchers for the bugler and the sound system had been budgeted for this year. Additional signage for the road closure would need to be budgeted for next year. Although the hedges are included in the contract, some hedges have reached a height whereby they need reducing significantly. This additional cost would need to be factored into the budget for next year. In the churchyard the tree survey had resulted in a small level of work required, which will be completed by the contractor in December.

It was suggested that any underspend is reviewed in March 2022 and funds transferred to Ear Marked Reserves (EMR) as appropriate to save for future years work.

Budgets for 2022/23 allow for an increase of 5% for the Council's Grounds Maintenance Contract for grass cutting and hedge work as well as the additional hedge cutting required.

Councillor Channon **PROPOSED** the approval of the draft 2022/23 Burial Grounds Income and Expenditure budgets, with a £1,105 committee precept. This was **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

With regard to the Remembrance Sunday service a separate meeting should take place in the new year to agree the arrangements going forward.

**21/377 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**  
None

The meeting closed at 9.12 pm