



Local Government Act 1972
Churchyard Committee
Committee of Whalley Parish Council

Members of the Churchyard Committee, you are summoned to a Meeting to be held on
Monday 25th March 2024 in the Parish Church of Saint Mary and All Saints at 4.00pm

Signed: *EKHaworth*

Liz Haworth – Parish Clerk & Responsible Finance Officer

Agenda

Agenda items should be submitted to the Clerk seven clear days before the meeting.
The Clerk will forward members of the committee, all relevant information and supporting
documents, 3 clear days before the meeting.

1.	Attendance & Apologies	
	To record attendance and to receive apologies for absence.	
2.	Declaration of Interests	
	To receive declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	
3.	To Approve the Minutes of the Previous Churchyard Committee Meeting	
	To approve and confirm the accuracy of the Minutes of the meeting held Thursday 3 rd August 2023.	
4.	Churchyard Committee Terms of Reference	
	To receive and adopt the Churchyard Committee Terms of Reference as resolved by the Parish Council.	
5.	Churchyard Budget	
	To update on budget and spending allowances for the maintenance of the churchyard.	
6.	Annual Tree Condition Inspection Report	
	To receive an update on works completed on the trees in the churchyard as set out in the tree inspection report dated 24 th October 2023.	
7.	Pathway	
	To discuss and agree the options to improve the path leading to the 'new' (lower) churchyard.	
8.	Whalley Open Day	
	To discuss the Whalley Open Day Itinerary.	

9.	Reports from Members for information only – not for debate	
	Items arisen, since the last meeting for information only, that may result in future agenda item.	
10.	Next Meeting Date	
	To approve the date of the next meeting to be held in June 2024.	



Local Government Act 1972

Churchyard Committee
Committee of Whalley Parish Council

Members of the Churchyard Committee, you are summoned to a Meeting to be held on Thursday 3rd August 2023 in the Parish Church of Saint Mary and All Saints at 4.30pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

Minutes

Agenda items should be submitted to the Clerk seven clear days before the meeting. The Clerk will forward members of the committee, all relevant information and supporting documents, 3 clear days before the meeting.

1.	Attendance & Apologies	
	Present: Cllr Cliff Ball (Chairman), Revd Jonathan Carmyllie, Judith Davies (Church Warden), Cllr Martin Highton, Cllr John Threlfall. In Attendance: Liz Haworth Parish Clerk.	
2.	Prayers	
	Revd Carmyllie offered an opening prayer.	
3.	Chairmans Introduction to new members	
	Cllr Ball welcomed the new members Judith Davies and JohnThrelfall.	
4.	Trees	
	A large bough has fallen from one of the trees in the churchyard facing the back of the houses on King Street. This was reported immediately to the Parish Council who in turn instructed Ken Linford a Consulting Arborist to undertake an inspection of the tree the next day. He attended site and reported 'The failure is of a high canopy secondary branch with significant weight when in full leaf and girth diameter of 250mm. The failure point does not show any evident decay but does display a significant delamination of the timber which can occur in summer when heat rain and sap flows are inconsistent and strength in branches can be compromised. It often happens in Beech and Horse chestnut but can happen in sycamore. See attached photos. This is sometimes referred to as <i>summer branch drop</i> . Prior to the event it is impossible to spot if this kind of failure is going to occur unless a fracture has commenced. In the last 15 years horse	

	<p>chestnuts along the school boundary had two such failures but with no ground damage or injury.</p> <p>The good news is that the failure was into the church land and not onto the pub garden over the wall, no injury was caused and no damage was caused to Gravestones in the church yard under the canopy of the tree. You will need your contractor to clear the debris. I would suggest that he does an aerial inspection of the major limb and branch unions in the upper canopy and cut back the damaged limb in the tree as soon as possible.'</p> <p>The Parish Council arranged for the debris to be removed and instructed a tree surgeon to carry out the inspection as per report.</p> <p>Chris from the Dog Inn has contacted the Church with concerns of the overhanging branches into his property which may cause damage to his property or worse people who are gathered in the beer garden should another branch fall.</p> <p>In view of the recent bough fall and concern raised by a neighbour the Chairman stated that it was incumbent upon the Churchyard Committee to show that everything possible is being done to ensure that the trees are safe (whilst accepting that no tree can be considered as completely safe). To expedite this the Churchyard Committee has requested that the Parish Council;</p> <ol style="list-style-type: none"> 1) Update on the report from the contractor tree surgeon inspecting the tree. 2) Instruct Ken Linford to do a further inspection on said tree and all of the sycamores lining that side of the churchyard. <p>ACTION: Clerk to chase tree surgeon and contact Ken Linford to arrange a meeting with Cllr Ball to inspect the sycamore trees.</p> <p>ACTION: Clerk to write a response to Chris from the Dog Inn to update on actions taken and to further update once we have the new report on the trees.</p> <p>ACTION: clerk to contact Dave Hewitt RVBC to update him on recent events and of the committee's concerns of the trees with regards to public safety.</p>	
5.	Pathways	
	<p>It was reported that the flags around the churchyard are generally in good order and kept clean.</p> <p>The path from the south door of the church through the graveyard needs repair. Discussions were had around a solution to improve the surface in keeping with existing surrounding surfaces. ACTION: Revd Carmyllie is going to contact the Diocese to make an application to make repairs to the surface of the path.</p>	

6.	Clearance	
	Cllr Ball has requested the clearing of shrubs and bushes at SW corner of the churchyard by Abbey Gardening as part of the ongoing grounds maintenance contract of the churchyard.	
7.	AOB	
	<p>There continues to be a blocked drainpipe from the water runoff the roof. This is to be monitored.</p> <p>The committee walked around the churchyard to inspect the areas discussed.</p>	

The meeting closed at 5.15pm

Cllr Clifford BallChairman.....Date



Churchyard Committee

Terms of Reference

Version Control

Version	Date	Description of Change
V.1		Terms of Reference Adopted

CHURCHYARD COMMITTEE TERMS OF REFERENCE

BACKGROUND

The responsibility for the maintenance of a churchyard only changes when a Parochial Church Council (PCC) decides to give notice under Section 215 of the Local Government Act 1972 to their appropriate local authority seeking closure and transfer of this responsibility.

