

**MINUTES OF THE MEETING OF THE  
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE  
HELD ON 18<sup>th</sup> JUNE 2007 AT 6.00 p.m. AT THE PAVILION, MANOR FIELD.**

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

**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.

**Apologies for absence**

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

**1. Election of Chairman**

RESOLVED: That, Cllr Mr A Oxtoby be elected Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council in May 2008.

**2. Election of Vice Chairman**

RESOLVED: That, Cllr Mr A Barnett be elected Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council in May 2008.

**3. Declarations of Interests**

There were no declarations of interests.

**4. Minutes of the last meeting**

RESOLVED: That, the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 27<sup>th</sup> March 2007 be approved and signed by the Chairman as a correct record.

**5. Terms of Reference**

RESOLVED: That, the terms of reference of the Burial Grounds and Gardens of Remembrance Committee, attached as appendix 1 to these minutes, be noted.

**6. Financial Report**

The Committee examined a financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 12<sup>th</sup> June 2007.

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

*Cllr Mr J Minns arrived at the meeting at 6.08 p.m.*

**7. Fees**

(a) It was reported that the current fees charged in respect of the Burial Ground and Gardens of Remembrance were approved by the Council at its meeting held on 5<sup>th</sup> February

2007. The Council agreed that no charge should be made for the exclusive right of burial for a child upto the age of 12 years and for the interment of a child upto the age of 12 years. The Committee noted that the charge made for the approval of a memorial on the grave of a child upto the age of 12 years had not been addressed.

It was reported that the Council had received an application to place a memorial on the grave of a 3 month old infant, who was interred in 1981. Previously the grave had been unmarked.

RECOMMENDED: That, no charge be made on the approval of a memorial on the grave of a child upto the age of 12 years, as set on the list of charges attached as appendix 3 to these minutes.

(b) It was reported that at a meeting held on 16<sup>th</sup> April 2007 the Council had approved a recommendation of the Burial Grounds and Gardens of Remembrance Committee that, "All Saints Church be permitted to use the car park in Manor Field on Sunday mornings at no charge."

The Committee noted that the Council charged an annual fee of £25 for the use of the car park at Manor Field for weddings, funerals and christenings in All Saints Church. The accounting period extended from 1<sup>st</sup> April to 31<sup>st</sup> March each year and the fee had remained unchanged since February 2004.

RESOLVED: That, the enquiries be made on the usage of the car park by All Saints Church for weddings, funerals and christenings and the findings be reported back to the Committee for further consideration.

## **8. Burial Ground**

(a) The Committee considered matters arising from the visual inspection undertaken before the start of the meeting. The Committee felt that the general condition of the Burial Ground was very neat and tidy and commended Mr Munday on his work.

RESOLVED: That, a quotation be sought from MDH Contractors for the removal of the spoil.

(b) It was reported that a local tree surgeon had inspected the branch overhanging the shed in the Burial Ground from the grounds of Hartley Court and was of the opinion that the tree and branch were both sound.

RESOLVED: That, the report be noted and no further action be taken.

## **9. Garden of Remembrance**

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

RESOLVED: That,

(1) expenditure be authorised upto a sum of £75.00 for the purchase of a hose and reel and,

(2) Mr Austin be asked whether it would be possible to provide hardwood chippings for future spreading over the surface of the Garden of Remembrance,

## **10. New Garden of Remembrance**

(a) The Committee considered matters arising from the visual inspection undertaken before the start of the meeting. Various options to replace the stolen rope were considered, but

the Committee felt that the rope should be replaced with a black metal chain, stapled to the rear of the existing timber posts at a cost in the region of £3.18 per metre.

RESOLVED: That,

(1) investigations be undertaken to establish the length of chain required to replace the stolen rope and,

(2) Mr Munday be asked to fit the new chain to the existing posts.

(b) The Committee considered a quotation to provide a plaque on the plinth located in the new Garden of Remembrance.

RESOLVED: That, the quotation for the sum of £120 plus VAT from Lewis Solomon Funeral Service to supply and fit a new bronze memorial plaque 13 inches x 2.5 inches inscribed with "IN REMEMBRANCE" to the new plinth be accepted.

(c) The Committee considered whether the burial of caskets in the new Garden of Remembrance should be permitted.

