

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 15 June 2026 in the Parish Church of Saint Mary and All Saints at 2.00pm

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.	To Elect a Chairman	Page No
	To elect a Chairman of the committee 2026-27.	
2.	Attendance & Apologies	
	To record attendance and to receive apologies for absence.	
3.	Declaration of Interests	
	To receive declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	
4.	To Approve the Minutes of the Previous Churchyard Committee Meeting	
	To approve and confirm the accuracy of the Minutes of the meeting held Wednesday 16 March 2026.	3-5
5.	Churchyard Budget & Expenditure	
	To review the budget and expenditure allocated for the maintenance of the closed churchyard.	6
6.	Churchyard Maintenance	
	5.1 To receive an update on the work completed to repair the churchyard wall damaged by the multi stemmed tree. 5.2 To consider the quote received to repair a crack in the churchyard wall located near to the path down to the allotments at a cost of £480. 5.3 To review the ivy on the churchyard wall. 5.4 To consider clearance of the area in front of the Bier House.	
7.	Churchyard Memorial Inspection	
	To review the memorials identified in the inspection report as requiring attention, consider the advice received, and agree the appropriate action for repairs.	

8.	Churchyard Tree Works Update	
	8.1 To receive an update on works carried out regarding the Tree Inspection Report. 8.2 To review the planting of the three oak trees, after the removal of previous and latest horse chestnut trees	
9.	Pathway	
	To consider the quotes received to upgrade the churchyard path.	
10.	Reports from Members and Clerk for information only – not for debate	
	Items arisen, since the last meeting for information only, that may result in future agenda item. <ul style="list-style-type: none"> • Communication via RVBC/DH Bough over the rear of The Dog 	
11.	Next Meeting Date	
	To approve a date of the next meeting to be held. (Monday 14 September 2026)	

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 16th March 2026 in the Parish Church of Saint Mary and All Saints at 2.00pm

Signed: *EKHaworth*

Liz Haworth – Parish 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 Ball (Chairman & Church Warden), Cllr Highton, Revd Jonathan Carmyllie, Judith Davies (Church Warden) In Attendance: Liz Haworth (Clerk)	128/26
2.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	129/26
3.	To Approve the Minutes of the Previous Churchyard Committee Meeting	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Wednesday 2 nd April 2025.	130/26
4.	Churchyard Tree Inspection Update	
	4.1 The committee reviewed the Tree Inspection Report dated August 2025. There are still some outstanding items including the removal of deadwood from certain trees identified in the report. These works have been instructed and are currently pending completion by Roy Cattermole Tree Services. ACTION: The Clerk will follow up on the pending works.	131/26
	The multi stem tree has been removed from against the churchyard wall backing on to Back King Street.	132/26
	4.2 Three oak trees are to be planted after the removal of some horse chestnut trees. These are to be purchased and placed appropriately in the churchyard and in accordance with the planning conditions.	133/26
	The three oak tree saplings that were originally purchased to replace the horse chestnut trees have died and need removing.	134/26

