

**MINUTES OF THE MEETING OF THE
BURIAL GROUND AND GARDEN OF REMEMBRANCE COMMITTEE
HELD ON 6th OCTOBER 2005 AT 6.00 p.m. AT HARTLEY LIBRARY, ASH ROAD**

Present : Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mrs Y Coutts (*arrived at 6.08 p.m.*)
Cllr Mrs A Oxtoby (Chairman)

In attendance : Mrs J Hoad (Clerk)
9 members of the public

A visual inspection of the Burial Ground, Gardens of Remembrance and closed churchyard had been undertaken on 6th October 2005 at 2.00 p.m. in the presence of Cllrs Barnett and Mrs Oxtoby and the Clerk.

1. Apologies for absence

Apologies had been received from Cllr Mr J Gaywood.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the last meeting

RESOLVED: That, the minutes of the special meeting of the Burial Ground and Garden of Remembrance Committee held on 30th August 2005 be approved and signed as a correct record.

4. Order of business

RESOLVED: That, pursuant to standing order 26 (d) the order of business be altered so that agenda item 7 relating to the Garden of Remembrance be taken as the next item of business.

5. Garden of Remembrance

(a) There were no further matters arising from the site inspection.

(b) The Committee considered two quotations to repair the damaged pointing to the paving slabs in the garden of remembrance, as set out below:

Quotation for the sum of £675 from Young Landscapes to replace damaged pointing in the Garden of Remembrance. Suggested area to be replaced is 15 m² at a cost of £45 per m². Mr Young advised that he occasionally employs Mr D Jackson on a casual basis. Mr Jackson is related to the Assistant Clerk.

Quotation for the sum of £300 from Back2Front Ltd to re-point paving in Garden of Remembrance. An additional sum of £200 has been quoted to jet wash the paving slabs.

RESOLVED: That, Mr Munday be invited to submit a quotation to jet wash the paving slabs and to re-point the joints of the paving slabs, where necessary.

(c) The Chairman of the Committee welcomed members of the public present at the meeting and with the consent of the Committee adjourned the meeting to receive their views.

The meeting was adjourned at 6.07 p.m.

Members of the public expressed a number of concerns relating to the plans suggested by the Hartley and District Horticultural Society to improve and enhance the Garden of Remembrance whilst it is being rested.

Cllr Mrs Coutts arrived at 6.08 p.m.

The meeting was resumed 6.28 p.m.

The Committee considered correspondence received from local residents and the Rector expressing concerns about the proposals suggested by the Hartley and District Horticultural Society. In light of the comments expressed by the local residents both in correspondence received by the Council and at the meeting, the Committee agreed that the proposals to enhance the Garden of Remembrance should be reviewed to incorporate their views. The Committee considered it may be more appropriate to implement a scheme whereby a number of the less healthy plants be replaced, some of the existing plants be re sited to a more appropriate position within the Garden and arrangements be made for a layer of topsoil or bark to be laid over the existing surface. The Committee suggested that Mr Munday may be willing to undertake this work.

RESOLVED: That,

- (1) the proposals suggested by the Hartley and District Horticultural Society to enhance the garden of remembrance whilst it is being rested be declined,
- (2) a new planting and replanting scheme be prepared and costings obtained and,
- (3) subject to the approval of (2) above, Mr Munday be invited to provide a quotation to undertake the necessary work to plant, replant and lay new topsoil/bark as set out in the revised planting scheme.

(d) It was reported that two quotations had been received in respect of the proposed works to the Garden of Remembrance, as set out below:

Quotation for the sum of £335 from Richard Noble for the advance works, plant removal, plant relocation and new planting as set out in the report accompanying the quotation invitation. No additional sum has been included in the quotation for the works to lift the paving slabs and supply and laying of shingle.

Quotation for the sum of £1,170 from G K Hyde for the advance works, plant removal, plant relocation and new planting as set out in the report accompanying the quotation invitation. An additional sum of £580 has been quoted for lifting and relaying the existing slabs, supply and laying of suitable new membrane and supply and lay 50 mm thick layer of shingle as approved by the Council (minimum size 25 mm) as set out in the report and sketches accompanying the quotation invitation.

RESOLVED: That, no further action be taken.

Members of the public left the meeting at 6.35 p.m.

