

**Minutes of Greatham Parish Council Old Church Advisory Committee
held at St John the Baptist Church on Wednesday 21st February at 7.30pm**

Present Chairman Alan Bridgman (AB), Theresa Whelan (TW), David Self (DS), Anne Ballard (ACB), David Rudd (DRu), Boopie Cope (BC), David Redman (DRe), Carole Rudd (CR), Anna Dale-Harris (ADH)
Clerk to the Council: Jane Ives

1. Chairman's Announcements

The Chairman welcomed the members to the meeting.

2. Apologies for Absence

Apologies received from Peter Merz and Debbie Hedicker.

3. Minutes of the Old Church Advisory Committee meeting on 22nd November 2017

The minutes of the meeting of 22nd November 2017 were approved and signed.
Proposed: Alan Bridgman. Seconded Carole Rudd. All in favour.

4. Matters arising from the minutes of the Old Church Sub Committee meeting on 22nd November 2017

TW suggested that the Friends of Greatham Old Church should be promoted in the upcoming parish newsletter. A register should be kept to include name, contact details and indicate their interest ie events, maintenance, news. There should be a disclaimer to comply with data protection regulations. The Clerk to confirm how best to store this information.

Action Clerk

TW proposed some wording to go into the newsletter as follows:

Friends of Greatham Old Church – We invite anyone with an interest in our beautiful Old Church and also anyone who would like to help out with functions and/or upkeep and maintenance of the churchyard to join our group. Please contact Teresa Whelan 01420 538221 for further information.

ACB suggested that a Facebook page could be set up for the Old Church. TW also suggested using Next Door an online community.

TW suggested that there is a standard procedure for saying thank you when grants are received. The Clerk advised a letter is sent to acknowledge receipt and agree terms.

ADH requested to see a copy of the draft parish council newsletter regarding work at the Old Church. She additionally requested that the Leche Trust and other grants given are mentioned in the article.

Action Clerk

ACB wanted to confirm that all terms of grants are followed up such as speaking to grant providers about dates of work and ensuring all terms are adhered to.

Action Clerk

There were requests from ADH & ACB that they be copied in on correspondence regarding grants. AB requested that committee members ask the Clerk if they want any information regarding progress of grants. CR suggested that the Clerk inform the committee once particular milestones have been met.

Action Clerk

DRu left the meeting.

ADH suggested that the Old Church leaflet is put on hold and revised after the upcoming work is done.

5. Terms of Reference

ADH concerned about the use of the heading 'Responsibilities' in the terms. CR advised that these terms had already been adopted by Council and that all committee members were asked for feedback prior to this. When the document is reviewed next then the requested amendments can be considered by the Council. **Action Clerk**

The Clerk to check with the Council's insurers regarding members of the public carrying out work at the Old Church. **Action Clerk**

6. Financial Report

The financial report was provided by the Clerk and is attached at Appendix 1. CR and AB asked to note thanks to the Clerk and to TW for their work in reconciling the report.

ADH presented a cheque for £47.80 towards work on the Old Church made up of £22 donations, £16.80 from sale of cards and £9 from sale of marmalade.

7. Old Church work

ACB and the Clerk outlined the timetable for the work to be carried out.

2 nd March	Scaffolding to be erected
6 th March	Torquil McNeilage to start work on the inside chancel wall
9 th March	Approximate date for tomb work to commence
June 2018	Scaffolding to be erected on outside chancel wall and work to commence

The Clerk to contact Torquil McNeilage regarding dates for outside chancel wall work so that it doesn't clash with the Pimm's Party on 9th June.

ADH reminded the committee that the planned works were partial and that the full works could run to some £20k. She was concerned about the tomb work going over the allocated budget of £7,500 and whether there was a plan in place. TW said that work would have to stop until further advice is sought.

8. Safety at the Old Church

AB and BC visited Old Church prior to meeting. The old French drain is available. CR advised that DRu will discuss putting mesh over the trench, and the Clerk advised that Cllr Cheesman is intending to put up some posts and rope.

BC advised that there is a gap in the hedge from The Manor which residents of The Manor are using as a footpath to the main road. ADH was also concerned that stones on site are being moved around. BC suggested planting blackthorn/hawthorn/sloe or similar in the gap. The Clerk to write to L'Abri re access across this land and research potential permanent signage to go around the churchyard. **Action Clerk**

ADH suggested that to confirm boundary it would be worth trying to obtain the deeds for the Old Church. She would pass the details of the solicitor who she believes may hold the deeds to the Clerk. **Action ADH/Clerk**

9. Maintenance Days

ADH/BC provided a plan of the churchyard with a planting and cutting scheme. This is attached at Appendix 2. ADH would like this to be done with the aim of redesignating the area as a Site of Interest for Nature Conservation (SINC).