RECOMMENDED: That, the burial of caskets in the new Garden of Remembrance should not be permitted in the new Garden of Remembrance and that the rules relating to the interment of ashes in the new Garden of Remembrance be amended, as set out in appendix 4 attached to these minutes.

## 11. Closed church yard

(a) The Committee considered matters arising from the visual inspection undertaken before the start of the meeting.

The Committee expressed some concern about the stability of two broken memorials in the closed churchyard.

RESOLVED: That,

(1) advice and costings be obtained from a memorial mason to effect repairs to two memorials in the closed church yard and,

(2) a quotation be sought to prune the ornamental hedge both sides of the lych gate.

(b) The Committee considered an e mail dated 19th April 2007 from the Chairman of the Parish Buildings Committee of the PCC expressing his disappointment that the Council had not agreed to the PCC's suggestion to dispose of the spoil from the archaeological excavation by spreading it over the north part of the closed church yard. The Committee considered the PCC's suggestion that consideration be given to extending the water main to the Burial Ground, but was unclear as to how this could be accommodated.

RESOLVED: That, further information be sought from the PCC regarding its suggestion to extend the water main to the Burial Ground.

(c) The Committee examined the architectural drawings showing the proposed extension to All Saints Church, which had been granted planning permission in June 2004. The drawings did not appear to resolve the issue relating to the access arrangements to the new west entrance, as it appeared that a considerable volume of soil would have to be excavated resulting in the loss of the hedge to the north of the lych gate.

RESOLVED: That, the matter be deferred pending further information.

## 12. Parking outside All Saints Church

The Committee considered an e mail dated 1<sup>st</sup> May 2007 from the Rector in response to the Council's offer to make available the car park at Manor Field for use during the Sunday services. The Rector had confirmed that a nominated key holder had been appointed.

RESOLVED: That, the e mail dated 1<sup>st</sup> May 2007 from the Rector be noted.

## 13. New Burial Ground

It was reported that Sevenoaks District Council had approved the application and plans submitted in pursuance of condition 2 of the planning permission granted for the provision of a new burial ground and other ancillary works on 24<sup>th</sup> August 2006.

RESOLVED: That,

(1) the report be noted and,

(2) quotations be invited for the planting of a new beech hedge to screen the new Burial Ground and for the supply and delivery of new trees to form an avenue in the new Burial Ground.

## 14. Memorial Safety

(a) The Committee considered a letter dated 12<sup>th</sup> May 2007 from the Council's insurers informing that providing the Parish Council was solely responsible for the maintenance and upkeep of the Burial Ground, the existing Public Liability section of the Policy would extend to the legal responsibilities of the Parish Council as far as they could apply. The Council's insurers confirmed they were not experts in testing memorials and that the Parish Council should seek its own professional advice. Furthermore the insurers required the Burial Ground to be inspected on a regular basis and that a maintenance programme was followed to ensure all areas of the Burial Ground were in a good state of repair and suitable for use by the public. All inspections should be logged and recorded.

The Council's insurers confirmed that all the headstones and memorials should be under the control of the deceased's relatives and that it would be their responsibility to ensure the safety of headstones. However where this was not possible and the Parish Council had formally taken control of the headstones and memorials, it would be necessary for the Parish Council to take appropriate action to ensure the headstones and memorials were made safe to ensure the safety of all persons using the Burial Ground. The Council's insurers reiterated that it was a Policy condition that the Parish Council take all reasonable steps to ensure the Burial Ground was kept safe and subject to the terms, conditions and exclusions of the Policy, the Limit of Indemnity would be £5,000,000.

The Council's insurers explained that if the Parish Council decided to accept responsibility for any memorial or headstone and these needed to be removed to be made safe, this should only be carried out by employees of the Parish Council, if the Council was satisfied that the employees were physically able to carry out the work. If the Parish Council employed contractors, the contractors should have their own Public Liability Insurance with a Limit of Indemnity of not less than £5,000,000.

RESOLVED: That, the letter dated 12<sup>th</sup> May 2007 from Allianz Cornhill be noted.

(b) The Committee considered an e mail dated 2<sup>nd</sup> June 2007 from the DAC Secretary from the Diocese of Rochester enclosing guidance on the inspections of closed church yards.

