

**MINUTES OF THE MEETING OF THE  
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE  
HELD ON 4<sup>th</sup> SEPTEMBER 2007 AT 6.00 p.m. AT THE PAVILION, MANOR FIELD.**

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

**In attendance :** Mrs J Hoad (Clerk)

Before the start of the committee meeting, Members of the Committee met with Mr S Grainger, Chairman of the PCC's Building Committee and Mr J Field to discuss the provision of a water supply to the Burial Ground and access arrangements to the proposed extension to the Church.

Following on from the aforementioned meeting, Members of the Committee carried out a visual inspection of the Burial Ground, Gardens of Remembrance and Closed Churchyard.

**1. Apologies for absence**

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

**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 18<sup>th</sup> June 2007 be approved and signed by the Chairman as a correct record, subject to the following correction:

Omit appendix 2, summary of receipts and payment showing net position as at 27<sup>th</sup> March 2007.

Insert summary of receipts and payments indicating net position as at 18<sup>th</sup> June 2007 as appendix 2.

**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 29<sup>th</sup> August 2007.

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

**5. Budget 2008/09**

The Committee considered the draft budget for the Burial Grounds and Gardens of Remembrance Committee for 2008/09.

RESOLVED: That, the draft budget for 2008/09, attached as appendix 2 to these minutes, be submitted to the Finance and General Purposes Committee for consideration.

## 6. Fees

The Committee was reminded that at the previous meeting it had reviewed the annual charge of £25 for the use of the car park in Manor Field by All Saints Church for weddings, funerals and christenings and that it had been resolved that enquiries be made on the usage of the car park by All Saints Church.

It was reported that the Parish Administrator had confirmed that the Church did not keep a record on the use of the car park and that furthermore there had been occasions when the Church had asked for the use the car park and then subsequently did not require its use.

The Committee was reminded that All Saints Church had been offered the use of the car park free of charge for its Sunday morning services.

RECOMMENDED: That, the report be noted and that a fee of £25 continue to be charged for the use of the car park in Manor Field by All Saints Church for weddings, funerals and christenings.

## 7. Burial Ground

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

RESOLVED: That,

- (1) enquiries be made to establish when the memorial stone for the late William Wilson Brown would be reinstated on the grave and,
- (2) Mr Munday be asked to ease the gate.

(b) The Committee considered quotations to remove the spoil heap in the Burial Ground

RESOLVED: That,

- (1) the quotation for the sum of £285 plus VAT to hire a grab lorry to remove the spoil be accepted and,
- (2) the quotation for the sum of £90.00 plus VAT from MDH Contractors to provide labour to assist with the spoil removal be accepted.

## 8. Garden of Remembrance

(a) The Committee considered matters arising from the visual inspection undertaken before the start of the meeting. The Committee expressed concern about the visual appearance of the Garden of Remembrance and felt that its appearance could be greatly enhanced by providing a surface dressing of bark, which would assist with the control of weeds and retention of ground water. The Committee considered the size of bark chipping to be used.

RESOLVED: That,

- (1) the Clerk be authorised upto a sum of £300 to make arrangements for the supply and delivery of bark to provide a surface dressing of approximately 2-3" in depth to the Garden of Remembrance and,
- (2) Mr Munday be asked to spread the bark chippings over the surface of the Garden of Remembrance.

(b) It was reported that the hose and reel, the purchase of which had been authorised at the previous meeting of the Committee, had been stolen from the shed in Burial Ground sometime over the weekend of 11/12<sup>th</sup> August 2007 and that the Police had been informed. The Committee felt that the hose and reel should, in future, be stored off site and that Mr

Munday could be asked whether he would be willing to store the hose and reel on the Council's behalf.

RESOLVED: That,

(1) the report be noted and the Clerk be authorised to make arrangements for the purchase of a new hose and reel and,

(2) enquiries be made with Mr Munday in respect of the secure storage of the hose and reel off site.

## 9. New Garden of Remembrance

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

RESOLVED: That, the report be noted.

(b) The Committee noted that Mr Munday had been asked to fit the new chain to the existing timber posts.