The churchyard does need to be strimmed imminently and it was agreed that a maintenance day would take place on Saturday 3rd March starting at 10am.

10. Fundraising/Grants

AB asked if any further fundraising events were needed other than the items in item 11. CR asked for a date to be set for Carols by Candlelight and this was agreed.

11. Upcoming Events

Wedding Anniversary Open Day on Saturday 14th April 2018, 10am onwards

Pimm's Party on 9th June 2018, 6-8pm

Carols by Candlelight on Saturday 8th December, 6pm

12. Date of next meeting - Date to be agreed by email. To enable a majority of members to attend the Clerk to circulate the suggested dates of 16th, 23rd or 30th May and go with the majority.

13. Meeting closed at 9pm.

Appendix 1: Financial Report

Date	Chq No.	Name	Details	£	£
01/04/17		Opening Balance		£ 1,244.42	
		<u>Income</u>			
27/04/17		Donation		£ 70.00	
28/04/17		Bank Interest		£ 0.01	
09/06/17		Donation		£ 10.00	
12/06/17		Donation		£ 80.40	
30/06/17		Bank Interest		£ 0.01	
28/07/17		Pimms Party		£ 609.05	
31.07.17		Bank Interest		£ 0.01	
09/08/17		Tickets Pimms Party		£ 60.00	
31/08/17		Bank Interest		£ 0.01	
11/09/17		Donation		£ 22.00	
29/09/17		Bank Interest		£ 0.01	
31/10/17		Bank Interest		£ 0.01	
30/11/17		Bank Interest		£ 0.05	
		Tesco's Bags for Help			<i>For tomb work</i>
22/12/17		Grant		£ 1,000.00	
27/12/17		Bank Interest		£ 0.06	
2017/18		Trsf. from council reserves		£ 2,000.00	
		Total income		£ 3,851.62	
		<u>Expenditure</u>			
03/07/17	915	Dr J Paul	Exterior Water Supply	£ 119.55	
21/07/17	923	Mrs A Ballard	Netting	£ 137.40	
26/09/17	935	Mr A Bridgman	Materials for repairs	£ 22.85	
		Total expenditure		£ 279.80	
		Total		£ 5,096.04	£ 279.80
20/02/18		Balance		£ 4,816.24	
		<u>Funds to be received</u>			
2018/19		Trsf. from council reserves		£ 2,000.00	
May-18		EHDC grant for tomb		£ 2,500.00	
May-18		Leche Trust grant		£ 3,500.00	
2018/19		District Councillor grant		£ 1,000.00	
				£ 9,000.00	
		<u>Costs of upcoming</u>			

work

Mar-18	Repairs to chancel wall interior	£ 1,650.00
Mar-18	Repairs to tomb	£ 7,000.00
Jun-18	Repairs to chancel wall exterior	£ 1,700.00
Jun-18	Minor repairs to roof (David Self)	
		<hr/>
		£ 10,350.00
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Appendix 2: Churchyard at Old Church

