

**MINUTES OF THE MEETING OF THE
BURIAL GROUND AND GARDEN OF REMEMBRANCE COMMITTEE
HELD ON 7th FEBRUARY 2006 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 6.15 p.m.*)
Cllr Mrs A Oxtoby (Chairman)

In attendance : Mrs J Hoad (Clerk)

A visual inspection of the Burial Ground, Gardens of Remembrance and Closed Churchyard had been undertaken on 7th February 2006 at 10.00 a.m. in the presence of Cllr Mrs Y Coutts and the Clerk.

1. Apologies for absence

Apologies for absence had been received from Cllr Mr J Gaywood.

2. Declarations of Interests

There were no declarations of interests.

3. Minutes of the last meeting

RESOLVED: That, the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 24th November 2005 be approved and signed by the Chairman as a correct record.

4. Financial Report

The Committee examined a financial report indicating the current net position of the Burial Ground and Garden of Remembrance Committee as at 1st February 2006 and was satisfied that expenditure would be contained within the current budget. The Committee considered there would be insufficient funds in the current budget to construct a plinth in the new Garden of Remembrance, but that there may be sufficient funds to undertake the re pointing of the paving slabs in the Garden of Remembrance

RESOLVED: That, (1) the financial report, attached as appendix 1 to these minutes, be noted and (2) quotations be sought to rake out the defective pointing and re point where necessary the paving slabs located in the existing Garden of Remembrance.

Cllr Mrs Coutts arrived at 6.15 p.m.

5. Grass cutting and maintenance contract 2006 – 08

The Committee examined a report on the quotation received in respect of the grass cutting and general maintenance contract in the Burial Ground, Closed Church Yard and Gardens of Remembrance, and the grass cutting contract in respect of Hartley Green. Of the four contractors invited to submit quotations, only one contractor, T D Munday, had returned a quotation for the total sum of £3,311.00.

The Committee noted that financial regulation 11.1 (j) allowed the Council to make such arrangements for the procurement of goods, works and services, if following the quotation process an insufficient number of quotations were received. The Committee noted that T D Munday had been awarded the grass cutting and maintenance contract at the Council's burial grounds for the period 2004-06 and that he had completed his contractual obligations to the satisfaction of the Committee. The Committee also noted that T D Munday had contained his price increases to 2.5%. The Committee was satisfied that should the

quotation from T D Munday be accepted, the Committee would have met the principles of “best value” and represent good value for money.

RESOLVED: That, the quotation for the sum of £3,311.00 from T D Munday for the grass cutting and general maintenance contract in the Burial Ground, Gardens of Remembrance and Closed Church Yard and the grass cutting contract for Hartley Green for the period 2006 – 08 be accepted.

6. Burial Ground

(a) The Committee considered a report on the visual inspection undertaken by Cllr Mrs Coutts and the Clerk earlier in the day.

RESOLVED: That,

(1) arrangements be made for the grave of the late Irena Stanislawa Sagajllo and Witold Sagajllo grave no. 70 to be turfed,

(2) Mrs Elvin be advised that the Committee believed the area behind the grave of her husband to be neat and tidy, but that it would be considering some additional planting to screen the existing chestnut paling fence,

(3) a quotation be sought for the supply and installation of 5 foot high willow or bamboo fence to screen the existing spoil heap and,

(4) the gravedigger be asked that, in future, the spoil from graves be temporarily stored away from neighbouring graves.

(b) The Committee considered a quotation from a local tree surgeon in respect of work to a tree located at the rear of the Garden of Remembrance in the lay by, but felt that this expenditure should be met from the lay by budget held by the Amenities and Open Spaces Committee.

RESOLVED: That, the matter be referred to the Amenities and Open Spaces Committee.

(c) The Committee considered a report on action to replace two fence panels on the boundary between Hartley Court and the Burial Ground, which had been damaged as a result of high winds in December 2005.

RESOLVED: That, the Clerk’s actions be confirmed.

7. Garden of Remembrance

(a) During the site inspection undertaken earlier in the day, it was noted that the repairs to the two lectern style noticeboards in the Garden of Remembrance were outstanding. The Committee was advised that the order for repairs had been placed with Mr Glidewell.

RESOLVED: That, the report be noted.

(b) It was reported that the quotation from T D Munday in respect of the replanting in the Garden of Remembrance was still awaited.

RESOLVED: That, the report be noted.

8. New Garden of Remembrance

Following the site inspection undertaken earlier in the day, there was nothing to report on the new Garden of Remembrance.

9. Closed church yard

Following the site inspection undertaken earlier in the day, it was noted that the spoil heap from the archaeological excavation adjacent to the west wall of All Saints Church was rather large.

RESOLVED: That, enquires be made with the archaeological team over their plans to backfill the excavations.

10. New Burial Ground

The Committee examined a draft plan prepared by Special Projects Working Group detailing proposed access arrangements to the new Burial Ground. The Committee supported the Special Projects Working Group's suggestion that access could be provided by means of a 2 metre wide path behind the storage container and the Calor gas compound, on land owned by the Council and that a beech hedge could be planted along one side of the path to screen the container and the Calor gas compound. The Committee supported the provision of direct access from the existing Burial Ground to Manor Field, and the provision of two further access points into the new Burial Ground, one for pedestrian access and the other for maintenance vehicles.

The Committee considered a number of options in respect of the layout for the new Burial Ground and favoured a scheme whereby the graves would be set out along an east west axis connected by a number of paths to the south of a semi circular Garden of Remembrance positioned centrally within the new Burial Ground. The Committee suggested that the area to the north of the proposed site of the Garden of Remembrance could remain undeveloped until such time as the area was required for burials or could possibly be used for woodland burials. The scheme favoured by the Committee made provision for a water point and shed on the western boundary of the new Burial Ground and a grassed avenue, possibly lined with trees, over the location of an existing water main which currently insects the site.

RECOMMENDED: That,

(1) the plan setting out the layout of the new Burial Ground, as agreed by the Burial Ground and Garden of Remembrance Committee and the access arrangements thereto, as agreed by the Special Projects Working Group be approved by the Council and,

(2) a full planning application, based on the plan approved in (1) above, be submitted to Sevenoaks District Council.

11. Date of the next meeting

Thursday 23rd March 2006 at 6.30 p.m. at the Pavilion.

A visual site inspection will take place on 23rd March 2006 at 6.00 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		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+) /Overspend (-)
90	Grass cutting General			800.00	887.00	-87.00
91	maintenance Maintenance			600.00	420.80	179.20
92	contract			1,800.00	1,402.00	398.00
93	Spoil removal			300.00	375.00	-75.00
94	Plinth					0.00
95	Graves/interments	1,520.00	1,535.00			15.00
96	Interment of ashes	560.00	910.00		70.00	280.00
97	Memorials	360.00	155.00			-205.00
98	Plaques	140.00	385.00			245.00
99	New B/G grass cut New B/G advance			125.00	100.00	25.00
100	wks			1,000.00	794.90	205.10
101	All/St grass cut			600.00	600.00	0.00
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	80.99	-30.99
NET TOTAL		2,580.00	2,985.00	6,275.00	4,730.69	1,949.31
V.A.T.			0.00		157.68	
GROSS TOTAL			2,985.00		4,888.37	