RESOLVED: That the expenditure of £65.50 for the purchase of a new chain to replace the stolen rope be authorised.

## 10. Closed church yard

(a) The Committee considered the views, as set out below, which had been expressed by Mr Grainger, Chairman of the PCC's Buildings Committee and Mr Field before the start of the meeting, in relation to the provision of a water supply to the Burial Ground and access arrangements to the proposed extension to the Church.

The PCC explained that the finished floor level of the new extension would be approximately the same level as the adjacent road level and that in order to provide access to the new extension, a considerable amount of excavation would be required to reduce the existing ground levels and so enable the slope of the path to be graded down to the floor level of the proposed extension.

Discussions took place on whether the area to the west of the existing path should be totally excavated, thus enabling the area in front of the new entrance to be of a similar level to the finished floor level of the extension and the adjacent road level. This would result in the loss of hedges and trees currently located next to the road and forming part of the boundary to the closed churchyard. The PCC explained that there were divided views on the matter, as some considered the loss of this vegetation could adversely affect the existing street scene, but they were awaiting further advice and guidance from the architect.

The PCC drew the Committee's attention to the existing path leading from the new entrance in the extension to the Council's Burial Ground and suggested that it would be prudent to consider reducing the level of this path to eliminate the existing slope at the entrance to the Burial Ground and this could be undertaken in conjunction with the aforementioned earthworks. However, the PCC was unsure as to what effect this work would have on the Yew tree and felt that expert advice should be obtained.

The Committee discussed with the PCC the provision of a water supply to the Council's Burial Ground and it was suggested that a tee could be run to the Burial Ground from the water supply to the proposed toilets in the new extension and that this work could also be undertaken in conjunction with the aforementioned earth works.

The PCC reported that the archaeological excavation to the west of the Church was nearing completion and that there was no intention to extend the archaeological investigations to the

area to the west of the existing path. The Committee asked when the construction work was likely to start, but the PCC was unable to provide any indication when the work would commence as funding for the project had not yet been secured. The PCC was pleased to report that £120,000 had been raised by the community, but confirmed that works would not proceed until £340,000 had been secured for the project. The PCC explained its reluctance to backfill the archaeological excavation, but the Committee expressed some concern about the safety and visual appearance of the exposed excavation, particularly as the PCC was unable to give any indication as to how long this situation would continue. The PCC agreed to re-distribute the spoil contained within the excavation area so as to level off the surface and furthermore agreed to grade the edges of the re-distributed spoil so as to slope up the sides of the excavated dig.

Some discussion took place about where the excavated human remains should be reinterred in the closed church yard.

There were no other matters arising from the visual inspection of the closed church yard undertaken by the Committee before the start of the meeting.

RESOLVED: That, the report be noted.

(b) It was reported that advice was being sought from Mr S Gay on repairs to two memorials located in the closed church yard.

RESOLVED: That, the matter be deferred.

## 11. New Burial Ground

The Committee examined quotations, as set below, received in respect of the planting of a new hedge to screen the proposed new Burial Ground at Manor Field:

S Judd for the sum of £2,355 plus VAT

Bayliss Landscape Contractors for the sum of £3,485.00 plus VAT

Tilhill – no quotation received.

RECOMMENDED: That, the quotation for the sum of £2,355 plus VAT from S Judd for the supply and planting of 160 metres of new hedging plants (Common Beech), as set out in the Council's specification and as shown on drawing no SK1A, be accepted.

## 12. Memorial Safety

At the last meeting of the Committee, it was resolved that further guidance on the methods of testing employed on memorials be sought from memorial masons and other companies offering this service.

The Committee considered papers circulated in respect of the testing regime to be employed by Tonbridge & Malling Borough Council. Additional papers issued by the Institute of Cemetery and Crematorium Management in relation to Management of Memorials were tabled at the meeting.

RESOLVED: That,

(1) a site visit be arranged with Tonbridge & Malling Borough Council to observe the testing of the memorials at its Cemetery and,

(2) further consideration of the Council's testing regime be deferred to the next meeting.

