

**ABBOTTS ANN PARISH COUNCIL**  
**Minutes from the Burial Ground Sub Committee Meeting**  
**held on Wednesday 16<sup>th</sup> November 2016 at**  
**19:00 at Abbots Ann War Memorial Hall**



Present: Parish Councillors Hayter, Bleeker and Wells  
 Mr D Read and Mr B Griffiths

Members of the Public: 1

Minutes: Mrs Clare Cotterell – Clerk

Meeting started 19:00

Mr B Griffiths agreed to join the Sub Committee as a Member

AGENDA ITEM		ACTION
<b>1</b>	<b>Election of Chairman</b> Mr David Read proposed Cllr Andrew Hayter, Cllr Bleeker seconded, all agreed. Cllr Hayter was elected Chairman.	
<b>2</b>	<b>Apologies for Absence</b> None	
<b>3</b>	<b>Declarations of Interest</b> None	
<b>4</b>	<b>Review the proposed Burial Ground Regulations and Fees</b>  Amendments were agreed to the proposed Burial Ground Regulations and Fees. Fees will be updated using the current Lord Chancellors fees. Agreed that the fees should be reviewed annually at the Parish Council AGM held in May.  Cllr Hayter to update Regulations and fees document and it will be presented for approval by full Parish Council at the meeting to be held on 1 <sup>st</sup> December 2016.  Mr D Read left the meeting at 19.45	<b>Cllr Hayter</b>
<b>5</b>	<b>Maintenance agreement</b>  Review maintenance proposal to ensure that the agreement includes sufficient activities in the Burial Ground and Churchyard:  Agreed that the maintenance schedule of activities will be satisfied by the Parish Council's Invitation to Quote for a Maintenance Contract (Contract to be awarded in 2017). There were three amendments made to the schedule. The maintenance/replacement of the noticeboard in the Churchyard will be included in the Parish Council's review/replacement of all the Parish noticeboards. Church footpaths will be considered as a separate project (6c).  The review of perimeter railings will be added to the Parish Council's Churchyard and Burial Ground Risk Assessment.	<b>Cllr Hayter</b>
<b>6</b>	<b>Correspondence, emails from Chairman of PCC covering three topics.</b>  a) Autumn Cleanup – annually this will be included in the Maintenance Contract. b) Maintenance Plan – this has been included in the Maintenance Contract. c) Churchyard footpaths – Agreed to arrange a site visit to inspect paths and bring a proposal to the Parish Council in the new year – Clerk to arrange suitable date for end December and invite Chairman of PCC to attend.	<b>Clerk</b>
<b>7</b>	<b>The Next Meeting of the Burial Sub Committee will be held on a date in March 2017 to be confirmed closer to the date.</b>	

**Meeting closed at 20.23**

**Approved and signed by the Chairman at the Committee meeting held on 15<sup>th</sup> June 2017**