

**MINUTES OF THE MEETING OF THE
BURIAL GROUND AND GARDEN OF REMEMBRANCE COMMITTEE
HELD ON 14th APRIL 2005 AT 6.00 p.m. AT PAVILION, MANOR FIELD**

Present : Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mrs Y Coutts (*arrived at 6.15 p.m.*)
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 19th January 2005 be approved and signed as a correct record.

4. Financial Report

The Committee examined a report indicating the net financial position of the Burial Ground and Garden of Remembrance Committee as at 15th March 2005.

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

5. Health and Safety

Cllr Mrs Coutts arrived at 6.15 p.m.

(a) The Committee considered, (1) a report outlining advice received from the Association of Burial Authorities, (ABA) in respect of the testing of memorials, which in their opinion should resist a force of 35 kg applied at a height of 1 metre to the existing memorial or at the apex, and in the case of new memorials should resist a force of 50 kg and, (2) details of companies able to offer an inspection, testing and reporting service for Burial Authorities, to ensure compliance with this recommended standard. In light of this information and advice, the Clerk's report presented to the Committee recommended that the Council review its current inspection and testing regime, to ensure the memorials located in the Burial Ground and Closed Church Yard meet the aforementioned industry standards.

Further advice from ABA confirmed that whilst there is no legal requirement specifying a test for a standard of safety, there is a legal requirement for public places to be maintained in a safe condition and that should there be an accident, the occupier may be required by the Health and Safety Executive or its insurers or the Courts to show that all reasonable precautions had been undertaken. The question arises: against what criteria might a memorial be measured to satisfy this standard. ABA state that the Memorial Safety Advisory Group (MSAG) take an example of "normal use" as a person using a memorial for support to pull him or herself up after kneeling to tend a grave and the engineering weight of a person is given at 70 kg, therefore expert advice is that a test at half this, i.e. 35 kg, should be acceptable as a reasonable test to establish stability. The MSAG recommend a higher margin of safety should be aspired to and that a 50 kg test should be applied for all new memorials.

The Committee was informed that ABA recommends the frequency of testing would largely depend on the type of structure (jointed memorials more often than monoliths), ground conditions, climate changes and may range from annually to five yearly and that memorial masons should have written method of work statements that confirms set standards of testing have been reached and measured.

The Committee noted that all new memorials installed in the Burial Ground were now required to be of the monolith design and that the memorial masons were required to install the new memorials in accordance with the recommended code of working practice published by the National Association of Memorial Masons.

The Committee was satisfied that it had taken all reasonable precautions to ensure the safety of the public, contractors and employees visiting the Burial Ground and Closed Church Yard, inasmuch as all the memorials had been inspected in June 2003 and repairs undertaken on all memorials found to be unstable and that a subsequent inspection undertaken in January 2005 had confirmed that all the memorials appeared to be safe. In addition, a visual inspection of the Burial Ground and Closed Church Yard is undertaken by an independent contractor on a weekly basis and Members of the Committee inspect the grounds before each Committee meeting

RECOMMENDED: That, in light of the advice received from the Association of Burial Authorities and the views of the Committee that it has taken all reasonable precautions to ensure the safety of those visiting the Burial Ground and Closed Church Yard by the implementation of the current inspection and testing regime, the Council should undertake a safety test of all the memorials located in each of the Grounds once every three years, so that the next test be undertaken in January 2008 and that the Council's insurers be informed accordingly.

(b) The Committee considered the visual inspection checklist of the Burial Ground and Closed Church Yard undertaken by an independent contractor for the period 1st November 2004 to 24th January 2005.

REOLVED: That the visual inspection checklist for the period 1st November 2004 to 24th January 2005 be noted.

6. Risk Assessment

The Committee considered the risk assessments of the Closed Church Yard, Burial Ground and Garden of Remembrance

RECOMMENDED: That, the risk assessments of the Closed Church Yard, Burial Ground and Garden of Remembrance, as set out in appendix 2 attached to these minutes, be adopted.

7. Burial Ground

The Committee noted there were no matters arising from the site inspection undertaken on 21st March 2005.

8. Garden of Remembrance

The Committee noted there were no matters arising from the site inspection undertaken on 21st March 2005. The Committee awaits a response from the Hartley and District Horticultural Society on a planting scheme for the Garden of Remembrance.

