

**MINUTES OF THE MEETING OF THE
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE
HELD ON 20th NOVEMBER 2007 AT 7.00 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

In attendance : Mrs J Hoad (Clerk)

A site inspection of the Burial Ground, Gardens of Remembrance and the Closed Church Yard was undertaken by Cllrs Barnett and Mrs Oxtoby and the Clerk on 30th October 2007.

1. Apologies for absence

Apologies for absence had been received from 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 4th September 2007 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 7th November 2007.

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

5. Burial Ground

(a) The Committee considered matters arising from the visual inspection undertaken on 30th October 2007.

RESOLVED: That, arrangements be made for the timber cross to be re-fixed on the grave of the late William Ernest Stanley Elkin and Catherine Ellen Elkin, grave no 72.

(b) The Committee considered a request from a family wishing to place a photo plaque on a memorial in the Burial Ground. The Committee considered this would be out of keeping with other memorials in the Burial Ground and noted that whilst one memorial had been fitted with a photo plaque this had been carried out without the permission of the Council.

RECOMMENDED: That, the rules and regulations in respect of the memorials in the Burial Ground be amended to indicate that the fitting of photo plaques would not be permitted.

6. Garden of Remembrance

(a) The Committee considered it would be advantageous to spread a layer of wood chips over the surface of the Garden of Remembrance before applying a layer of decorative wood bark.

RESOLVED: That, arrangements be made with Mr Munday to (1) prepare the ground in the Garden of Remembrance, (2) spread a 25mm thick layer of wood chips over the Garden of Remembrance from the supply available in Manor Field and, (3) spread a layer of decorative wood bark over the wood chips in the Garden of Remembrance.

(b) It was reported that Mr Munday owned a hose and reel and that he would be willing to use the appliance in the Burial Ground and Gardens of Remembrance, as required. The Committee felt it would be unnecessary to purchase another hose and reel to replace the hose and reel which had recently been stolen from the shed.

RESOLVED: That, the report be noted.

7. New Garden of Remembrance

It was reported that during the visual inspection undertaken on 30th October it had been noted that a hydrangea had been placed on the plinth and that enquiries had been made with the owner to see if he wished the shrub to be planted in the Garden of Remembrance. The owner of the plant had confirmed he intended to plant the shrub at home.

It was also reported that the new chain, to replace the stolen rope, had now been fitted to the timber posts around the edge of the Garden.

RESOLVED: That, the reports be noted.

8. Closed church yard

(a) The Committee considered any matters arising from the visual inspection undertaken on 30th October 2007.

RESOLVED: That, a quotation be sought to prune the ornamental hedge located on both sides of the lych-gate.

(b) It was reported that advice on repairs to two memorials located in the closed church yard had not been forthcoming.

RESOLVED: That, arrangements be made for the stone crosses to be made safe by lying them down on the ground and that no further action be taken.

9. Memorial Safety

(a) The Committee received a verbal report on a site visit to Tonbridge Cemetery on 24th September 2007 to observe the testing of memorials being undertaken by Cemetery Development Services on behalf of Tonbridge and Malling Borough Council.

The Committee examined a number of documents relating to the testing of memorials, as set out below:

(1) Memorial testing regime employed by Tonbridge and Malling Borough Council in Tonbridge Cemetery, as contained in a report of 8th January 2007 to the Leisure Facilities, Culture and Youth Advisory Board

(2) Papers published by the Institute of Cemetery and Crematorium Management, (ICCM):

- Management of Memorials Summary Version – revised April 2007
- Management of Memorials – April 2007
- Memorial inspections and actions – ICCM Member information – Court Judgement

- Response to the Ombudsmen Special Report on Memorial Safety
- Ranges of Services provided by the Institute of Burial and Cremation Administration, IBCA, to assist authorities in dealing with unsafe memorials.

The Committee considered that the Council had no alternative but to implement a testing regime as recommended by the Institute of Cemetery and Crematorium Management

RESOLVED: That,

(1) the Clerk be asked to prepare the necessary policy document/s to implement a testing regime in line with the guidelines set out by the Institute of Cemetery and Crematorium Management for further consideration by the Council and,

(2) quotations be sought to undertake a testing regime of the memorials in Hartley Burial Ground, as set out in the policy document/s in (1) above.

(b) The Committee considered a letter dated 29th October 2007 from the Association of Burial Authorities (ABA) giving advice on the Parish Council's responsibilities regarding the inspection and testing of memorials in the Closed Church Yard. ABA's legal advisor explained that as the Parish Council was not the legal occupier of the Closed Church Yard, there was no obligation on the part of the Parish Council to test or inspect the memorials, but that it could choose to do so, in collaboration with the Church Authorities, if it so wished.

RECOMMENDED: That, the Diocese of Rochester be informed of the legal advice obtained from the Association of Burial Authorities and be advised that the Parish Council would not testing or inspecting the memorials in the Closed Church Yard at All Saints Church.

10. New Burial Ground

The Committee considered a letter dated 10th October 2007 from the Environment Agency confirming it had no objection to the provision of a new Burial Ground on land at Manor Field.

The Committee noted that the position of the existing water main, transecting the land set aside for the new Burial Ground, had been marked on the ground by Mid Kent Water by means of stakes and blue paint. The Committee was surprised by its position as it seemed to contradict plans previously supplied by Mid Kent Water, inasmuch as the water main was located further south than originally thought. The Committee considered that it could be necessary to undertake minor modifications to the layout of the new Burial Ground, in which case it would be necessary to consult the Planning Authority.

RESOLVED: That, (1) the letter dated 10th October 2007 from the Environment Agency be noted and, (2) the report on the position of the water main be noted.

11. Date of the next meeting

Tuesday 29th January 2008 at 7.00 p.m. in Hartley Library

Visual inspection to be undertaken on Tuesday 29th January 2008 at 9.00 a.m.

The meeting closed at 8.05 p.m.

Signed:.....
Chairman

Date:.....

**Hartley Parish Council
Summary of Receipts and Payment
(as at 29th October 2007)
Burial Grounds and Gardens of Remembrance**

Title	Receipts		Payments		Net Position Underspend (+) /Overspend (-)
	Estimated	Actual	Estimated	Actual	
Grass cutting			950.00	772.00	178.00
General maintenance			600.00	120.47	479.53
Maintenance contract			1,800.00	969.50	830.50
Spoil removal			500.00	375.00	125.00
Plinth			500.00	630.00	-130.00
Graves/interments	380.00	600.00			220.00
Interment of ashes	1400.00	825.00			-575.00
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	14.00	486.00
All/St grass cut			700.00	520.00	180.00
All/St gen main			500.00	-	500.00
Health and Safety			250.00	-	250.00
Lay by				-	0.00
Blue Sacks			50.00	35.00	15.00
NET TOTAL	2,530.00	1,745.00	6,475.00	3,435.97	2,254.03
V.A.T.		0.00		182.01	
GROSS TOTAL		1,745.00		3,617.98	

