

**MINUTES OF THE MEETING OF THE
BURIAL GROUND AND GARDEN OF REMEMBRANCE COMMITTEE
HELD ON 19th JANUARY 2005 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

There were no declarations of interest.

3. Minutes of the last meeting

RESOLVED: That, the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 3rd November 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 13th January 2005. It was explained that the account for the repairs to the memorials undertaken by S Gay had not yet been settled and that it was unlikely the budgeted expenditure for the new burial ground advance works would be spent before the end of the financial year.

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

5. Health and Safety

It was reported that S Gay had completed all the outstanding repairs to memorials, as requested by the Council. Mr Gay stated that some movement may still be evident to a number of the memorials, due to a number of factors: design of the memorial (mostly lawn memorials), ground conditions (clay) and current weather conditions. Nevertheless, Mr Gay was satisfied that all the memorials in the burial ground were as safe as could be expected. The Clerk has requested this be confirmed by Mr Gay in writing.

RESOLVED: That, (1) the Committee accepts the view of Mr Gay in respect of the stability of the memorials and is satisfied that it has taken all reasonable steps to ensure the safety of members of the public visiting the burial ground, (2) the condition and stability of the memorials continue to be monitored and (3) advice be sought from the Association of Burial Authority in respect of the appointment of suitably competent person/s or company to undertake next year's annual safety inspection.

6. Burial Ground

(a) The Committee considered matters arising from the site inspection undertaken earlier in the day.

RESOLVED: That, (1) the burial ground site inspection report, as set out in appendix 2 attached to these minutes, be noted and, (2) Mr Munday be

requested to remove the moss from the path with an application of sulphate of iron to the offending areas.

(b) It was reported that, in accordance with Financial Regulations 3.3, the Clerk had instructed T D Munday to replace two damaged fence panels located in the burial ground on the boundary with Hartley Court, caused as a result of high winds over the weekend of 8/9th January 2005.

RESOLVED: That, the Clerk's action be confirmed.

7. Garden of Remembrance

The Committee considered matters arising from the site inspection undertaken earlier in the day.

RESOLVED: That,

(1) the garden of remembrance site inspection report, as set out in appendix 2 attached to these minutes, be noted,

(2) advice be sought from the local Horticultural Society on suitable plants that could be introduced to the garden of the remembrance to make the garden more attractive whilst being rested and to ask whether any member of the Society has any suitable plants they may wish to donate and,

(3) investigations be carried out on temporary paths, in order that the condition of the grass in the new garden of remembrance can be preserved during the interment of ashes.

8. New Garden of Remembrance

(a) The land to be used for the new Garden of Remembrance and land immediately adjoining the new Garden extending upto the end of the existing Garden of Remembrance, was consecrated on 21st December 2004 by the Bishop of Tonbridge.

RESOLVED: That, the report be noted.

(b) The Committee considered the levy of charges in respect of the interment of ashes and the approval of the stone tablets in the new garden of remembrance.

RECOMMENDED: That, the charges in respect of the new garden of remembrance, as set out in appendix 3 attached to these minutes, be approved.

9. Closed Church Yard

(a) The Committee considered matters arising from the site inspection undertaken earlier in the day.

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

(b) The Committee considered a quotation for the erection of a handrail in the closed church yard.

RESOLVED: That, subject to confirmation that the new handrail will be timber, the quotation from T D Munday for the erection of a handrail, approximately 8 feet long, to be fitted on both sides of the sloping section of path leading from the closed church yard to the burial ground for the sum of £58.50, be accepted.

10. New Burial Ground

(a) At the Council meeting held on 8th November 2004, it was resolved that the Burial Ground and Garden of Remembrance Committee be requested to investigate an alternative means of extending the existing Burial Ground by utilising the overspill car park at Manor Field and to report back its findings to the Council. The Committee gave the matter due consideration.

RESOLVED: That,

(1) the Committee is of the opinion that the proposal to extend the burial ground by utilising the overspill car park is not feasible for the following reasons:

(a) the Council has not yet secured ownership of the strip of land along the southern boundary of Manor Field, (b) the presence of the electricity main and incoming water main feeding the Pavilion, which run under the ground across the existing overspill car park, would be problematic and (c) the overspill car is a much needed resource and cannot be lost and,

(2) these views be put forward to the Council.

