

**Minutes of a meeting of Ormesby St Margaret with Scratby Parish Council Burial Ground Committee**

**Held on Saturday 28<sup>th</sup> October, 2017 at the Burial Ground, Ormesby St Margaret, at 10am**

**Present:** Cllrs. Freeman, Gingell, Jones, and K. Wendt.

**Chair:** Adrian Peck. **Clerk:** Lisa Callow.

**To accept apologies for absence:**

Apologies received and accepted from Cllr. Green.

**Declaration of interest:** None

**Approve minutes of the 3<sup>rd</sup> April, 2017:**

The minutes having been previously distributed were declared a true record and duly signed by the Chairman. Proposed Cllr. Gingell, seconded Cllr. Jones – Unanimous.

**General Appearance:**

Cllr. Jones felt that the area formally assigned the conservation area is letting the appearance of the Churchyard and Burial Ground down. It was agreed that when the tenders are sent out for the grounds maintenance work they will include regular cutting of the 'conservation area' in line with the grass cutting of the old churchyard.

All the Councillors agreed that the grass was looking particularly long and in need of a good cut, including strimming round all grave and memorial stones – the Clerk will speak to the Contractor to request this is done.

Cllr. Freeman confirmed that a lot of work had been done by volunteers in the Churchyard around the area of the Church.

**Hedges:**

The Councillors inspected all the hedges and recommends that quotes be obtained for the following work:

- The privet hedge along the back of the Burial Ground be topped to a height of 8-10ft high and sided;
- The mixed hedge along the back of the Burial Ground to the left be topped to a height of 6ft and sided;
- The mixed hedge running along the left hand side of the Burial Ground to be topped to a height of 8ft and sided;
- The footpath hedge be topped to a height of 8ft and sided; and
- Annual maintenance of the hedge - to be cut a minimum of once per annum.

It was also noted that the mud bin is full and needs to be emptied, it was recommended that the soil be spread evenly along the bottom of the side hedge – the Clerk is to seek quotations for this work.

The fence at the back, right hand side of the Burial Ground remains broken despite the previous Clerk contacting the Council to get this repaired. The Clerk will raise the issue again with Great Yarmouth Borough Council, and bring it to the attention of Cllrs. Hanton and Reynolds.

**Burial Ground Rules and Regulations:**

It was agreed that it should be the Funeral Directors responsibility to provide the next of kin with a copy of the Burial Ground rules and regulations which should be signed and returned to the Parish Council before a burial takes place. The Clerk will draft a letter to be sent to all Funeral Directors stipulating this requirement and provide them with the current rules and regulations.

**Review Terms of Reference:**

The Terms of Reference were approved – unanimous.

**Matters for reporting and urgent items, and date of next meeting:**

Matters for reporting and urgent items:

There is a build of debris in the far right hand corner of the Burial Ground which people are then using to stand on and climb over the fence into the play area beyond – Clerk to speak to the Contractor to request this be removed.

There are a number of mole hills in the Churchyard and Burial Ground – the Clerk to request the pest controller to deal with them.

Date of next meeting:

The next meeting will be held March / April 2018 at the Burial Ground, Ormesby St Margaret; the exact date to be confirmed nearer the time.

The meeting closed at 10.43am.

Signed: .....

Date: .....