

**MINUTES OF THE MEETING OF THE
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE
HELD ON 3rd OCTOBER 2006 AT 6.00 p.m. AT THE PAVILION, MANOR FIELD.**

Present : Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mrs A Oxtoby (Chairman)

In attendance : Mrs J Hoad (Clerk)

Members of the Committee carried out a visual inspection of the Burial Ground, Gardens of Remembrance and Closed Churchyard before the start of the meeting.

1. Apologies for absence

Apologies for absence had been received from Cllr Mrs Y Coutts and 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 Grounds and Gardens of Remembrance Committee held on 27th June 2006 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 Grounds and Gardens of Remembrance Committee as at 27th September 2006.

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

5. Budget 2007/08

The Committee examined the draft budget for the year 2007/08.

RESOLVED: That, the budget for the financial year 2007/08, attached as appendix 2 to these minutes, be referred to the Finance and General Purposes Committee for consideration.

6. Burial Ground

The Committee considered matters arising from the visual inspection undertaken before the meeting. The Committee considered a revised planting scheme for the bed located next to main entrance to the Burial Ground, as set out below:

1 no Elaeagnus pungens

1 no Escallonia C F Ball

1 no Berberis darwinii

1 no Berberis darwinii (to be planted to fill the gap in the bed next to the removed sycamore sapling)

RESOLVED: That,

- (1) Mr Munday be asked to clear the moss from the surface of the path running through the Burial Ground,
- (2) arrangements be made for the graves of the late Doreen Joyce and Denis Alec Martin (g 210A), Ellen Jessie Barker (g 243) and Winifred Laura Griffiths (g 402) to be turfed,
- (3) Mr Munday be asked to re plant the new shrubs located behind the grave of the late James Edwin Elvin, so that they are spaced more evenly to fill the gap in the bed,
- (4) Mr Harrington be asked to store his equipment behind the new screen,
- (5) Mr Munday be asked to prune the rose on the grave of the late Stephen Anthony Shappard (g 409),
- (6) Mr Munday be asked to remove the self seeded sycamore from the bed behind the children's' graves in readiness for planting a new shrub and,
- (7) arrangements be made for the purchase of the new shrubs for replanting the bed next to the main entrance and that a meeting be arranged with Mr Munday to finalise the position of the new plants.

7. Garden of Remembrance

The Committee considered matters arising from the visual inspection undertaken before the meeting. The Committee was pleased with the standard of repair undertaken to the defective pointing of the paving slabs in the Garden of Remembrance using FEB Geofix jointing compound.

RESOLVED: That,

- (1) Mr Munday be asked to remove the moss from the surface of the individual paving slabs located in the area allocated for the interment of ashes in the Garden of Remembrance and,
- (2) any further re pointing of the paving slabs in the Garden of Remembrance be undertaken in the Spring, in order to allow the Committee to assess the effectiveness of the product over the winter period.

8. New Garden of Remembrance

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

The Committee noted the problem encountered with a recent interment in the new Garden of Remembrance which had resulted in the interment in plot 12 being out of alignment with neighbouring interments.

The Committee favoured the proposal to construct a plinth in the new Garden of Remembrance and suggested that the new plinth should be:

- positioned on the east side of the new Garden of Remembrance, between the two central timber posts,
- constructed from materials similar to that of the existing plinth serving the old Garden of Remembrance,
- 3 courses high, 18 inches deep (inside measurements) and infilled with gravel.

RESOLVED: That,

(1) in future the position of plots be marked by the Clerk or Assistant Clerk in advance of any interments and,

(2) quotations be sought for the construction of a new plinth in the new Garden of Remembrance.

9. Closed church yard

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

RESOLVED: That, a quotation be sought for pruning the ornamental hedge adjacent to the lych gate and for pruning the hedge along the boundary of closed church yard adjacent to the highway to the south of the lych gate.

10. New Burial Ground

The Committee noted that the planning permission for the new Burial Ground had been granted subject to a number of conditions and that it was a requirement of the permission for the development to commence within three years from the date of the permission. The Committee examined the conditions attached to the planning permission and in particular condition 2, which required the Council to submit details of hard and soft landscaping works.