9. New Garden of Remembrance

(a) The Committee noted there were no matters arising from the site inspection undertaken on 21st March 2005.

(b) The Committee noted that the ground conditions in the new Garden of Remembrance were often very wet and considered the purchase of temporary walkways to protect the

surface of the new garden of remembrance at a cost of £162.50 for 2500mm x 1000mm section and £75.09 for 760mm x 1520mm section, plus delivery.

RESOLVED: That, the views of the Rector be sought.

10. Closed Church Yard

The Committee noted the handrails had been installed on both sides of the sloping path leading from the Closed Church Yard to the Burial Ground. There were no further matters arising from the site inspection undertaken on 21st March 2005.

11. Correspondence

- (a) RESOLVED: That, ABA Info no 28 and 29 be received and noted.
- (b) RESOLVED: That, the letter from the Parochial Church Council informing the Council of the archaeological investigation being undertaken at All Saints Church be received and noted.

12. Date of the next meeting

Tuesday 14th June 2005 at 6.00 p.m. at the Manor Field, Pavilion.

A site inspection will take place on 14th June 2005 at 5.30 p.m. in the Hartley Burial Ground.

The meeting closed at 6.50 p.m.

Signed:.....
Chairman

Date:.....

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

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+) /Overspend (-)
90	Grass cutting General			850.00	837.00	13.00
91	maintenance Maintenance			600.00	902.11	-302.11
92	contract			1,800.00	1,525.00	275.00
93	Spoil removal			300.00		300.00
94	Plinth					0.00
95	Graves/interments		1,190.00			1,190.00
96	Interment of ashes		985.00			985.00
97	Memorials		95.00			95.00
98	Plaques		350.00			350.00
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	2,620.00	6,150.00	4,032.11	4,737.89
V.A.T.			0.00		92.75	
GROSS TOTAL			2,620.00		4,124.86	

Risk Assessment Form

Activity: Garden of Remembrance			Assessment Date: 10/12/04		Review Date: 10/12/05	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Dog fouling - Ill health	Employees/public	'No Dogs' signs present. Dog bins provided where there is a persistent problem. Grass cleared before mowing. Local Dog Warden monitors.	Garden inspected on a weekly basis to ensure area is free from evidence of dog fouling (recorded)	Continue with current inspection regime	Low	Ongoing
Gates -injury due to poor maintenance	Employees/public	Closures inspected regularly and findings recorded. Rapid response to repairs.	Gate inspected on a weekly basis to ensure operates correctly and quietly (recorded)	Continue with current inspection regime	Low	Ongoing
Bins -injury due to poor maintenance	Employees/public	Inspected regularly and condition recorded as well as action taken. Rapid response to repairs.	Weekly inspection undertaken to ensure bins secure, undamaged and has been emptied since last inspection (recorded)	Continue with current inspection regime	Low	Ongoing
Seating - injury due to poor maintenance	Employees/public	Inspected regularly and condition recorded as well as action taken (in Summer). Rapid response to repairs. Plastic/durable seating used. Annual maintenance carried out over winter months.	Weekly inspection undertaken to ensure bench secure and undamaged (recorded) Rapid response to repairs	Continue with current inspection regime Continue with current arrangements	Low Low	Ongoing Ongoing
Walls - injury due to poor maintenance	Employees/public	Inspected regularly and findings recorded, as well as any action taken. Rapid response to repairs.	Wall inspected on weekly basis to ensure complete and secure (recorded) Rapid response to repairs	Continue with current inspection regime Continue with current arrangements	Low Low	Ongoing Ongoing
Defective	Employees/public	Regular inspections for safety	Weekly inspection of paving slabs and	Continue with current inspection	Low	Ongoing

surfaces - paths and paving slabs Slips/trips		defects (recorded). Rapid response to repairs. Temporary warning signs erected as necessary. Mossy areas treated regularly. Grass cuttings swept from walkways.	paths to ensure surface in good condition, free from litter and any dangerous objects (recorded) Rapid response to repairs Temporary warning signs erected as necessary Paving slabs pressure washed annually to remove any surface moss or algae White hazard warning line painted on step from path to garden of remembrance	regime Continue with current arrangements Continue with current arrangements Continue with current arrangements Ensure warning line is clearly visible	Low Low Low Low	Ongoing Ongoing Ongoing Ongoing
--	--	---	--	--	--------------------------------------	--

