

**MINUTES OF THE MEETING OF THE
BURIAL GROUND AND GARDEN OF REMEMBRANCE COMMITTEE
HELD ON 22nd SEPTEMBER 2004 AT 7.00 p.m. AT PAVILION, MANOR FIELD**

Present : Cllr Mr A Barnett
Cllr Mr J Gaywood
Cllr Mrs A Oxtoby (Chairman)

In attendance : Mrs J Hoad (Clerk)

1. Apologies for absence

Apologies had been received from Cllr Mrs J Burns and Cllr Mrs Y Coutts.

2. Declarations of Interest

Cllr Mrs A Oxtoby declared a personal interest under minute item 5 (a) and (b), in respect of the grave of the late P McClelland, as the wife of the deceased is an acquaintance.

3. Minutes of the last meeting

RESOLVED: That, the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 1st July 2004 be approved and signed as a correct record.

4. Health and Safety

The Committee expressed its disappointment that Mr Gay had not attended the site meeting earlier in the evening. It was reported that Mr Gay had returned to site to complete the remedial work to a number of the memorials which the Committee had identified as still being unsatisfactory and that he had informed the Committee that the memorials should not be tested immediately after remedial work had taken place, as the soil and turf had not had the opportunity to "bond". The Committee had examined a number of the memorials before the start of the meeting and was still not satisfied with the standard of repairs. The Clerk reported that the invoice submitted by Mr Gay for payment for repairs undertaken to the memorials would not be settled until such time as the Committee was satisfied with the standard of repairs.

The Committee noted that Mr Gay had not yet undertaken the annual health and safety inspection of the burial grounds, which should have taken place in June.

The Committee noted that Mr Gay had been invited to provide a quotation to lower the memorial on the Cuddy grave, in order for it to comply with the rules and regulations in terms of its height. To date no response had been received.

RESOLVED: That,

(1) the Clerk be asked to write to Mr Gay informing him that the Council is not satisfied with the standard of repairs undertaken to memorials in the burial ground and that he be requested to re-inspect the memorials and report back his findings to the Committee by no later than the end of October. In addition Mr Gay should be further informed that if he does not comply with the Committee's request, the Council would seek a second opinion and that it would seek to recover any costs incurred as a result of this additional work and,

(2) Mr Gay be asked to confirm whether he is interested in providing a quotation to lower the memorial on the Cuddy grave and,

(3) Mr Gay be asked to confirm when he intends to undertake the annual health and safety inspection in the burial ground.

The Committee welcomed the opportunity to meet with the Council's grave digger before the start of the meeting and noted his comments with regard to the Church of England section of the burial ground. The gravedigger had explained that there was probably only sufficient space for two more burials in the Church of England section and suggested that future Church of England burials should take place in the Roman Catholic section of the burial ground. He further informed the Committee that the ground in the Church of England was extremely hard and made the digging of graves extremely difficult.

RESOLVED: That, (1) Father Bridge and the Reverend Worssam be asked for their opinion in respect of the proposal that future Church of England burials take place in the Roman Catholic section of the burial ground and, (2) subject to agreement of Father Bridge and the Reverend Worssam, the gravedigger be asked to suspend further burials in the Church of England until such time as the ground conditions become more favourable and to undertake all Church of England burials in the Roman Catholic section of the burial ground, in sequential order thereby mixing Church of England and Roman Catholic burials in the same section.

5. Rules and regulations

The Committee considered a draft of the new rules and regulations relating to the new garden of remembrance and suggested a number of amendments.

RESOLVED: That, the rules and regulations for the new garden of remembrance be approved, as set out in appendix 1 attached to these minutes.

6. Burial Ground

(a) The Committee considered matters arising from the site inspection undertaken before the start of the meeting.

RESOLVED: That, arrangements be made for, (1) the grave of the late L J Tomkins, g 228 to be turfed and, (2) the tile kerbing and stones to be removed from the grave of the late Cuddy, g 488 and for the grave to be turfed and, (3) a further letter be written to the owner of the grave of the late A and R Smeath, g 211 and a notice be placed on the grave, advising that the Council intends to take action to remove the stones from the surface of the grave and for the grave to be turfed.

(b) The Committee considered a report on the action taken since the last meeting.

RESOLVED: That, the report be noted.

7. Garden of Remembrance

The Committee considered matters arising from the site inspection undertaken before the start of the meeting.

RESOLVED: That, Mr Munday be invited to provide a quotation to pressure wash the slabs in the Garden of Remembrance, where affected by trees overhanging from the closed church yard.

8. Closed Church Yard

(a) The Committee considered matters arising from the site inspection undertaken before the start of the meeting.

RESOLVED: That, Mr Munday be asked to provide a quotation to prune the holly tree located in the middle of the closed church yard and remove entangled bramble.