**13. Date of the next meeting**

Tuesday 30<sup>th</sup> October 2007 at 6.00 p.m. in Hartley Library

Visual inspection to be undertaken on Tuesday 30<sup>th</sup> October 2007 at 4.00 p.m.

The meeting closed at 7.15 p.m.

Signed:.....  
Chairman

Date:.....

**Hartley Parish Council  
Summary of Receipts and Payment  
(as at 29<sup>th</sup> August 2007)  
Burial Grounds and Gardens of Remembrance**

Title	Receipts		Payments		Net Position
	Estimated	Actual	Estimated	Actual	Underspend (+) /Overspend (-)
Grass cutting			950.00	532.00	418.00
General maintenance			600.00	65.50	534.50
Maintenance contract			1,800.00	692.50	1,107.50
Spoil removal			500.00	-	500.00
Plinth			500.00	630.00	-130.00
Graves/interments	380.00	600.00			220.00
Interment of ashes	1400.00	600.00			-800.00
Memorials	390.00	40.00			-350.00
Plaques	360.00	280.00			-80.00
New B/G grass cut			125.00	-	125.00
New B/G advance wks			500.00	-	500.00
All/St grass cut			700.00	360.00	340.00
All/St gen main			500.00	-	500.00
Health and Safety			250.00	-	250.00
Lay by				-	0.00
Blue Sacks			50.00		50.00
<b>NET TOTAL</b>	<b>2,530.00</b>	<b>1,520.00</b>	<b>6,475.00</b>	<b>2,280.00</b>	<b>3,185.00</b>
V.A.T.		0.00		110.25	
<b>GROSS TOTAL</b>		<b>1520.00</b>		<b>2,390.25</b>	

<b>Expenditure Burial Grounds</b>	<b>Budget 2007/08</b>	<b>Spent so far (upto Aug 07) (Column C)</b>	<b>Projected expenditure to 31st March 2008 (Column D)</b>	<b>Estimate for year (Column C + Column D)</b>	<b>Budget 2008/09</b>	<b>Notes</b>
Grass cutting	950.00	532.00	438.00	970.00	1,050.00	
General maintenance	600.00	65.50	200.00	265.50	600.00	
Maintenance contract	1,800.00	692.50	500.00	1,192.50	1,500.00	
Spoil removal	500.00	-	400.00	400.00	450.00	
New b/g grass cut	125.00	-	100.00	100.00	125.00	
New b/g advance works	500.00	-	2,500.00	2,500.00	500.00	07/08 estimate for year - new hedge
All Saints grass cut	700.00	360.00	360.00	720.00	750.00	
All Saints general maint	500.00		100.00	100.00	500.00	
Health and safety	250.00	-	125.00	125.00	2,000.00	Inspection of memorials in burial ground & closed church yard due in 2008
Blue trade sacks	50.00	-	50.00	50.00	50.00	
Plinth	500.00	630.00	120.00	750.00	-	
<b>TOTAL</b>	<b>6,475.00</b>	<b>2,280.00</b>	<b>4,893.00</b>	<b>7,173.00</b>	<b>7,525.00</b>	

<b>Income Burial Grounds</b>	<b>Budget 2007/08</b>	<b>Received so far (upto Aug 07) (Column C)</b>	<b>Projected income to 31st March 2008 (Column D)</b>	<b>Estimate for year (Column C + Column D)</b>	<b>Budget 2008/09</b>	<b>Notes</b>
Graves/interments	380.00	600.00	400.00	1,000.00	1,000.00	Based on 5 burials per year
Interment of ashes	1,400.00	525.00	375.00	900.00	900.00	Based on 12 interment of ashes per year
Memorials	390.00	40.00	350.00	390.00	325.00	Based on 5 new memorials per year
Plaques	360.00	240.00	280.00	520.00	480.00	Based on 12 new plaques per year
<b>TOTAL</b>	<b>2,530.00</b>	<b>1,405.00</b>	<b>1,405.00</b>	<b>2,810.00</b>	<b>2,705.00</b>	