Assessor's signature: Date:	Clerk's signature Date:
--	--

Risk Assessment Form

Activity: Closed church yard, All Saints Church			Assessment Date: 10/12/04		Review Date: 10/12/05	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Defective surfaces- Paths Open Spaces Slips/trips	Employees/ public	Regular inspections for safety defects (recorded). Rapid response to repairs. Temporary warning signs erected as necessary. Mossy areas treated regularly. Grass cuttings swept from walkways.	Weekly inspections undertaken of paths and open grass to ensure in good condition, free from litter and any dangerous objects (recorded)	Continue with current inspection regime	Low	Ongoing
			Rapid response to repairs	Continue with current arrangements	Low	Ongoing
Fencing/ walls - injury due to poor maintenance	Employees/ public	Inspected regularly and findings recorded, as well as any action taken. Rapid response to repairs.	Weekly inspections undertaken to ensure fences complete and secure (recorded)	Continue with current inspection regime	Low	Ongoing
			Rapid response to repairs	Continue with current arrangements	Low	Ongoing
Dog fouling - Ill health	Employees/ public	‘No Dogs’ signs present. Dog bins provided where there is a persistent problem. Grass cleared before mowing. Local Dog Warden monitors.	Weekly inspection undertaken to ensure area free from evidence of dog fouling (recorded)	Continue with current inspection regime	Low	Ongoing
Gates -injury due to poor maintenance	Employees/ public	Closures inspected regularly and findings recorded. Rapid response to repairs.	Weekly inspection undertaken to ensure gates operate correctly and quietly (recorded)	Continue with current inspection regime	Low	Ongoing
			Rapid response to repairs	Continue with current arrangements	Low	Ongoing

Activity: Closed church yard, All Saints Church			Assessment Date: 10/12/04		Review Date: 10/12/05	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Seating - injury due to poor maintenance	Employees/ public	Inspected regularly and condition recorded as well as action taken (in Summer). Rapid response to repairs. Plastic/durable seating used. Annual maintenance carried out over winter months.	Inspection of benches currently not included in weekly inspection regime	Include inspection of bench in weekly inspection regime	Medium	December 2004. Clerk amend inspection checklist. Contractor undertake inspection
Vehicles - Collision with other vehicles and/or pedestrians	Employees/ public	Vehicular access restricted. Speed restriction in place and signed. Signs advising of vehicles and/or pedestrian presence in place. Grounds maintenance vehicles well maintained.	Parking available in lay by outside the burial ground	No further action required	None	N/A
Grave Kerbs - injury due to poor maintenance	Employees/ public	Routine inspection for defects. Rapid response to repairs. Policy to removal/bury on plots.	Visual inspection of graves including kerbs and memorials undertaken by the Burial Ground and Garden of Remembrance Committee before every meeting (approximately once every two months) and any defects reported at the Committee meeting Rapid response to repairs	Continue with current arrangements Continue with current arrangements	Low Low	Ongoing Ongoing
Activity: Closed church yard, All Saints Church			Assessment Date: 10/12/04		Review Date: 10/12/05	

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
<p>Unstable memorials - injury due to poor maintenance</p>	<p>Employees/ public</p>	<p>Formal strategy/policy for memorial maintenance etc. in place. Programme of inspection and recording introduced. Inspections advertised in advance and of intended action that is taken if found to be unsafe. Risk Assessment for staff doing the inspections done.</p>	<p>Safety inspection of memorials undertaken regularly by competent person and report submitted to Council</p> <p>Notice giving advance warning of inspection displayed on noticeboard in burial ground. Local churches advised of inspection</p> <p>Where possible individual owners are advised of any defects identified in the annual safety inspection report</p> <p>Visual inspection of memorials undertaken on a weekly basis and recorded</p>	<p>Continue with current arrangements</p> <p>Continue with current arrangements</p> <p>Continue with current arrangements</p> <p>Continue with current arrangements</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Assessor's signature:</p>			<p>Clerk's signature</p>			
<p>Date:</p>			<p>Date:</p>			