6. Financial Report

The Committee examined a financial report indicating the current net position of the Burial Ground and Garden of Remembrance Committee as at 30th September 2005.

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

7. Budget 2006/07

(a) The Committee considered the draft budget for the financial year 2006/07.

RESOLVED: That, the draft budget for 2006/07, attached as appendix 2 to these minutes, be referred to the Finance and General Purposes Committee.

(b) The Committee considered the scale of charges for the Burial Ground and Garden of Remembrance effective from 1st April 2006 to 31st March 2007.

RECOMMENDED: That, the scale of charges for 2006/07, attached as appendix 3 to these minutes, be approved.

8. Burial Ground

(a) It was reported that a number of graves required turfing and two graves required tidying up.

RESOLVED: That Mr Munday be asked to turf and tidy up the graves as identified during the site inspection in need of attention and that the owners of the graves where possible be advised of the intended course of action.

- (b) The Committee considered an application to erect a memorial for the late Jessie Barker.

RESOLVED: That, (1) the application be rejected on the grounds that it would be out of keeping with the other memorials located in the Burial Ground and that the sharp edges could constitute a health and safety hazard and, (2) the family be invited to visit the Burial Ground to choose a design of headstone that would be more in keeping with memorials already present in the Burial Ground.

9. New Garden of Remembrance

- (a) There were no matters arising from the site inspection.

- (b) The Committee considered two quotations received for the construction of a new plinth in the new Garden of Remembrance, as set out below:

Quotation for the sum of £870 from Young Landscapes to construct a memorial plinth 1.8 m x 0.6 m x 0.7 m, to be constructed from mill stone walling blocks, the centre of which is to be filled with ornamental gravel. Mr Young advises that he occasionally employs Mr D Jackson on a casual basis. Mr Jackson is related to the Assistant Clerk.

Quotation for the sum of £635.00 from Back2Front “to build and create a new garden of remembrance”.

RESOLVED: That, the construction of a new plinth be deferred and a sum be included in the budget for 2006/07 to construct a new plinth in the new Garden of Remembrance.

- (c) In view of the popularity of the new Garden of Remembrance, the Committee considered whether it should restrict future interment of ashes to residents of the parish.

RECOMMENDED: That, future interment of ashes in the new Garden of Remembrance be restricted to the residents of the parish or to those practicing their faith within the parish and that the rules and regulations relating to the Gardens of Remembrance, attached as appendix 4 to these minutes, be amended accordingly.

10. Closed church yard

It was reported that the spoil from the excavation to west wall of the Church has been temporarily stored next to the hedge between the Burial Ground and Church Yard and that the temporary spoil heap was neat and tidy.

11. New Burial Ground

- (a) The Committee considered two quotations in respect of land surveys at Manor Field, as set out below:

Quotation for the sum of £650 from TCS Topographical & Volumetric Surveys to undertake a topographical survey of all features on the site in position (arbitrary) and level which will produce contour data. Preparation of survey drawings and production of “paper copy” plans (scale to suit).

Quotation for the sum of £1,750 plus VAT but including all other reasonable expenses from Tribal Surveys to provide a survey at 1:100 scale to extend to the near kerb of Church Road and will cover the area as indicated on the plan attached with the invitation to quote. The survey will show all detail suitable to scale including the outline of the existing building, its boundaries, significant trees, any visible service covers and sufficient levels to illustrate the ground level across the site. Levels will be related to the Ordnance Survey Datum.

RESOLVED: That, the quotation for the sum of £650 from TCS Topographical & Volumetric Surveys be accepted.

(b) The Committee considered quotations received from four companies relating to the planting of a new hedge for the new Burial Ground.

RESOLVED: That, the planting of a new hedge be deferred and a sum be included in the budget for 2006/07 to plant a new hedge to screen the new Burial Ground.

12. Correspondence

The Committee noted with interest an article in ABA info 31 stating that the traditional grave plot grid of 9 feet x 4 feet is too small for modern people and that the Memorial Safety Advisory Group recommends a minimum grave plot space of 3 m x 1.5 m.

RESOLVED: That, ABA info 31 be received and noted.

13. Date of the next meeting

Thursday 24th November 2005 at 6.00 p.m. at Hartley Library.

A site inspection will take place on 24th November 2005 at 10.00 a.m. in the Hartley Burial Ground.