(b) At the last Committee meeting, it was requested that quotations be obtained from architects to prepare drawings and documentation necessary for the submission of a planning application to the Planning Authority in respect of the new burial ground.

Three local architects were invited to provide a quotation for the architectural work. Judd Architecture and Design verbally quoted a figure of £60 per hour, based on one day's work. Mr P Thomas, Architectural Projects has expressed an interest in providing a quotation, but to date has not returned a quotation. Mr E Broome has declined the invitation.

RESOLVED: That, no further action be taken until the position over the purchase of two strips of land at Manor Field has been clarified.

11. Date of the next meeting

Monday 21st March 2005 at 6.00p.m. at the Manor Field, Pavilion.

A site inspection will take place on 21st March 2005 at 5.30 p.m. in the Hartley Burial Ground.

The meeting closed at 7.10 p.m.

Signed:.....
Chairman

Date:.....

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		837.00	13.00
91	maintenance Maintenance			600.00		378.21	221.79
92	contract			1,800.00		1,251.00	549.00
93	Spoil removal			300.00			300.00
94	Plinth						0.00
95	Graves/interments		1,000.00				1,000.00
96	Interment of ashes		635.00				635.00
97	Memorials		95.00				95.00
98	Plaques		280.00				280.00
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		600.00	50.00
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	2,010.00	6,150.00		3,234.21	4,925.79
V.A.T.			0.00			22.75	
GROSS TOTAL			1,355.00			3,256.96	

Burial Ground Site Inspection
on 19th January 2005 at 10.00 a.m.

Present:

Cllr A Barnett

Cllr Mrs Y Coutts

Cllr Mrs A Oxtoby

Burial Ground

1. Two new fence panels have been erected on the boundary with Hartley Court, in the corner adjacent to the closed church yard.
2. Members present at the site meeting were informed that S Gay has completed all the outstanding repairs to memorials, as requested by the Council, which has been achieved by lowering and re fixing the memorials as appropriate. Some movement will still be found in a number of the memorials and he is uncertain as to what degree of movement the Committee would find acceptable. He states it would not be feasible for all movement to be eliminated.

S Gay has verbally informed the Clerk that as far as he is concerned all memorials in the burial ground are as safe as can be expected, bearing in mind the design of the memorials (mostly lawn memorials), the varying ground conditions (wet clay) and current weather conditions. The Clerk has requested this be confirmed in writing.

3. The stones on the surface of the grave of the late J Morgan and P McClelland have been removed and replaced with topsoil in the case of the Morgan grave and peat in the case of the McClelland grave.
4. There is moss present on the surface on the path in various locations throughout the burial ground. Mr Munday will be asked to apply sulphate of iron to remove the moss.

Garden of Remembrance

1. As the existing garden of remembrance is now being rested, members considered the merits of planting perennials in the garden and applying a layer of wood chippings to the surface to control the weeds. It was suggested the local Horticultural Society be approached to ask if its members had any suitable plants they may wish to donate to the Council.

Closed church yard

1. The pruning of the yew tree has been completed. Members were very pleased with the standard of workmanship.

2. The bramble to the holly bush and along the south boundary has been removed. The removal of the bramble along the south boundary has exposed what appears to be another grave and it was suggested that this area should be cleared further to uncover the remains of the grave.

3. The hedge adjacent to the highway (not the ornamental hedge under the lych gate) has been pruned. Concerns were expressed about a tree located on land at Hartley Court overhanging the highway. In addition, some concern was expressed about a tree located in the closed church yard also overhanging the highway, but it was agreed it did not present an immediate hazard and therefore no further action should be taken.

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 |
| 4. <i>Interment of ashes in new garden of remembrance</i> | £70.00 |

MEMORIAL AND PLAQUES

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|---|---------------|
| 1. Approval of memorial | £60.00 |
| 2. <i>Approval of</i> additional inscription to memorial | £35.00 |
| 3. Approval of <i>bronze</i> plaque for garden of remembrance | £35.00 |
| 4. <i>Approval of stone tablet for new garden of remembrance</i> | £35.00 |

OTHER CHARGES

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

Proposed alterations indicated in bold italics