(b) The Committee considered a letter dated 17th July 2004 from the Chairman of the Buildings Committee of the PCC in which he raised a number of issues affecting the closed

churchyard. The PCC has confirmed that it is no longer in a position to organise work parties and therefore will not be able to assist with future maintenance of the lych gate and hedges. The Committee felt that the hedge adjacent to the highway would require trimming once a year, whilst the ornamental hedge next to the lych gate would require trimming twice a year. The PCC has requested that the crown of the large yew tree be raised by 4 metres to remove obstructions from the footpath and in advance of the building works. The PCC has confirmed the large bench is now secured.

RESOLVED: That, (1) the letter be noted and, (2) an opinion be sought from the tree officer from the District Council in respect of the proposed works to the large yew tree located in closed church yard and, (3) a quotation be sought to trim the hedge located in the closed churchyard immediately adjacent to the highway (excluding the ornamental hedge next to the lych gate).

9. New Burial Ground

The Committee estimate that the existing burial ground would reach its total capacity in approximately 10 to 11 years. This estimation was based on 8 burials per year, with 90 grave spaces remaining in the burial ground. The Committee examined photographs taken of the new burial ground located at Otford.

The Committee considered what advance works would be necessary in respect of establishing a new burial ground and felt that priority should be given to planting a new hedge along the boundary of the new burial ground with Manor Field. Budget costings had been obtained, but varied considerably from £15 to over £40 per linear metre. It was thought that it may take up to 6 years before a reasonable hedge would become established.

The Committee was of the opinion that it may be possible to provide access to the burial ground behind the Pavilion and therefore obviate the need to purchase a strip of land bordering Manor Field, currently owned by Messrs HF & J H Glover.

RECOMMENDED: That, (1) this Council re-affirms its commitment to the provision of new burial facilities within the Parish and, (2) subject to (1) before, the Clerk be asked to discuss with the planning authority the re submission of a planning application in respect of the provision of a new burial ground and in particular, establish whether it would be acceptable to submit drawings based on the previous application or whether it would be necessary to submit a detailed layout of the new burial ground with the new planning submission.

10. Financial Report

(a) The Committee considered a financial report indicating the net position of the Burial Ground and Garden of Remembrance Committee as at 16th September 2004.

RESOLVED: That, the report as set out in appendix 2 attached to these minutes be noted.

(b) It was reported that a request for payment for the interment of ashes in the Garden of Remembrance had been returned to the Parish Office in an envelope marked "not known at this address" and as the creditor no longer resided in the Parish, it was extremely unlikely that s/he could be traced.

RECOMMENDED: That, the debt of £65.00 due for the interment of ashes incurred during the financial year 2003/04 be written off.

11. Budget

(a) The Committee considered the budget for the year 2005/06.

RESOLVED: That, the draft budget for the Burial Ground and Garden of Remembrance Committee for the year 2005/06 be presented to the Finance and General Purposes Committee for consideration as set out in appendix 3 attached to these minutes.

(b) The Committee considered charges to levied from 1st April 2005 to 31st March 2006 in respect of the burial ground.

RECOMMENDED: That, the charges in respect of the burial ground effective from 1st April 2005 to 31st March 2006 remain the unchanged from the previous year and as set out in appendix 4 attached to these minutes.

12. Local Board

The Committee considered whether it had any projects for consideration of funding under the new Kent County Council initiative.

RESOLVED: That, the Committee had no projects to put forward for consideration for funding from this years budget allocation under the new County Council Local Board initiative.

13. ABA information

RESOLVED: That, ABA information sheet number 27 dated Autumn 2004 be received and noted.

14. Date of the next meeting

Wednesday 3rd November 2004 at 6.00p.m. at the Manor Field, Pavilion.

A site inspection will take place on 3rd November 2004 at 10.00 a.m. in the Hartley Burial Ground.

The meeting closed at 9.10 p.m.

Signed:.....
Chairman

Date:.....

PARISH COUNCIL OF HARTLEY

GARDENS OF REMEMBRANCE

RULES AND REGULATIONS

These rules and regulations are designed to preserve the peace, beauty and serenity of the Gardens of Remembrance for all.

- 1. The Gardens of Remembrance will be maintained by the Parish Council.**
- 2. There shall be no exclusive right of space allocated for any interment of ashes.**
- 3. No wreaths, vases or floral tributes shall be placed on the Gardens, in the precincts thereof or around the walls. Flowers may be left on the plinth adjacent to the Gardens.**
- 4. No planting of trees, shrubs or plants is permitted.**
- 5. The Parish Council reserves the right to remove any item which contravenes these regulations.**
- 6. Plaques may be fitted to the wall surrounding the Garden of Remembrance (see para 7 below) and/or memorials may be laid on the ground to mark the position of the interment (see paras 8, 9 and 10 below).**
- 7. Plaques fixed to the wall surrounding the Garden of Remembrance shall be formed of bronze and be of a similar size and design to existing. Plaques shall not exceed 75 letters or figures and shall be placed strictly in chronological order.**

8. Memorials in the new Garden of Remembrance marking the space where ashes have been interred shall be of natural quarried materials and subject only to those variations in colour, natural characteristics and regional variations as are accepted by the National Association of Memorial Masons.

