

SWANTON MORLEY PARISH COUNCIL
CHURCHYARD AND BURIAL GROUND MANAGEMENT SUB-COMMITTEE

A meeting of the Churchyard and Burial Ground Management Sub-Committee was held in the Village Hall on Tuesday 1st July 2008. The meeting commenced at 7.30pm.

Present: Mrs M Thomas (Chairman), Mrs J Leary, Mr C Clegg, Mr R Atterwill. Also in attendance Mrs F LeBon (clerk)

1. Election of Sub Committee Chairman

Mr Atterwill proposed that Mrs Thomas continue as chairman of the sub committee, seconded by Mrs Leary. Carried.

2. Election of Sub Committee Vice Chairman

Mr Atterwill proposed that Mrs Leary continue as vice chairman of the sub committee, seconded by Mrs Thomas. Carried.

3. Apologies for Absence

Mr Clegg had advised that he would be late in attending the meeting.

4. Declarations of Interest

None

5. Minutes of the Burial Ground Sub Committee Meeting of 6th June 2008 to be accepted, initialled and signed.

Mr Atterwill proposed that these be signed as a true record of the meeting of the 6th June 2008. Mrs Thomas seconded. Carried.

6. Matters Arising from the Minutes of 6th June 2008

Mr Atterwill reported that the installing of the tannalised timber in the memorial garden in the Burial Ground is to be arranged shortly. He also advised that Lux Traffic Control Ltd would be able to assist with traffic management as part of the planned removal of the high part of the church wall. Jason Glasspoole from the Highways department will be advising how to contact the relevant person who can assist. Mr Atterwill explained to Mrs Leary the Parish Council plans to remove the high part of the wall, remove the west gates and place them in storage for safe keeping and lower the pillars on which the gates were attached. He requested that this information be relayed back to the PCC.

The clerk is to write to Gerry Palmer to ask him if he wishes to join this sub committee as his knowledge as fabric officer for the church would be of great assistance.

Mr Atterwill had spoken with the grass cutter about using the disabled ramp to access the churchyard. At present it is not feasible for the grass cutter to get his equipment into the churchyard via the west gate due to a difficult right turn, but it is possible to exit via the west gate, thus halving the usage of the ramp. He will also give a price for cutting the nettles at the bottom of the churchyard.

The tree surgeon will be removing the rotten tree in the Rump grave on 7th July.

7. To Agree Management Plan for Burial Ground Maintenance in 2008

For both the Burial Ground and Churchyard, the current Health and Safety checklists are to be renamed 'Health, Safety and Maintenance checklist and are to be used as a working document to ensure both areas are well maintained and comply with Health and Safety legislation. To be added to the current document are maintenance of notice board and condition of hedges.

8. To Agree Management Plan for Churchyard Maintenance in 2008

To be added to the current document are whether ivy is causing damage to the wall and a separate section for ensuring that the war graves are maintained to a high standard.

The clerk is to write to the PCC requesting the installation of a larger notice board so that all relevant contact numbers can be displayed and parishioners will have more information about services and the church in general.

The clerk is to speak to Breckland council and request guidance about waste disposal in the church.

Mr Atterwill proposed that both forms be accepted as working documents, seconded by Mr Clegg. Carried.

9. To Agree Formal Procedure for Risk Assessments

It was agreed that an agenda item should appear for each meeting to discuss observation as a result of inspection reports and that the risk assessments should be reviewed at least once a year.

10. Memorial Garden

As reported in 'matters arising'.

11. Any Item to be reported for Full Parish Council

To use vouchers won in the Pride of Norfolk Awards to purchase a rose in memory of Mr Broady and some spring bulbs.

To arrange for Gilbert Addison to inspect the tree in the Rump grave.

11. Any Item to be reported for next meeting

None

12. Date & Time of Next Meeting

To be arranged for late September

The meeting concluded 9.00pm

_____ (Mrs Marilyn Thomas, Chairman) _____ Date