

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
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E mail mail@hartleyparishcouncil.com

12th June 2007

Dear Councillor

You are invited to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Monday 18th June 2007** commencing at **6.00 p.m.** at the **Pavilion, Manor Field.**

Yours sincerely

Julie Hoad
Proper Officer

Members of the Committee are invited to inspect the Burial Ground, Gardens of Remembrance and Closed Church Yard before the committee meeting. Please meet in the Burial Ground on **Monday 18th June 2007 at 5.30 p.m.**

AGENDA

Apologies for absence

To receive apologies for absence.

1. Election of Chairman

To elect a 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

To elect a Vice Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council in May 2008.

3. Declarations of Interest

To receive Members' declarations of interest.

4. Minutes

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 27th March 2007 as a correct record. (Annexed).

5. Terms of Reference

To review the Terms of Reference of the Burial Grounds and Gardens of Remembrance Committee, attached as appendix 1.

6. Financial Report

To receive and note a financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 12th June 2007. (Annexed).

7. Fees for the Burial Ground

(a) The current fees charged in respect of the Burial Ground and Gardens of Remembrance, attached as appendix 2, were approved by the Council at its meeting

held on 5th 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 issue regarding the charge made for the approval of a memorial on the grave of a child upto the age of 12 years was not addressed.

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

The Committee is requested to consider whether a charge should be made on the approval of a memorial on the grave of child upto the age of 12 years, which would fall in line with the current charging structure.

(b) At a meeting held on 16th April 2007 the Council 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 Council charges 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 extends from 1st April to 31st March each year. This fee has remained unchanged since February 2004. The Committee is requested to consider whether it wishes to make any alteration to the level of fee charged for the use of this facility.

8. Burial Ground

(a) To consider any matters arising from the site inspection.

(b) To note advice received from a local tree surgeon in respect of condition of the branch overhanging the shed in the Burial Ground from the grounds of Hartley Court. The local tree surgeon has inspected the tree and advised that the branch and tree is sound.

9. Garden of Remembrance

To consider any other matters arising from the site inspection.

10. New Garden of Remembrance

(a) To consider any matters arising from the site inspection.

(b) To consider a 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.

(c) To consider the burial of caskets in the new Garden of Remembrance.

11. Closed Church Yard

(a) To consider any matters arising from the site inspection.

(b) To consider an e mail dated 19th April 2007 from the Chairman of the Parish Buildings Committee for the PCC. (Annexed).

(c) To consider the plans for the extension to All Saints Church.

At the last meeting of the Committee it was resolved that the plans submitted with the planning application for the extension of the Church be made available at the next meeting.

12. Parking outside All Saints Church

To consider an e mail dated 1st May 2007 from the Rector. (Annexed).

13. New Burial Ground

To note that Sevenoaks District Council approved the application and plans submitted in relation pursuant to condition 2 of the planning permission granted for the provision of a new burial ground and other ancillary works on 24th August 2006.

Condition 2 stated,

“No development shall be carried out on the land until full details of both hard and soft landscape works have been submitted to and approved in writing by the Council. Those details shall include:- planting plans (identifying existing planting, plants to be retained and new planting), - written specifications (including cultivation and other operations associated with plant and grass establishment), - schedules of new plants (noting species, size of stock at time of planting and proposed number/densities where appropriate), and – a programme of implementation.”

14. Memorial Safety

(a) At the last meeting of the Committee, it was resolved that advice be sought from the Council’s insurers on the level of testing required to the memorials located in the Burial Ground and Closed Church Yard. To consider a letter dated 12th May 2007 from the Council’s insurers. (Annexed).

(b) To consider a e mail dated 2nd June 2007 from the DAC Secretary in respect of the inspection and testing of memorials in closed churchyards. (Annexed).

15. Association of Burial Authorities

To receive and note ABA Info number 26, Spring 2007. (Annexed).

16. Date of the next meeting

List of attached documents

1. Minutes of the meeting held on 27th March 2007
2. Financial report dated 12th June 2007
3. E mail dated 19th April 2007 from the Chairman of the Parish Buildings Committee for the PCC
4. E mail dated 1st May 2007 from the Rector
5. E mail dated 2nd June 2007 from DAC Secretary, including attachments (Notice of inspection and Health and Safety Advice note 06.07)
6. ABA Info number 36

Committee membership

Cllr Mr A Barnett
Cllr Mr J Gaywood (ex-officio)
Cllr Mr J Minns

Cllr Mrs J Burns
Cllr Mr M Harris (ex officio)
Cllr Mrs A Oxtoby

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
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 2007 TO 31ST 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

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| 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

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

OTHER CHARGES

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| 1. Hire of Manor Field car park (Funeral) | £5.00 |
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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 5th February 2007