9. Stone memorials shall not exceed 8” by 6” (200mm by 150mm) in size and a copy of every inscription, the form, dimensions and material of every memorial shall be submitted to the Clerk at the Parish Office for approval by the Burial Authority.

10. Inscriptions on stone memorials shall be restricted to include names, date of birth and date of death only. No further embellishment around the memorial is permitted.

11. A Book of Remembrance is kept in All Saints Church in the Chancel where you are welcome to place your flowers nearby.

**Clerk to the Council
The Parish Council Office
Hartley Library
Ash Road
Hartley
Longfield
Kent DA3 8EL**

Tel/fax no 01474 709441

Hartley Parish Council
Summary of Receipts and Payments
 Cost Centre 4 Burial Grounds

Code	Title	Receipts		Payments		Underspend (+) /Overspend (-)	Net Position
		Estimated	Actual	Estimated	Actual		
90	Grass cutting General			850.00		464.00	386.00
91	maintenance Maintenance			600.00		164.35	435.65
92	contract			1,800.00		694.00	1,106.00
93	Spoil removal			300.00			300.00
94	Plinth						0.00
95	Graves/interments		640.00				640.00
96	Interment of ashes		285.00				285.00
97	Memorials						0.00
98	Plaques						0.00
99	New B/G grass cut New B/G advance			100.00			100.00
100	wks			1,000.00			1,000.00
101	All/St grass cut			650.00		360.00	290.00
102	All/St gen main			200.00			200.00
103	Health and Safety			600.00			600.00
104	Lay by			50.00			50.00
105	Blue Sacks						0.00
NET TOTAL		0.00	925.00	6,150.00		1,682.35	5,392.65
V.A.T.			0.00			5.25	
GROSS TOTAL			925.00			1,687.60	

Expenditure	Budget 2004/05	Spent so far	Projected expenditure to 31st March 2005	Estimate for year	Budget 2005/06	Notes
Grass cutting	850.00	464.00	250.00	714.00	800.00	Contract completes 31/03/06
General maintenance	600.00	164.35	200.00	364.35	600.00	
Maintenance contract	1,800.00	694.00	1,050.00	1,744.00	1,800.00	Contract completes 31/03/06
Spoil removal	300.00	-	300.00	300.00	300.00	
New Burial Ground grass cutting	100.00	-	100.00	100.00	125.00	
New Burial Ground advance works	1,000.00	-	-	-	2,000.00	
All Saints grass cutting	650.00	360.00	200.00	560.00	600.00	
All Saints general maintenance	200.00	-	200.00	200.00	500.00	
Health & Safety	600.00	-	1,700.00	1,700.00	500.00	
Lay by New wall g/r	50.00	-	50.00	50.00	-	?
TOTAL	6,150.00	1,682.35	4,050.00	5,732.35	7,225.00	
Income						
Graves/interments		640.00				
Interment of ashes		285.00				
Memorials		-				
Plaques		-				
TOTAL		925.00				

HARTLEY PARISH COUNCIL HARTLEY BURIAL GROUND

Parish Clerk: Mrs J Hoad,
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent
DA3 8EL
Tel/fax: 01474 709441
E mail: mail@hartleyparishcouncil.org.uk

CHARGES EFFECTIVE FROM 1ST APRIL 2005 TO 31ST MARCH 2006

EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVES

- | | |
|--------------------------------------------------------------------|-----------|
| 1. For the exclusive right of burial of a body in a grave space | £85.00 |
| 2. For the exclusive right of burial of an infant up to 1 year old | No charge |

INTERMENT

- | | |
|----------------------------------------------------------|-----------|
| 1. For the interment of body in grave space (incl. turf) | £95.00 |
| 2. For the interment of infant up to 1 year old | No charge |
| 3. Interment of ashes in garden of remembrance | £70.00 |

MEMORIAL AND PLAQUES

- | | |
|-------------------------------------------------|--------|
| 1. Approval of memorial | £60.00 |
| 2. Additional inscription to memorial | £35.00 |
| 3. Approval of plaque for garden of remembrance | £35.00 |

OTHER CHARGES

- | | |
|-------------------------------------------|-------|
| 1. Hire of Manor Field car park (Funeral) | £5.00 |
|-------------------------------------------|-------|

ALL THE ABOVE FEES ARE DOUBLED FOR NON RESIDENTS OF HARTLEY

Hartley Parish Council's gravedigger: Mr M Harrington
MDH Contractors
Station Road
Kemsing, Sevenoaks
Kent
Tel no: 01732 762950