

**MINUTES OF THE MEETING OF THE
BURIAL GROUND AND GARDEN OF REMEMBRANCE COMMITTEE
HELD ON 14th JUNE 2005 AT 6.15 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)

Members of the Committee met with Mrs Margaret Munns to discuss the design and orientation of the memorial tablets in the new Garden of Remembrance, and Mr Keith Scott and Mrs Jackie Adams from the Hartley and District Horticultural Society to discuss a planting scheme for the old Garden of Remembrance. Further to this, Members of the Committee inspected the burial ground, gardens of remembrance and closed church yard.

1. Apologies for absence

Apologies had been received from Cllr Gaywood.

2. Election of Chairman

RESOLVED: That, Cllr Mrs A Oxtoby be elected Chairman of the Burial Ground and Garden of Remembrance Committee until the Annual meeting of the Council in May 2006.

3. Election of Vice Chairman

RESOLVED: That, Cllr Mr A Barnett be elected Vice Chairman of the Burial Ground and Garden of Remembrance Committee until the Annual meeting of the Council in May 2006.

4. Declarations of Interest

There were no declarations of interest.

5. Terms of Reference

RECOMMENDED: That, the amended terms of reference, as set out in appendix 1 attached to these minutes, be approved and adopted.

6. Minutes of the last meeting

RESOLVED: That, the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 14th April 2005 be approved and signed as a correct record.

7. Financial Report

The Committee examined a report indicating the net financial position of the Burial Ground and Garden of Remembrance Committee as at 8th June 2005.

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

8. Health and Safety

The Committee considered a letter received by the Council on 25th May 2005 from the Council's insurers confirming that the inspection and testing regime detailed in the Council's letter of 19th April 2005 is acceptable, subject to a weekly visual inspection and that any remedial action would be taken if any faults are noticed and reported. In addition, the

insurers advise that all areas must be kept in a good state of repair, suitable for the intended use and that all cover is subject to the terms and exclusions of the policy. The limit of Indemnity is £5,000,000.

RESOLVED: That, the letter be received and noted and the next safety audit of the memorials in the burial ground and closed church yard be undertaken in January 2008.

9. Burial Ground

The Committee considered matters arising from the visual inspection undertaken by Members of the Committee before the meeting. The Committee expressed its satisfaction with the general maintenance work undertaken by Mr Munday in burial grounds and garden of remembrance.

RESOLVED: That, (1) the tree be removed from the grave of the late Gerald Michael Fryer, grave no 234 and, (2) the kerb on the grave of the late Sara Staple, grave no 168, be pushed up and restaked.

10. Garden of Remembrance

(a) The Committee considered the views expressed by Mr K Scott and Mrs J Adams, representatives from the Hartley and District Horticultural Society, in respect a new planting scheme for the old garden of remembrance. The Committee gratefully accepted Mrs Adams' offer to come forward with some suggestions for additional planting and the reorganisation of some of the existing shrubs, in order to make the old garden of remembrance more attractive whilst it is being rested.

RESOLVED: That, the report be noted.

(b) The Committee considered matters arising from the visual inspection undertaken by Members of the Committee before the meeting.

RESOLVED: That, (1) the two saplings growing in the bed of the south east corner of the garden of remembrance be removed, (2) quotations to re-point the paving slabs, where necessary, be sought and (3) a quotation to renovate the notice board located at the south end of the garden of remembrance be sought.

11. New Garden of Remembrance

(a) The Committee considered views expressed by Mrs Munns in respect of the design and orientation of the memorial tablets in the new garden of remembrance.

RESOLVED: That, (1) the plots in the new garden of remembrance be laid out so that the plots be located in a grid so that three plots are positioned between each of the fence posts used to mark the extent of the new garden, (2) the new memorial tablets be positioned centrally in each plot so that the inscription may be read from the entrance off the footpath and, (3) the memorial mason be provided with a copy of the plan identifying the position of the plots.

(b) The Committee noted the level of the water table is very high in the vicinity of the new garden of remembrance and is particularly boggy water during periods of inclement weather. The Committee considered the views of the Rector, who supported the Committee's proposals to purchase a "Gravshore" walkway for use as a temporary path during the interment of ashes. The new walkways would protect the surface of the ground and provide a more comfortable environment those attending the interments.

