

**MINUTES OF THE MEETING OF THE
BURIAL GROUND AND GARDEN OF REMEMBRANCE COMMITTEE
HELD ON 3rd NOVEMBER 2004 AT 6.00 p.m. AT PAVILION, MANOR FIELD**

Present : Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mrs Y Coutts
Cllr Mrs A Oxtoby (Chairman)

In attendance : Mrs J Hoad (Clerk)

1. Apologies for absence

Apologies had been received from Cllr Gaywood.

2. Declarations of Interest

Cllr Mrs A Oxtoby declared a personal interest under minute item 7, 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 22nd September 2004 be approved and signed as a correct record.

4. Financial Report

The Committee examined a report indicating the current net position of the Burial Ground and Garden of Remembrance Committee as at 28th October 2004 and was satisfied that the projected expenditure to the end of the year was in line with the budget. It was noted that payment to S Gay for works to stabilise a number of memorials in the Burial Ground and Garden of Remembrance was still outstanding and would not be authorised for payment until such time as the Committee was satisfied with the repairs.

RESOLVED: That, the financial report, as set out in appendix 1 attached to these minutes be noted.

5. Budget

The Committee considered whether it wished to include the provision for building a wall around the new garden of remembrance within next year's budget.

RESOLVED: That, the matter be deferred for consideration within the 2006/07 budget.

6. Health and Safety

(a) The Committee considered a report on the site meeting with S Gay held on 19th October 2004. At the beginning of the year, Mr Gay had been asked to undertake repairs to 44 memorials in the Burial Ground and 7 memorials in the closed church yard, but the Committee was still not satisfied with the standard of repairs carried out to 9 of the memorials.

RESOLVED: That, (1) Mr Gay be informed of the 9 memorials which have not been repaired to the complete satisfaction of the Committee and that he be instructed to return to site to undertake the necessary remedial work to stabilise the affected memorials and that he be asked to complete this work by the end of the year and, (2) further to this, Mr Gay be asked to undertake the annual safety inspection of all the memorials in the Burial Ground and the closed churchyard and that this work be completed by the end of the year.

The Committee was reminded of a previous decision whereby all new memorials installed in the Burial Ground are to be of the monolith design. Concern had been expressed at the site meeting held on 19th October with Mr Gay's method of fixing this design of memorial, which it would appear does not comply with National Association of Memorial Masons' (NAMM's) recommended Code of Working Practice.

RESOLVED: That, (1) the decision that all new memorials erected in the Burial Ground shall be of a monolith design be re-affirmed,

(2) all new memorials and memorials taken away for additional inscriptions shall be fixed strictly in accordance with NAMM's recommended Code of Working Practice and,

(3) the information sheet be amended to incorporate the requirements of (1) and (2) above, and as set out in appendix 2 attached to these minutes.

7. Burial Ground

The Committee considered matters arising from the site inspection.

The Committee was satisfied that it had done everything possible to contact the owner of the grave of the A and R Smeath (g 211), by writing directly to the owner and placing a notice on the grave and as no contact had been forthcoming from the owner, the Committee had been left with no alternative but to make arrangements for the stones on the grave to be removed and stored in a safe place for a period of upto 1 month for collection, and for the grave to be turfed.

The Committee expressed its disappointment that the owner of the grave of the late P McClelland had reneged on her agreement made with the Committee on 19th May 2004 to replace the stones with bark.

The Committee was also disappointed that the owner of the grave of the late J Morgan had chosen not to respond to a letter dated 22nd September 2004 requesting once again that the stones be removed from the surface of the grave and replaced with either peat or bark.

RESOLVED: That, (1) a new dustbin be purchased, (2) arrangements be made for the stones on the g 211 to be removed and stored for collection for a period of upto 1 month and for the grave to be turfed, (3) the owners of the graves of the late P A McClelland g (487) and J B Morgan (210) be informed of the Burial Authority's intention to remove the stones and turf the graves at the end of November 2004, and (4) arrangements be made for the grave of the late H W and M C Jordan (g 238) to be turfed.

8. Garden of Remembrance

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

RESOLVED: That, (1) Mr Munday be thanked for pressure washing the slabs in the Garden of Remembrance at no cost to the Council, (2) Mr Munday be asked to provide a quotation for pressure washing the slabs once a year, in order that the works may be included within the Burial Ground's maintenance contract, (3) consideration of planting perennials in the garden of remembrance be deferred to the Spring, (4) a white line be painted on the edge of the step, identified as being a trip hazard, on the path leading to the garden of remembrance opposite the plinth and, (5) a quotation be sought for the provision of a handrail, both sides of the sloping section of footpath, connecting the burial ground with the closed churchyard.

9. New Garden of Remembrance

The Rector has advised the Committee that the ground in the area of new Garden of Remembrance has not been consecrated and this was supported by photographic evidence tabled at the meeting.

RESOLVED: That, enquiries be made with the Rector to establish the procedure for consecrating the area of land to be used as a new Garden of Remembrance.

10. Closed Church Yard

- (a) There were no matters arising from the site inspection undertaken earlier in the day.
- (b) The Committee considered a report on a meeting with the District Council's tree officer and accepted his advice that no work should be undertaken to raise the crown of the tree by 4 metres, as requested by the PCC, but that the yew tree would benefit from some sympathetic tree work to improve light penetration by removing dead wood, cutting back overhanging branches from adjoining trees and removing self seeded saplings.

The Committee considered two quotations to undertake such tree work to the yew tree.