RESOLVED: That,

(1) the e mail dated 2<sup>nd</sup> June 2007 from the DAC Secretary be noted and,

(2) further guidance on the methods of testing employed on memorials be sought from memorial masons and other companies offering this service.

**15. Association of Burial Authorities**

RESOLVED: That ABA Info note 26, Spring 2007 be received and noted.

**16. Date of the next meeting**

Tuesday 4<sup>th</sup> September 2007 at 6.00 p.m. in the Pavilion.

A visual inspection of the Burial Ground and the Closed Churchyard will take place before the committee meeting commencing at 5.30 p.m.

The meeting closed at 7.40 p.m.

Signed:.....  
Chairman

Date:.....

## **TERMS OF REFERENCE**

### **Burial Grounds and Garden of Remembrance Committee**

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 Gardens 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 Gardens 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 Garden of Remembrance, provided such applications comply with the Council's rules and regulations.

**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	146.00	804.00
General maintenance			600.00	-	600.00
Maintenance contract			1,800.00	277.00	1,523.00
Spoil removal			500.00	-	500.00
Plinth			500.00	630.00	-130.00
Graves/interments	380.00	400.00			20.00
Interment of ashes	1400.00	375.00			-1,025.00
Memorials	390.00	-			-390.00
Plaques	360.00	120.00			-240.00
New B/G grass cut			125.00	-	125.00
New B/G advance wks			500.00	-	500.00
All/St grass cut			700.00	120.00	580.00
All/St gen main			500.00	-	500.00
Health and Safety			250.00	-	250.00
Lay by				-	-
Blue Sacks			50.00	-	50.00
<b>NET TOTAL</b>	<b>2,530.00</b>	<b>895.00</b>	<b>6,475.00</b>	<b>1,173.00</b>	<b>3,667.00</b>
V.A.T.		-		110.25	
<b>GROSS TOTAL</b>		<b>895.00</b>		<b>1,283.25</b>	

**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](mailto:mail@hartleyparishcouncil.org.uk)

**CHARGES EFFECTIVE FROM 1<sup>ST</sup> APRIL 2007 TO 31<sup>ST</sup> MARCH 2008**

**EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVES**

- |  |           |
|--|-----------|
| 1. For the exclusive right of burial of a body for 100 years in a grave space                  | £95.00    |
| 2. For the exclusive right of burial of an child up to 12 years for 100 years in a grave space | No charge |

**INTERMENT**

- |  |           |
|--|-----------|
| 1. For the interment of body in grave space (incl. turf) | £105.00   |
| 2. For the interment of child up to 12 years             | No charge |
| 3. Interment of ashes in garden of remembrance           | £75.00    |
| 4. Interment of ashes in new garden of remembrance       | £75.00    |
| 5. Interment of ashes of child up to 12 years            | No charge |

**MEMORIAL AND PLAQUES**

- |  |                  |
|--|------------------|
| 1. Approval of memorial  | £65.00           |
| <b>2. Approval of memorial on the grave of a child upto 12 years</b> | <b>No charge</b> |
| 3. Approval of additional inscription to memorial                    | £40.00           |
| 4. Approval of bronze plaque for garden of remembrance               | £40.00           |
| 5. Approval of stone tablet for new garden of remembrance            | £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

## **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. A maximum of two interments of ashes are allowed in one single plot in the new Garden of Remembrance.**

***4. The burial caskets is not permitted in the new Garden of Remembrance.***

**~~4.~~ 5. 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.**

**~~5.~~ 6. No planting of trees, shrubs or plants is permitted.**

**~~6.~~ 7. The Parish Council reserves the right to remove any item which contravenes these regulations.**

**~~7.~~ 8. 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).**

**~~8.~~ 9. 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.**

**~~9.~~ 10. 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.**

**~~10.~~ 11. 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.**

**~~11.~~ 12. Inscriptions on stone memorials shall be restricted to include name/s, date/s of birth and date/s of death only and shall be restricted to details of two interments per tablet. No further embellishment around the memorial is permitted.**

**~~12.~~ 13. A Book of Remembrance is kept in All Saints Church in the Chancel where you are welcome to place your flowers nearby.**

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

Tel/fax no 01474 709441