RESOLVED: That, (1) 2 no 2,500 x 1,000 mm "Gravshore" walkways at a cost of £162.50 plus VAT and delivery, be purchased and, (2) the walkways be stored in the shed and the Rector be provided with a key to the shed.

(c) The Committee considered the construction of a new plinth for floral tributes in respect of interments in the new garden of remembrance and held the view that the new plinth should be of a similar design to the plinth adjacent to the old garden of remembrance.

RESOLVED: That, quotations be sought for the construction of a new plinth for the new garden of remembrance.

12. Closed Church Yard

The Committee considered matters arising from the visual inspection undertaken by Members of the Committee before the meeting.

RESOLVED: That, arrangements be made for the new handrail with a suitable preservative and the elder located in the north east corner of the closed church yard adjacent to Hartley Court be cut back.

13. New Burial Ground

The Clerk reported on a design and planning consultancy and project management service offered by the Association of Burial Authorities (ABA). The scope of the brief can range from production of a creative concept with sketch plan to full project development with architectural input. The fee for members of ABA is £400 per day plus VAT and travel expenses. Full details of the service have been requested and should be available for consideration at the next meeting.

Cllr Mrs Y Coutts left the meeting at 7.10 p.m.

The Committee considered the schedule of operations required, together with an estimated timescale, for the laying out of the new burial ground in order that it may be brought into use by the end of 2013. In doing so the Committee estimated that, based on an average of 8 burials per year, the existing burial ground would reach its maximum capacity in approximately 8 years.

RESOLVED: That, (1) quotations be sought for the planting of a new beech hedge extending from the line of the existing beech hedge adjacent to the Calor Gas compound and for the new beech hedge to extend behind the Calor Gas compound and the storage container extending to the boundary of the Orchard and continue along the boundary between the Orchard and Manor Field, (2) quotations be sought to plant a new mixed hedge along the boundary of the Orchard and Foxborough Wood and (3) a schedule of operations, including timescales, be prepared and brought back to the Committee for further consideration.

14. Date of the next meeting

Tuesday 19th July 2005 at 6.00 p.m. at the Manor Field, Pavilion.

A site inspection will take place at 5.30 p.m. in the Hartley Burial Ground before the start of the meeting.

The meeting closed at 7.35 p.m.

Signed:.....
Chairman

Date:.....

Burial Ground and Garden of Remembrance Committee

Terms of Reference

1. To ensure the Burial Ground and Gardens of Remembrance remain areas of peace and tranquillity for the benefit of the residents.
2. To make arrangements for the general maintenance of the Burial Ground and Garden of Remembrance subject to the approval of the Parish Council.
3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed.
4. To work towards establishing a new Burial Ground and obtain the necessary costings.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. The Clerk, in consultation with the Chairman of the Burial Ground and Garden of Remembrance Committee, be authorised to approve applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground and to approve applications to place plaques ***and tablets*** in the Gardens of Remembrance, provided such applications comply with the Council's rules and regulations.

Approved by the Council at its Annual meeting held on 9th May 2005

Proposed amendments indicated in bold italics

APPENDIX 2

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			800.00	116.00	684.00
91	maintenance Maintenance			600.00		600.00
92	contract			1,800.00	274.00	1,526.00
93	Spoil removal			300.00		300.00
94	Plinth					0.00
95	Graves/interments	1,520.00	180.00			-1,340.00
96	Interment of ashes	560.00	140.00			-420.00
97	Memorials	360.00	35.00			-325.00
98	Plaques	140.00	35.00			-105.00
99	New B/G grass cut New B/G advance			125.00		125.00
100	wks			1,000.00	14.90	985.10
101	All/St grass cut			600.00	80.00	520.00
102	All/St gen main			500.00		500.00
103	Health and Safety			500.00		500.00
104	Lay by					0.00
105	Blue Sacks			50.00		50.00
NET TOTAL		2,580.00	390.00	6,275.00	484.90	3,600.10
V.A.T.			0.00		0.00	
GROSS TOTAL			390.00		484.90	