RESOLVED: That, a plan showing full details of a hard and soft landscaping be prepared by the Clerk, in consultation with Cllr Mr A Barnett, and that the plan be circulated to members of the Burial Grounds and Gardens of Remembrance Committee for comment in advance of submitting the scheme to the Planning Authority for approval.

11. The Local Government Ombudsmen

The Committee considered a special report giving advice and guidance from the Local Government Ombudsmen on memorial safety in local authority cemeteries. The Committee welcomed the findings of the report, which it considered to be an extremely sensible approach to the issues surrounding the safety of memorials and testing regimes employed by local councils.

RESOLVED: That, the report be noted.

12. Correspondence

The Committee considered a newsletter from Stoneguard, summer 2006 giving news about insurance cover for memorial masons. The Clerk informed the Committee she would be attending the Kent Burial Forum in the near future and would endeavour to obtain further information on insurance schemes for memorials.

RESOLVED: That, the newsletter be noted.

13. Date of the next meeting

Tuesday 16th January 2007 at 6.00 p.m.

A visual site inspection will take place on 16th January 2007 in the Hartley Burial Ground. Time to be confirmed.

The meeting closed at 7.15 p.m.

Signed:.....
Chairman

Date:.....

**Hartley Parish Council
Summary of Receipts and Payment
Burial Grounds and Gardens of Remembrance**

Title	Receipts		Payments		Net Position
	Estimated	Actual	Estimated	Actual	Underspend (+) /Overspend (-)
Grass cutting			950.00	600.00	350.00
General maintenance			600.00	245.00	355.00
Maintenance contract			1,800.00	833.00	967.00
Spoil removal			400.00	465.00	-65.00
Plinth			500.00		500.00
Graves/interments	1,440.00	290.00			-1,150.00
Interment of ashes	560.00	980.00			420.00
Memorials	360.00	265.00			-95.00
Plaques	140.00	440.00			300.00
New B/G grass cut			125.00		125.00
New B/G advance wks			500.00		500.00
All/St grass cut			700.00	440.00	260.00
All/St gen main			500.00	153.19	346.81
Health and Safety			250.00	75.00	175.00
Lay by					0.00
Blue Sacks			50.00		50.00
NET TOTAL	2,500.00	1,975.00	6,375.00	2,811.19	3,038.81
V.A.T.		0.00		108.19	
GROSS TOTAL		1,975.00		2,919.38	

Draft Budget for the Burial Grounds and Gardens of Remembrance Committee 2007/08

Expenditure	Budget 2006/07	Spent so far (upto Aug 06)	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Notes
Grass cutting	950.00	532.00	300.00	832.00	950.00	
General maintenance	600.00	-	600.00	600.00	600.00	
Maintenance contract	1,800.00	694.50	1,000.00	1,694.50	1,800.00	
Spoil removal	400.00	465.00	-	465.00	500.00	
New Burial Ground grass cutting	125.00	-	100.00	100.00	125.00	
New Burial Ground advance works	500.00	-	-	-	500.00	
All Saints grass cutting	700.00	400.00	240.00	640.00	700.00	
All Saints general maintenance	500.00	153.19	200.00	353.19	500.00	
Health & Safety	250.00	75.00	75.00	150.00	250.00	
Blue trade sacks	50.00	-	50.00	50.00	50.00	
Plinth	500.00	-	-	-	500.00	
TOTAL	6,375.00	2,319.69	2,565.00	4,884.69	6,475.00	

Income	Budget 2006/07	Received so far (upto Aug 06)	Projected income to 31st March 2007	Estimate for year	Budget 2007/08	Notes
Graves/interments	1,440.00	290.00	190.00	480.00	380.00	
Interment of ashes	560.00	980.00	420.00	1,400.00	1,400.00	
Memorials	360.00	265.00	210.00	475.00	390.00	
Plaques	140.00	200.00	160.00	360.00	360.00	
TOTAL	2,500.00	1,735.00	980.00	2,715.00	2,530.00	