

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 Monday 16th October 2006. The meeting commenced at 7.30pm.

Present: Mrs M Thomas (Chairman), Mr I Bone, Mr R Atterwill and Mr C Clegg

1) Apologies for Absence

Mrs J. Leary

2) Declarations of Interest

None

Whilst it was agreed to cancel the official sub-committee meeting on 25th September due to the unavailability of Mr Bone and Mrs Leary, and the death of Mr Broady, an unofficial meeting took place as there was due to be a presentation by Mrs Kidd of Shipdham Parish Council on their project which covered the restoration of their church wall. Mrs Thomas provided a summary of the presentation, stressing that to stand a better chance of obtaining grant funding, the project must encompass much more than the restoration of the church wall. It must be a project that involves the whole community. Mrs Kidd had also advised that she had made an inspection of the church wall and felt that the quote previously provided to the council was far too low. Mr Clegg questioned whether the PCC should accept some financial responsibility for the repair of the wall, as it was in a state of disrepair when the Parish Council took it over. The clerk is to try to find any information relating to the handover to churchyard and the responsibilities involved. Mr Bone is to do the same.

3) Minutes of the Burial Ground Sub Committee Meeting of 21st August 2006 to be accepted, initialled and signed.

All in favour. Minutes were initialled and signed.

4) Matters Arising

None

5) 2007 / 2008 Budget

It was agreed to include the following items in the budget for the next financial year:

Report for the repair of the church wall – Mr Atterwill stressed that this must be a thorough report including photographs and a full specification as to what would be required to repair the wall. Mr Atterwill requested that Mr Bone obtain a fixed price from the church architect. Mr Atterwill also stated that this may have to be a phased development, and to consider use of the Public Works Loan Board for a project of this size.

Faculty cost for church wall repairs – Mr Bone advised that this would be approximately £170 to £200.

Tree felling – The cheapest quote obtained from tender offers was £2,400 plus VAT. Mr Atterwill reported that Mr Carrick had offered to remove the trees, on the provision that the Council pay for his insurance and any equipment required. Mr Clegg felt the cost of hiring equipment would be approximately £200. The clerk is to speak with the insurance company to see if this can be arranged.

Faculty cost for tree felling – Cost as per church wall faculty. Mr Atterwill requested that this be completed as soon as possible. The clerk is to fill in the faculty form and send with Mr Clegg's tree report.

Mole control - £250

Rabbit control - £34 per metre for fencing

Church gates – These need to be sandblasted, primed and painted, and then stored in one of Mr Carrick's outbuildings. Mr Atterwill advised that this could be done by a volunteer group. The clerk is to ask Mr Carrick if he knows of anyone with sandblasting equipment, and also to speak to the probation service to find out if any persons doing community service can assist with some of the work.

6) Churchyard Maintenance

a) Tree Removal – It was reported that the tender for the tree felling in the churchyard were opened on 25th September. As all quotes were in excess of £2,000, the clerk is to speak with

the insurance company about the possibility of Mr Carrick doing the work, as previously recorded.

b) Progress on Management Plan – It was agreed to get some volunteers together for a working party to complete some of the smaller jobs on the management plan. Mrs Thomas will do some posters to advertise the working party, and will also advise a suitable date for the work to be done.

c) Church Wall Disaster Plan – Mr Atterwill queried whether the church wall was covered by the Council's insurance policy. The clerk reported that it was under Public Liability, but the physical wall was not covered.

It was agreed that should there be a major collapse of the wall, such as by a car impact, then the police would be called and the Council would close the road for clearance of debris. In the event of a minor collapse, then this would be manageable within the village and the clerk could arrange for volunteers to clear the debris. A list of these volunteers can be found in the Council's Emergency Plan.

d) Church Wall Repairs – This had been discussed during the report from Mrs Kidd and the budget.

7) Burial Ground Maintenance

Mr Atterwill reported that kerbstones had been laid around a grave the previous weekend. Mr Bone provided the sub-committee with a copy of the regulations that clearly stated that kerbstones could only be laid with the Parish Councils permission. In this instance permission had not been sought.

Mrs Thomas reported that Dereham Town Council no longer permit kerbstones to be laid in their cemetery. The clerk is to speak with Dereham Town Council to confirm this.

Mr Atterwill suggested putting a notice board up in the burial ground that could permanently display the regulations. This is to be added to the budget.

Mrs Thomas advised that the fees and regulations should be reviewed.

8) Memorial Garden

It was agreed that the shape of the garden should be that of a cross, rather than a square as previously agreed. This would assist in the planting and maintenance of the roses. It was also agreed to not place edging stones down and monitor the garden to ensure it still looks tidy without them. Mrs Thomas and Mr Clegg are to meet at the Burial Ground at 10.30am on Sunday 22nd October to further discuss the shape and the measurements.

9) Memorial to Mrs S. Dewing

There were no objections to this memorial. The clerk is to write to Bretts to advise them of the Council's decision.

10) Any items to be considered and approved by full Parish Council

- To agree the faculty fee for tree felling
- Report the new shape of the Memorial Garden

11) Any item to be reported for next meeting

- Budget items

12) Date & time of next meeting

Monday 20th November

The meeting concluded at 8.45pm

_____ (Mrs Marilyn Thomas, Chairman) _____ Date