

**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 Friday 6<sup>th</sup> June 2008. The meeting commenced at 7.30pm.

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

**1. Apologies for Absence**

None

**2. Declarations of Interest**

None

**3. Minutes of the Burial Ground Sub Committee Meeting of 7<sup>th</sup> November 2007 to be accepted, initialled and signed.**

Mr Atterwill proposed that these be signed as a true record of the meeting of the 7<sup>th</sup> November 2007. Mr Clegg seconded. Carried.

**4. Matters Arising from the Minutes of 17<sup>th</sup> November 2007**

Mr Atterwill reported that no further work had been done in the churchyard since the chipping of the felled branches late last year, with the exception of the repair of the two unstable memorials.

The clerk is to speak to the grass cutter and obtain a quote for the strimming of the area at the bottom of the churchyard. Also to be contacted is the tree surgeon about the removal of the rotten tree in the Rump grave. No action will be taken on the trees by the wall along Mill Street until the Highways department has agreed on its actions for the Mill Street road widening scheme. Then the matter will be reviewed.

A working party is to be arranged to remove the high part of the church wall. Mr Atterwill is to speak with Mr Marsham to see if he is able to assist. The clerk is to speak with the police to see if they can assist with traffic management.

The new footpath has been laid in the Burial Ground and Mr Marsham is to order the tannalised timber for the memorial garden.

**5. To Agree Management Plan for Burial Ground Maintenance in 2008**

Mrs Thomas distributed a draft management plan for both the Burial Ground and churchyard. The clerk offered to help with any cleaning of graves during the summer holidays.

A letter had been received from Mrs Baillie Haig about the possibility of a water tap in the Burial Ground. Mr Atterwill proposed that this would not be feasible because it would be cost prohibitive and also because of potential vandalism in the area. Seconded by Mr Clegg. Carried. The clerk is to write to Mrs Baillie Haig and inform her of the decision made.

**6. To Agree Management Plan for Churchyard Maintenance in 2008**

Discussions occurred as to whether any extra maintenance had to be done to the car park area of the churchyard as the grass cutter cannot get his equipment through the West Gate. The West Gate has also got to be removed and the pillars lowered. It was agreed that it would be best to lower the pillars at the same time as the high part of the wall is removed so as it maximise the use of the traffic management.

**7. To Agree Formal Procedure for Risk Assessments**

It was agreed that the clerk is to tie in the current risk assessments with the management plan and update the specific assessments for the Burial Ground and Churchyard. Responsibility for checking these areas will then be allocated and a specific agenda item will appear on the agenda each meeting where areas of concern will be addressed. Items to be checked will include gates and fencing, pathways, memorials, trees, signage, waste disposal and the memorial garden.

**8. Memorial Garden**

Mr Marsham is to order the tannalised timber and then he and Mr Atterwill will edge the memorial garden.

**9. Any Item to be reported for Full Parish Council**

Approval for the grass cutter to clear the bottom of the churchyard.

Approval for traffic control to remove the high part of the church wall and possibly lower the pillars as well.

**11. Any Item to be reported for next meeting**

- Voting in of chair and vice chair.
- Agree risk assessments
- Agree management plans
- Confirm that D Machin is to remove rotten tree in Rump grave

**12. Date & Time of Next Meeting**

Tuesday 1<sup>st</sup> July 2008

The meeting concluded at 8.30pm

\_\_\_\_\_ (Mrs Marilyn Thomas, Chairman) \_\_\_\_\_ Date