RESOLVED: That, the quotation from Austin Treework to remove dead wood, shape branches to allow unhindered access by the pall bearers, remove saplings, cut back sycamore branches, and dispose of arisings, for the sum of £400.00 plus VAT be accepted.

- (c) The Committee considered a number of quotations to undertake various works in the closed church yard.

RESOLVED: That, the quotations from Mr Munday to (1) prune the holly bush and remove bramble for the sum of £20.00, (2) trim hedge adjacent to the highway and remove arisings for the sum of £20.00 and, (3) cut down bramble on the southern boundary, spray in the Spring, including the tree stump next to the Best memorial for the sum of £20.00, each be accepted.

11. New Burial Ground

The Committee considered a report on a meeting with the Planning Officer to discuss the re submission of a planning application in respect of the new Burial Ground. The Committee examined a drawing that had been submitted with the previous planning application, which had now since lapsed. There was some difference of opinion as to the means of access to the new Burial Ground. The majority of the Committee favoured providing access by means of a road from the overspill car park located just inside the entrance to Manor Field and extending behind the Pavilion. However, an alternative means of access was also considered, by providing a footpath from the corner of the existing car park next to the Pavilion, thus only allowing pedestrian access to the new Burial Ground.

The Committee agreed the approximate position of the main paths within the new burial ground, one of which would be sited over the top of an existing water main which runs through the proposed site. It was suggested this path could be lined on either side with a row of trees.

RECOMMENDED: That, quotations be invited from architects to prepare drawings and documentation necessary for the submission of a planning application to the Planning Authority and that, the scheme would include provision for vehicular access from the overspill car park to the proposed burial ground, extending behind the Pavilion and that the architectural drawings would include a layout for the new Burial Ground.

12. Date of the next meeting

Wednesday 19th January 2005 at 6.00p.m. at the Manor Field, Pavilion.

A site inspection will take place on 19th January 2005 at 10.00 a.m. in the Hartley Burial Ground.

The meeting closed at 8.40 p.m.

Signed:.....
Chairman

Date:.....

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

Code	Title	Receipts		Payments		Underspend (+)	Net Position
		Estimated	Actual	Estimated	Actual	/Overspend (-)	
90	Grass cutting General			850.00		721.00	129.00
91	maintenance Maintenance			600.00		134.35	465.65
92	contract			1,800.00		972.50	827.50
93	Spoil removal			300.00			300.00
94	Plinth						0.00
95	Graves/interments		1,000.00				1,000.00
96	Interment of ashes		355.00				355.00
97	Memorials						0.00
98	Plaques						0.00
99	New B/G grass cut New B/G advance			100.00		100.00	0.00
100	wks			1,000.00			1,000.00
101	All/St grass cut			650.00		520.00	130.00
102	All/St gen main			200.00		30.00	170.00
103	Health and Safety			600.00		38.00	562.00
104	Lay by			50.00			50.00
105	Blue Sacks						0.00
NET TOTAL		0.00	1,355.00	6,150.00		2,515.85	4,989.15
V.A.T.			0.00			22.75	
GROSS TOTAL			1,355.00			2,538.60	

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
The Parish Council Office, Hartley Library, Ash Road
Hartley, Longfield, Kent DA3 8E L
Tel/fax no: 01474 709441

FOR YOUR INFORMATION

The Garden of Remembrance and the Burial Ground adjoining All Saints' Churchyard in Hartley are in the care and ownership of the Parish Council. It is the Council's desire that they shall be kept as places of beauty and comfort. A gardener tends the flower beds and grass cutting is carried out regularly.

Burial Ground

- Grave spaces can be marked with an engraved headstone only and may incorporate a vase. All headstones, which should be of naturally quarried or carved stone, should not exceed 3 feet or 900 mm in height or exceed 2 feet 6 inches *or 750 mm* in width. *The design of all new memorials erected in the Burial Ground shall be of a monolith design and shall be installed strictly in accordance with the recommended Code of Working Practice published by the National Association of Memorial Masons.* The design and inscription on the headstone should be submitted to the Parish Council for approval.
- *All memorials removed from the Burial Ground for additional inscriptions shall be reinstated strictly in accordance with the recommended Code of Working Practice published by the National Association of Memorial Masons.*
- The remainder of the grave space will be turfed *by the Burial Authority* and no shrubs or trees are to be planted in the Burial Ground or within the grave space.
- Some of the older graves have flower beds or even kerbstones for the really old ones. These are no longer permitted in accordance with the Council's policy which is for headstones only with a grass surround maintained by the Council.
- Until the new Burial Ground is ready for use, no reservations of graves will be allowed. The right of burial within the Burial Ground will be restricted to residents of Hartley or those who have had strong connections to the village in the past.
- Full sized graves are not available for the interment of ashes

Garden of Remembrance

- The Garden of Remembrance is looked after by our gardener. Inside All Saints' Church in the chancel is the Book of Remembrance. Flowers in memory of loved ones will always be welcomed there or may be left on the plinth adjacent to the Garden, and must not be left in any part of the Garden.

The Council is conscious of the need to preserve the area as a place of quietness, dignity and beauty and is active in carrying out this policy.

Any matters concerning the Garden of Remembrance and the Burial Ground should be addressed to the Clerk to Hartley Parish Council at the address given.

** Proposed amendments indicated in italics*

APPENDIX 1

Approved by the Parish Council on 21 July 2000
Amendments approved by Council on 5th April 2004 & 14th June 2004