The meeting closed at 7.30 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			800.00	630.00	170.00
91	maintenance Maintenance			600.00	345.00	255.00
92	contract			1,800.00	831.00	969.00
93	Spoil removal			300.00		300.00
94	Plinth					0.00
95	Graves/interments	1,520.00	1,080.00			-440.00
96	Interment of ashes	560.00	280.00			-280.00
97	Memorials	360.00	155.00			-205.00
98	Plaques	140.00	350.00			210.00
99	New B/G grass cut New B/G advance			125.00	100.00	25.00
100	wks			1,000.00	144.90	855.10
101	All/St grass cut			600.00	440.00	160.00
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	27.00	23.00
NET TOTAL		2,580.00	1,865.00	6,275.00	2,517.90	3,042.10
V.A.T.			0.00		82.60	
GROSS TOTAL			1,865.00		2,600.50	

Expenditure	Budget 2005/06	Spent so far	Projected expenditure to 31st March 2006	Estimate for year	Budget 2006/07	Notes
Grass cutting	800.00	630.00	275.00	905.00	950.00	Contract completes 31/03/06
General maintenance	600.00	345.00	250.00	595.00	600.00	05/06 new plants in G/R
Maintenance contract	1,800.00	831.00	850.00	1,681.00	1,800.00	Contract completes 31/03/06
Spoil removal	300.00	-	375.00	375.00	400.00	
New Burial Ground grass cutting	125.00	100.00	-	100.00	125.00	
New Burial Ground advance works	1,000.00	144.90	1,200.00	1,344.90	1,500.00	05/06 - Survey & planning application. 06/07 - Plant new hedge
All Saints grass cutting	600.00	440.00	200.00	640.00	700.00	
All Saints general maintenance	500.00	-	200.00	200.00	500.00	
Health & Safety	500.00	-	250.00	250.00	500.00	05/06 repoint paving slabs
Blue trade sacks	50.00	27.00	27.00	54.00	50.00	
Plinth	-	-	-	-	500.00	New Garden of Remembrance
TOTAL	6,275.00	2,517.90	3,627.00	6,144.90	7,625.00	

Income	Budget 2005/06	Received so far	Projected income to 31st March	Estimate for year	Budget 2006/07	Notes
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2006

Graves/interments	1,520.00	900.00	750.00	1,650.00	1,440.00	06/07 budget based on burials per year @ 05/06 rates
Interment of ashes	560.00	280.00	250.00	530.00	560.00	06/07 budget based on 8 interments per year @ 5/06 rates
Memorials	360.00	155.00	150.00	305.00	360.00	06/07 budget based on 6 memorials @ 05/06 rates
Plaques	140.00	140.00	100.00	240.00	140.00	06/07 budget based on 4 memorials @ 05/06 rates
TOTAL	2,580.00	1,475.00	1,250.00	2,725.00	2,500.00	

**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 *6 TO 31ST MARCH 2006 *7

EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVES

1. For the exclusive right of burial of a body * **for 100 years**
in a grave space ~~£85.00~~ **£90.00**
2. For the exclusive right of burial of an infant up to 4 * **12 years** old No charge

INTERMENT

1. For the interment of body in grave space (incl. turf) ~~£95.00~~ **£100.00**
2. For the interment of infant up to 4 * **12 years** old No charge
3. Interment of ashes in garden of remembrance £70.00
4. Interment of ashes in new garden of remembrance £70.00

MEMORIAL AND PLAQUES

1. Approval of memorial ~~£60.00~~ **£65.00**
2. Approval of additional inscription to memorial ~~£35.00~~ **£40.00**
3. Approval of bronze plaque for garden of remembrance ~~£35.00~~ **£40.00**
4. Approval of stone tablet for new garden of remembrance ~~£35.00~~ **£40.00**

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

Approved by the Council at its meeting held on 7th February 2005

****proposed alterations in bold italics***

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. **Interment of ashes in the new Garden of Remembrance shall be restricted to residents of the parish or to those practicing their faith within the parish.*

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 8 below) and/or memorials may be laid on the ground to mark the position of the interment (see paras 9, 10 and 11 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.

As approved by Council at its meeting held on 11th October 2004

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

Tel/fax no 01474 709441

**** proposed alterations shown in bold italics***