

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE ON
MONDAY 30TH JULY 2018 COMMENCING AT 9.50PM**

Present: Councillors.Mr A Channon (Chair), Mrs B Thomas (Vice-Chair), Mrs G Gardner,
Mr L Davison-Williams (*ex-officio*), Mr D Gunter (*ex-officio*)

In Attendance: Mrs S Cowie, Assistant Clerk

Minutes: Mrs S Cowie

18/146 APOLOGIES FOR ABSENCE. –Councillor Mr J Paxton

18/147 SPECIFIC DECLARATIONS OF INTEREST – None

18/148 APPROVAL OF THE MINUTES OF THE COMMITTEE MEETING HELD ON 15TH JANUARY 2018
Councillor Thomas **PROPOSED** approval of the minutes of the burial grounds committee meeting held on 15th January 2018, **SECONDED** by Councillor Gardner, 4 in favour with 1 abstention.

18/149 MATTERS ARISING - None

18/150 TO ACKNOWLEDGE THE BURIAL GROUND INSPECTION OF 18TH JULY 2018 -
Acknowledged

18/151 TO ACKNOWLEDGE THE CHURCHYARD INSPECTION OF 18TH JULY 2018
Acknowledged

18/152 UPDATE ON 100 YEAR BATTLE COMMEMORATION AND AGREE PLANS FOR EVENT
Confirmation has now been received from the Lord-Lieutenant of Bedfordshire's office that Deputy Lieutenant Colonel Colin Mason OBE and his wife will be attending the commemoration on 11th November. Members requested that a meeting be arranged with the Church Wardens/Rector to discuss the event further. **ACTION: Assistant Clerk to arrange meeting**

18/153 TO CONSIDER/APPROVE QUOTATION FOR HEDGE CUTTING IN THE BURIAL GROUND
A quotation for cutting the top of the hedges in the burial ground was considered. Members felt a second quote would be required and asked the Assistant Clerk to provide this. An onsite meeting has been arranged for Friday 17th August, 7pm, committee members will look at the hedge during this visit.
ACTION: Second quotation to be provided, to be discussed at next committee meeting.

18/154 CONSIDER/APPROVE TRANSFER OF BURIAL RIGHTS CERTIFICATE AND PROCESS
A copy of the Transfer of Burial Rights Certificate was circulated to members together with suggested in house processes for transferring those Exclusive Rights of Burial. Members agreed that the new processes should be implemented to ensure the Parish Council is protected should there be any dispute regarding the rightful ownership of a grave space. Councillor Channon **PROPOSED** adoption of the Transfer of Burial Rights Certificate and in house processes, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. **ACTION: Assistant Clerk to implement changes.**

18/155 REVIEW RISK ASSESSMENT AND AGREE ACTION PLAN
A copy of the Risk assessment for the Burial Grounds was circulated to members prior to the meeting. Two points were noted, these related to the use of tools in the workplace and 'wobble testing' of headstones. Councillor Davison-Williams confirmed that he and the Assistant Clerk will compile a document for all contractors who carry out work in the burial grounds seeking risk assessments, health and safety and method statements for all works. This will be done annually, in house training to be organised asap, document to be approved at the September Full Council meeting.
ACTION: Councillor Davison-Williams and Assistant Clerk to compile document.

- 18/156 TO CONSIDER REQUEST FROM NON-RESIDENT TO BE BURIED AT BARTON BURIAL GROUND**
A resident of Sharpenhoe is seeking permission for herself and husband to be buried at Barton Burial Ground in the future as Sharpenhoe does not have a burial ground of its own. Following discussion Councillor Channon **PROPOSED** that permission be granted, non-resident burial rates to be applied. This was **SECONDED** by Councillor Gunter and **UNANIMOUSLY CARRIED**. It was agreed to review/revise requests from Sharpenhoe resident with a view to agreeing a policy. Councillor Davison-Williams to look at population data for Sharpenhoe and take to the Burial Grounds committee meeting.
- 18/157 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON NEXT AGENDA - None**

The meeting closed at 10.11pm