	<p>There are also some saplings around the churchyard that require removal along with ivy around the porch and ivy on the wall that backs onto Back King Street.</p> <p>ACTION: The Clerk will contact Abbey Gardening to request the removal of ivy from around the porch and church wall, and to ensure that all saplings are removed when the new oak trees are planted, in accordance with our instructions and planning conditions.</p>	135/26																																																																												
5.	Churchyard Wall																																																																													
	<p>5.1 The Parish Council has approved the costs to repair the churchyard wall, with an estimated budget of £5,400–£6,200, subject to any additional works identified once the project begins. A start date and detailed schedule of works are currently awaited.</p> <p>5.2 The ivy on the churchyard wall should be removed and will be referred to Abbey Gardening as per Agenda Item 4.2.</p>	136/26 137/26																																																																												
6.	Churchyard Budget & Expenditure																																																																													
	<p>The committee reviewed the budget and expenditure for the maintenance of the closed churchyard for year ending March 2026.</p> <p style="text-align: center;">Churchyard Expenditure</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: right;">2023/24</th> <th style="text-align: right;">2024/25</th> <th style="text-align: right;">2025/26</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>April</td><td style="text-align: right;">(2,356.00)</td><td style="text-align: right;">(291.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>May</td><td style="text-align: right;">(582.00)</td><td style="text-align: right;">(291.00)</td><td> </td></tr> <tr><td>June</td><td style="text-align: right;">0.00</td><td style="text-align: right;">(407.00)</td><td style="text-align: right;">(698.00)</td></tr> <tr><td>July</td><td style="text-align: right;">(582.00)</td><td style="text-align: right;">(349.00)</td><td> </td></tr> <tr><td>August</td><td style="text-align: right;">(649.00)</td><td style="text-align: right;">(349.00)</td><td style="text-align: right;">(698.00)</td></tr> <tr><td>September</td><td style="text-align: right;">(291.00)</td><td style="text-align: right;">(349.00)</td><td style="text-align: right;">(1,062.45)</td></tr> <tr><td>October</td><td style="text-align: right;">(291.00)</td><td style="text-align: right;">(599.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>November</td><td style="text-align: right;">(1,069.75)</td><td style="text-align: right;">(349.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>December</td><td style="text-align: right;">(361.00)</td><td style="text-align: right;">(729.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>January</td><td style="text-align: right;">(291.00)</td><td style="text-align: right;">(349.00)</td><td style="text-align: right;">(1,999.00)</td></tr> <tr><td>February</td><td style="text-align: right;">(291.00)</td><td style="text-align: right;">(349.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>March</td><td style="text-align: right;">(541.00)</td><td style="text-align: right;">(3,449.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>(***Projected)</td><td> </td><td> </td><td style="text-align: right;">(6,900.00)</td></tr> <tr><td>Totals</td><td style="text-align: right;">(7,304.75)</td><td style="text-align: right;">(7,860.00)</td><td style="text-align: right;">(13,451.45)</td></tr> <tr><td>Budget</td><td style="text-align: right;">8,700.00</td><td style="text-align: right;">9,400.00</td><td style="text-align: right;">9,400.00</td></tr> <tr><td>Deficit/Surplus (annual)</td><td style="text-align: right;">1,395.25</td><td style="text-align: right;">1,540.00</td><td style="text-align: right;">(4,051.45)</td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>*Some planned tree works from 2022/23 rolled into April 2024 **Grounds Maintenance Monthly Contract Works £349pcm 2025/26 *** June 2024 £7820 Parish Council funds earmarked for churchyard path **** Projected payments from 2025/26 budget £700 treeworks, £6200 repairs to wall (Total £6900)</p>	Date	2023/24	2024/25	2025/26					April	(2,356.00)	(291.00)	(349.00)	May	(582.00)	(291.00)		June	0.00	(407.00)	(698.00)	July	(582.00)	(349.00)		August	(649.00)	(349.00)	(698.00)	September	(291.00)	(349.00)	(1,062.45)	October	(291.00)	(599.00)	(349.00)	November	(1,069.75)	(349.00)	(349.00)	December	(361.00)	(729.00)	(349.00)	January	(291.00)	(349.00)	(1,999.00)	February	(291.00)	(349.00)	(349.00)	March	(541.00)	(3,449.00)	(349.00)	(***Projected)			(6,900.00)	Totals	(7,304.75)	(7,860.00)	(13,451.45)	Budget	8,700.00	9,400.00	9,400.00	Deficit/Surplus (annual)	1,395.25	1,540.00	(4,051.45)					138/26
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	<p>It was resolved that the committee will request that the Parish Council consider renewing the path as a community project in the forthcoming budget year, subject to obtaining quotes for the works.</p>	139/26																																																																												

	<p>ACTION: Revd Carmyllie will submit a faculty application to seek approval for the footpath renovation.</p> <p>ACTION: Clerk to seek three quotes for works to renovate the path</p>	
8.	Reports from Members and Clerk for information only – not for debate	
	<p>Items arisen, since the last meeting for information only, that may result in future agenda item.</p> <p>A Memorial Safety Inspection is due in the churchyard. ACTION: The Clerk will investigate suitable stonemasons to carry out the inspection.</p> <p>Judith Davies reported that she would like to form a volunteer group to help clean moss from older memorials in the churchyard, improving both their appearance and the legibility of their inscriptions.</p> <p>It was reported that in response to observations from neighbours of the church who have been disturbed by unacceptable behaviour in the churchyard, the Churchyard is now closed from Friday 4pm – Saturday 9.30 am and Saturday 4pm – Sunday 8am at weekends.</p>	<p>140/26</p> <p>141/26</p> <p>142/26</p>
9.	Next Meeting Date	
	To next meeting is to be held Monday 15 th June at 2pm.	143/26

Meeting Closed at 2.45pm.

Draft Minutes Subject to Confirmation

Cllr Clifford Ball Date:.....
Chairman

Churchyard Budget/Expenditure & Forecast 2026-27

	Maint & Grounds Contract	Payments Tree Report	Treeworks	Memorials	Churchyard Wall	Total	Running Total YTD	Predicted % of Budget Spent	Actual 2024/25	Actual 2025/26
Date	£	£	£	£	£	£	£	%		
Apr-26	349					349	349	2.33%	291	349
May-26	349				6000	6349	6698	44.65%	291	
Jun-26	349		2750		480	3579	10277	68.51%	407	698
Jul-26	349					349	10626	70.84%	349	
Aug-26	349					349	10975	73.17%	349	698
Sep-26	349					349	11324	75.49%	349	1,062
Oct-26	349					349	11673	77.82%	599	349
Nov-26	349					349	12022	80.15%	349	349
Dec-26	349					349	12371	82.47%	729	349
Jan-27	349					349	12720	84.80%	349	1,999
Feb-27	349					349	13069	87.13%	349	349
Mar-27	349					349	13418	89.45%	3449	349
Totals	4188	0	2750	0	6480	13418			7860	6,551
% of Budget Spent	100	0	92	0	100	89			52	44
Budget	4188	900	3000	412	6500	15000			9400	9,400
Variance						1582**			1540*	2849*

*Projected Costs

4389*
1582**

5971

*** June 2024 £7820 Parish Council funds earmarked for churchyard path

£13,791