Risk Assessment Form

Activity: Hartley Burial Ground

Assessment Date: 10/12/04

Review Date: 10/12/05

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Dog fouling - Ill health	Employees/public	'No Dogs' signs present. Dog bins provided where there is a persistent problem. Grass cleared before mowing. Local Dog Warden monitors.	Weekly inspection undertaken to ensure area free from evidence of dog fouling (recorded)	Continue with current inspection regime	Low	Ongoing
Gates -injury due to poor maintenance	Employees/public	Closures inspected regularly and findings recorded. Rapid response to repairs.	Weekly inspection undertaken to ensure gates operate correctly and quietly (recorded) Rapid response to repairs	Continue with current inspection regime Continue with current arrangements	Low Low	Ongoing Ongoing
Bins -injury due to poor maintenance	Employees/public	Inspected regularly and condition recorded as well as action taken. Rapid response to repairs.	Weekly inspection undertaken to ensure bins secure undamaged and has been emptied since last inspection (recorded) Rapid response to repairs	Continue with current inspection regime Continue with current arrangements	Low Low	Ongoing Ongoing
Seating - injury due to poor maintenance	Employees/public	Inspected regularly and condition recorded as well as action taken (in Summer). Rapid response to repairs. Plastic/durable seating used. Annual maintenance carried out over winter months.	Inspection of benches currently not included in weekly inspection regime All benches in the burial ground have been donated by residents. Inform owners of the benches of any defects.	Include inspection of bench in weekly inspection regime Continue with current arrangements	Medium Low	December 2004. Clerk amend inspection checklist. Contractor undertake inspection Ongoing

Risk Assessment (Continued)

Activity: Hartley Burial Ground			Assessment Date: 10/12/04	Review Date: 10/12/05		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Defective surfaces Paths & Open Spaces - Slips/trips	Employees/public	Regular inspections for safety defects (recorded). Rapid response to repairs. Temporary warning signs erected as necessary. Mossy areas treated regularly. Grass cuttings swept from walkway.	Weekly inspections undertaken of paths and all surfaces to ensure they are in good condition, free from litter and unobstructed (recorded) Rapid response to repairs	Continue with current inspection regime	Low	Ongoing
			Temporary warning signs erected as necessary	Continue with current arrangements	Low	Ongoing
			Temporary warning signs erected as necessary	Continue with current arrangements	Low	Ongoing
Fencing/ walls - injury due to poor maintenance	Employees/public	Inspected regularly and findings recorded, as well as any action taken. Rapid response to repairs.	Weekly inspection of fences to ensure they are complete and secure (recorded) Rapid response to repairs	Continue with current inspection regime	Low	Ongoing
			Rapid response to repairs	Continue with current arrangements	Low	Ongoing
Vehicles - Collision with other vehicles and/or pedestrians	Employees/public	Vehicular access restricted. Speed restriction in place and signed. Signs advising of vehicles and/or pedestrian presence in place. Grounds maintenance vehicles well maintained.	Parking available in lay by outside the burial ground	No further action required	None	N/A

Risk Assessment (Continued)

Activity: Hartley Burial Ground

Assessment Date: 10/12/04

Review Date: 10/12/05

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Unstable memorials - injury due to poor maintenance	Employees/public	Formal strategy/policy for memorial maintenance etc. in place. Programme of inspection and recording introduced. Inspections advertised in advance and of intended action that is taken if found to be unsafe. Risk Assessment for staff doing the inspections done.	Safety inspection of memorials undertaken regularly by competent person and report submitted to Council Notice giving advance warning of inspection displayed on noticeboard in burial ground. Local churches advised of inspection Where possible individual owners are advised of any defects identified in the annual safety inspection report Visual inspection of memorials undertaken on a weekly basis and recorded	Continue with current arrangements	Low	Ongoing
				Continue with current arrangements	Low	Ongoing
				Continue with current arrangements	Low	Ongoing
				Continue with current arrangements	Low	Ongoing

Grave Kerbs - injury due to poor maintenance	Employees/public	Routine inspection for defects. Rapid response to repairs. Policy to removal/bury on plots.	Visual inspection of graves including kerbs and memorials undertaken by the Burial Ground and Garden of Remembrance Committee before every meeting (approximately once every two months) and any defects reported at the Committee meeting Rapid response to repairs No decorative stones permitted on the surface of the grave. Owners of any graves with decorative stones contacted immediately and asked to remove them	Continue with current arrangements Continue with current arrangements Continue with current arrangements	Low Low Low	Ongoing Ongoing Ongoing
Assessor's signature:			Clerk's signature			
Date:			Date:			

