

**ABBOTTS ANN PARISH COUNCIL**  
**Minutes of the Burial Ground Committee Meeting**  
**held on Wednesday 24<sup>th</sup> January 2018 at**  
**19:00 at Abbots Ann War Memorial Hall**



Present: Parish Councillors Hayter, Bleeker and Wells  
 Mr B Griffiths, Mr D Read.  
 PCC Representatives: Mr T Tayler (PCC Sec), Mr G Howard (PCC Churchwarden).

Members of the Public: 1

Minutes: Mrs Clare Cotterell – Clerk

Meeting started 19.01

AGENDA ITEM		ACTION
<b>1</b>	<b>Apologies for Absence</b> None	
<b>2</b>	<b>Declarations of Interest to be made</b> None.	
<b>3</b>	<b>Members to agree the minutes of the Burial Ground Committee held on 15<sup>th</sup> June 2017</b> Proposed Cllr Wells seconded Cllr Bleeker, all agreed.	
<b>4</b>	<b>Churchyard Tarmac Paths</b> Members to review condition of the paths and provide a recommendation for PC approval. Cllr Hayter circulated some recent photos of the paths and has contacted a contractor regarding a quotation and specification. Discussion held and comments noted that the paths were not currently wide enough for the bier for funerals. It was also noted that maintenance did not cover improvements such as widening or extending the paths.  It was noted that incidents have occurred in the past relating to the paths and the PCC may hold some records. Cllrs asked the PCC to provide the PC with a copy of any records held for their information. <u>Action:</u> - PCC to provide evidence of path related incidents recorded in their incident book.  <u>Action:</u> - agreed for PC to obtain a quotation for the existing paths but not to include for improvements or extending the paths.	<b>PCC</b>  <b>Cllr Hayter</b>
<b>5</b>	<b>Fence between Church Path and Churchyard/Burial Ground</b> Members to review condition of fence and provide a recommendation for PC approval.  Cllr Hayter provided a review and plan of the fence and there was discussion around whether the fence could be repaired, replaced or removed entirely. A couple of people have suggested it could be removed. It was confirmed that the fence belongs to the Church. After further discussion it was agreed to obtain quotations to repair and paint the fence. <u>Action:</u> - PCC Secretary to confirm requirement of a boundary. <u>Action:</u> - PC to obtain a quotation for repairing and painting of the existing fence and a separate quotation for repairing the gates which are welded shut at the Church end of the fence.	<b>PCC Sec</b>  <b>PC/Clerk</b>
<b>6</b>	<b>Headstones</b> Members to review condition of headstones and provide a recommendation for PC approval.  Cllr Hayter provided a review of 4 memorials which included 3 leaning headstones, with the approximate degree of lean, and one laid flat. Cllr Hayter also identified a table tomb which may require refurbishing or repair. It was noted that there are no known records of ownership of these memorials held by the Church.  Three further memorials have been identified by the quinquennial architect's report and Cllr Hayter agreed to review these.  Mr Howard offered to forward the document he had found from the Durham Diocese regarding methods of testing memorials.  <u>Action:</u> Agreed no proposed intervention at present but the PC to continue to monitor.	<b>Cllr Hayter</b>  <b>PCC C/warden</b>  <b>PC</b>

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<b>7</b>	<p><b>Churchyard Sign</b>  Members to consider the provision of a sign in the Churchyard confirming PC responsibility for maintenance and provide a recommendation for PC approval.</p> <p>Agreed the noticeboard in the burial ground could be used to display a notice.  Recommendation to PC to reposition the burial ground notice board to face Church Path and include in the refurbishment project for Parish Noticeboards.</p>	<b>PC Ag Item</b>
<b>8</b>	<p><b>Correspondence</b>  Members to review the correspondence received and provide recommendations for PC approval:</p> <ul style="list-style-type: none"> <li>a) Maintenance Agreement received from Commonwealth War Graves Commission. Agreed to recommend approval of the agreement at the next PC Meeting.</li> <li>b) Proposed Statement of Agreement between the PCC and the Parish Council - PCC requested this item withdrawn from the agenda as have taken legal advice and have LTN 64 and 65 and LGA 1972 s215 to cover maintenance of the Churchyard. The Cllrs present agreed to draft a statement for PC approval and issue. <u>Action</u>: PC to issue its own statement.</li> <li>c) Email received on 3<sup>rd</sup> January from St Mary's Churchwarden – A) It was noted that the Autumn cleanup in the Churchyard had not been completed in November but the contractor completed this in the January visit. <u>Action</u>: to request the contractor carries out one visit in the existing contract just before Easter. B) Churchyard fence – this was covered under item 5.</li> <li>d) Any other correspondence received in respect of the Churchyard/Burial Ground – None received.</li> </ul>	<p><b>PC Ag Item</b></p> <p><b>Cllr Hayter/ PC Ag Item</b></p> <p><b>Clerk</b></p>
<b>9</b>	<p><b>The Next Meeting of the Burial Ground Committee</b>  Proposed October 2018</p>	

**Meeting closed at 20.20**