UPKEEP OF OLD CHURCHYARD – MAINTENANCE PROGRAMME

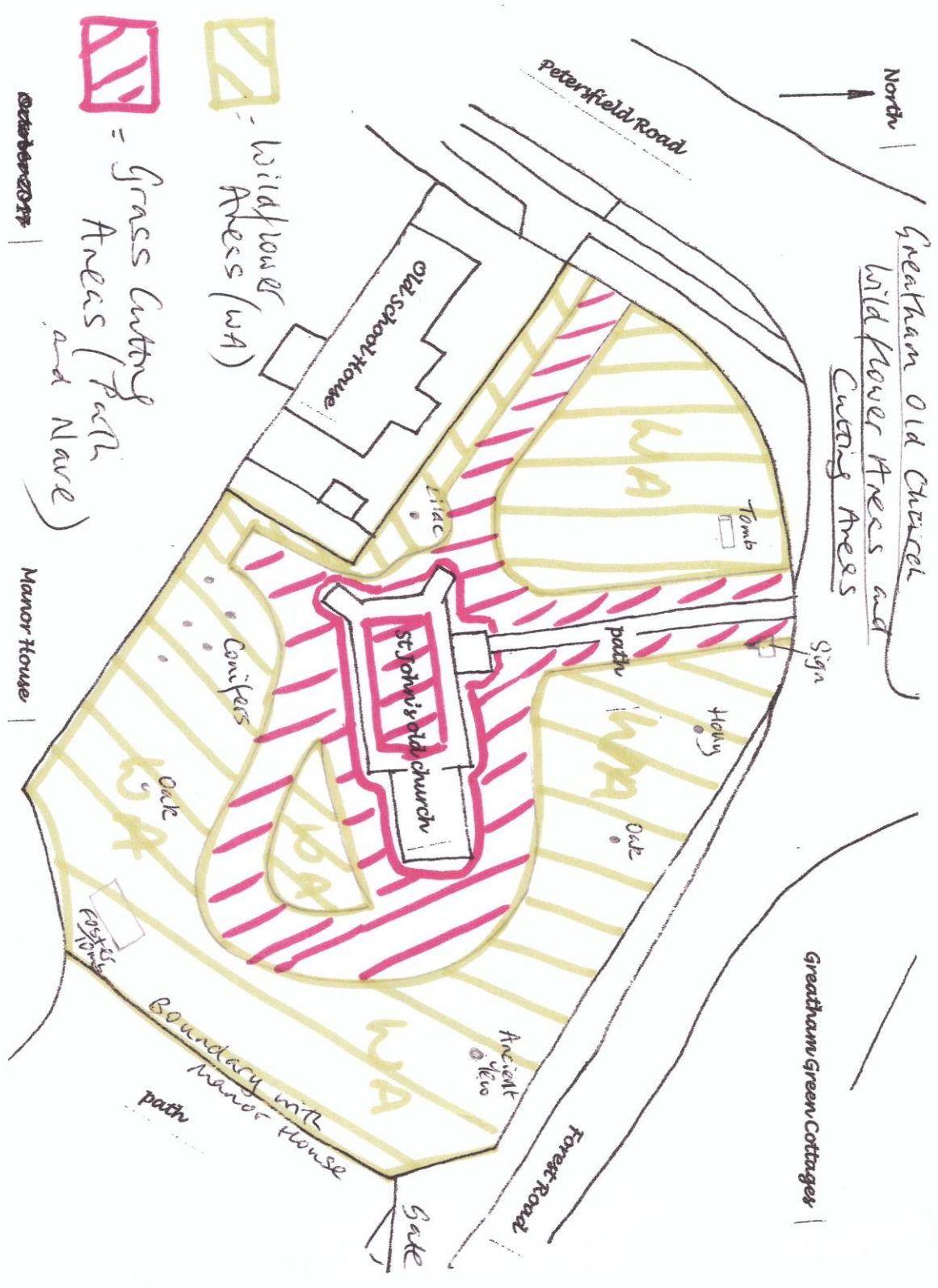
AIMS

1. To encourage wildlife, specifically plants and flowers to attract bees and pollinators, and to re-qualify for SINC (Site of Interest for Nature Conservation) status *
2. To maintain the setting of the C13th ruined church as a place for quiet contemplation.

ACTIONS

1. To establish 'wildflower areas' of the churchyard, which will be marked by low-level hazel fencing. Cutting within these wildflower areas (WA) will be at designated times only (Feb/March and July/August) – and supervised by members of OC committee responsible (ADH/BC)
2. To cut a walking path into and around the Old Church itself (as per plan), avoiding strimming within 2 feet of the old walls or tombstones. Path and Nave to be cut regularly during the growing season, with help of Manor House or other village volunteers, as and when requested by OC committee responsible. (PM/ADH/BC)
3. Hedge cutting should be restricted to once a year, after the nesting season. Holly within the hedges should not be cut. Planted as part of the village Millennium Tree Planting project it should be left to grow into holly trees.
4. To keep laurel under control (as recommended by the Hampshire Wildlife Trust), to protect tombs in southwest corner of graveyard, and to increase sunlight to encourage flowers and grasses.
5. To compile a record of all wildflowers, grasses and plants growing in the old churchyard – with photographs – to submit as evidence for SINC designation.

* We had been told that one of the reasons for being de-designated was that the churchyard grass was being cut too often leading to loss of wildflowers.



- = Wildflower Areas (WFA)
- = Grass Cutting Areas (Park and Nave)

Flowers in the Old Churchyard 2017 -2018

(This list is not exhaustive)

Foxgloves
Red Campion
Meadow Buttercup
Bramble
Cow Parsley (Queen Ann's Lace)
Speedwell
Ox eye Daisy
Clover
Dandelion
Ivy
Sorrel
Soapwort
Dog's Violet
Lesser Celandine
Vetch
Stitchwort
Coltsfoot
Grasses
Yarrow
Lady's smock
Shepherd's purse
Chickweed
Crane's bill
Spear plume thistle
Snowdrop

Planted

Yellow rattle
Forget me not
White foxglove
Purple foxglove

This summer I will photograph and identify the grasses growing in the Old Church yard

ACTION LIST as at 21st February 2018

Date	Action	Responsible
21/02/18	Include text re Friends of Old Church in newsletter	Clerk
21/02/18	Follow up any grant conditions with tomb grant providers	Clerk
21/02/18	Amend TOR at a later date re use of word 'Responsibilities'	Clerk
21/02/18	Check with Council's insurers re maintenance work at Old Church	Clerk
21/02/18	Write to L'Abri re access across churchyard	Clerk
21/02/18	Pass details of solicitor holding deeds and Clerk to write requesting copies	ADH/Clerk