Under this Act, the PCC of St. Mary & All Saints, Whalley sought to close the Churchyard, requesting Whalley Parish Council to take over the responsibility of maintaining the churchyard.

Although maintenance responsibility was transferred in this way, the legal ownership of Whalley churchyard remains unaffected and all other rights, powers and functions remain under the control of the incumbent of the Parish. The churchyard also remains a consecrated area and subject to Faculty jurisdiction, so Whalley Parish Council must apply for a faculty or Archdeacon's authorisation for any works in the churchyard other than routine maintenance. Since the responsibility of upkeep of the Churchyard has transferred to Whalley Parish Council no further burials are permitted with certain exceptions:

1. Where a faculty has been granted to reserve a grave space, the person named in that faculty may be buried.
2. a body may be buried in the same grave as a relative.
3. burials may take place in existing walled graves or vaults which have room for further interments.

The Local Government Act 1972 also makes provision for the interment of cremated remains if either a Faculty is granted which authorises the interment, or the cremated remains are to be buried in an area set aside in a designated Garden of Remembrance (which has been authorised by faculty).

OBJECTIVE

The Churchyard Committee is constituted to oversee the maintenance, cleanliness, and safety of the closed churchyard within the Parish Church of Saint Mary and All Saints. The committee aims to ensure that the churchyard remains a dignified, peaceful, and well-kept space for remembrance and reflection.

MEMBERSHIP

Membership shall consist of seven members appointed by the Parish Council, including a Chairman.

The Churchyard Committee shall include four representatives from the Parish Council, the Vicar, and Church Warden(s), or PCC appointments of individuals who have an interest in the maintenance of the Churchyard.

The quorum of the Churchyard Committee shall be 3 members. A Chairman will be elected to serve for the annual term.

MEETINGS

The Committee will meet quarterly, or as required, and may conduct business about routine matters by email.

Meetings shall be conducted in accordance with the parish's standing orders and procedures, ensuring transparency and accountability.

The Chairman of the Churchyard Maintenance Committee shall preside over meetings, facilitate discussions, and ensure that all members have the opportunity to contribute.

An agenda will be prepared for Churchyard Committee meeting for maintenance items to be discussed, decided and recorded in the minutes taken by the Parish Clerk.

The minutes will be submitted to the Parish Council at their next meeting.

DELEGATED POWERS

The Committee has delegated powers to spend up to the pre-set annual budget as dictated by the Parish Council each year.

- Develop and implement a schedule for the routine maintenance of the closed churchyard, including grounds maintenance, regular tree inspections, and regular inspections of the churchyard to identify and address any health and safety hazards.
- Ensure that maintenance activities are carried out promptly and efficiently, maintaining the cleanliness and appearance of the churchyard.
- All correspondence should be conducted through the Parish Clerk.

All powers shall be exercised in accordance with Whalley Parish Council Standing Orders, or directions given, by the Parish Council.

POWERS AND RESPONSIBILITIES

- Conduct regular inspections of the closed churchyard to identify and address any health and safety hazards, such as uneven pathways, damaged structures, or fallen branches.
- Take appropriate measures to mitigate risks and ensure a safe environment for visitors and maintenance staff.
- Maintain the graves and grave markers within the closed churchyard in a respectful and dignified manner, ensuring they are kept clean and free from debris.
- Coordinate with families or descendants regarding any necessary repairs or maintenance of individual graves, respecting their wishes and privacy.
- Maintain regular communication with the Parish Council regarding maintenance activities, issues, and requirements within the closed churchyard.
- Prepare and submit regular reports to the Parish Council summarising maintenance activities, expenditures, and any notable developments or concerns.
- Engage with the local community to raise awareness of the importance of maintaining the closed churchyard as a place of remembrance and heritage.
- Provide opportunities for community members to participate in volunteer maintenance activities or contribute to the upkeep of the churchyard.

REVIEW

These terms of reference shall be reviewed periodically, at least annually, to ensure alignment with the objectives and needs of the Parish Council and the closed churchyard community.

The election of committees and their terms of reference are to be reviewed annually at the Annual Parish Council meeting.

Churchyard Expenditure

Date	2021/22	2022/23	2023/24	2024/25
April	(2,088.50)	(291.00)	(2,356.00)	
May	(1,991.00)	(747.00)	(582.00)	
June	0.00	(582.00)	0.00	
July	(291.00)	0.00	(582.00)	
August	0.00	(291.00)	(649.00)	
September	(291.00)	(291.00)	(291.00)	
October	(873.00)	0.00	(291.00)	
November	(280.00)	(582.00)	(1,069.75)	
December	0.00	0.00	(361.00)	
January	(873.00)	(873.00)	(291.00)	
February	0.00	(291.00)	(291.00)	
March	0.00	0.00	(541.00)	
Totals	(6,687.50)	(3,948.00)	(7,304.75)	
Budget	8,000.00	8,200.00	8,700.00	8700
Deficit/Surplus	1,312.50	4,252.00	1,395.25	

***Some planned tree works from 2022/23 rolled into April 2024**

***Grounds Maintenance Monthly Contract Works £349pcm 2024/25**