

**MINUTES OF THE MEETING OF THE
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE
HELD ON 29th JANUARY 2008 AT 7.00 p.m. AT HARTLEY LIBRARY.**

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

In attendance : Mrs J Hoad (Clerk)

A visual inspection of the Burial Ground, Gardens of Remembrance and the Closed Church Yard was undertaken by Cllrs Mr Barnett, Mrs Oxtoby, Mr Ramsay and the Clerk on 29th January 2008 at 9.00 a.m.

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 20th November 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 23rd January 2008.

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

5. Fees

The Committee reviewed the charges in respect of the Burial Ground and Gardens of Remembrance for the period 1st April 2008 to 31st March 2009. In doing so the Committee examined the fees charged by Ash-cum-Ridley Parish Council and Fawkham and Hartley PCC.

RECOMMENDED: That, the fees charged in respect of the Hartley Burial Ground and Gardens of Remembrance be increased as set out in appendix 2 attached to these minutes.

6. Grass cutting and grounds maintenance contract 2008-2010

The Committee examined the quotations received in respect of the grass cutting and grounds maintenance contract in the Hartley Burial Ground, Gardens of Remembrance and Closed Church Yard for the period 1st April 2008 to 31st March 2010, including Hartley Green, as set out below:

Contractor	All Saints Church Yard	Burial Ground	General gardening maintenance	Hartley Green	Total per annum
T D Munday	£640.00	£868.00	£1,500.00	£496.00	£3,504.00 (Hourly rate £13)
Green Acre	£750.00	£1,550.00	£430.00	£620.00	£3,350.00 (Hourly rate £15)
KCC (Landscape Services)	£7,380.00	£7,632.00	£1,248.00	£1,008.00	£17,268.00 (Hourly rate £24)
KCCS	£1,200.00	£1,860.00	£480.00	£775.00	£4,315.00 (Hourly rate £15)
Sencio Community Leisure	£592.00	£682.00	£1,144.00	£465.00	£2,883.00 (Hourly rate £15)

The Committee noted that Financial Regulation 11.1 (i) states “the Council is not bound to accept the lowest or any other quotation or tender.”

RECOMMENDED: That, the quotation for the total sum of £3,504.00 per annum from [T D Munday](#) for the grass cutting and grounds maintenance of Hartley Burial Ground, Gardens of Remembrance and Closed Church Yard for the period 1st April 2008 to 31st March 2010, including Hartley Green, be accepted for the reasons set out below:

- (1) the Hartley Burial Ground, Gardens of Remembrance and Closed Church Yard are areas requiring special attention due to their sensitive nature and,
- (2) T D Munday has carried out the grass cutting and garden maintenance works to these areas on behalf of the Council for many years and has always undertaken his work in a diligent, conscientious manner and to the satisfaction of the Council and,
- (3) T D Munday currently undertakes the weekly health and safety visual inspections of the Hartley Burial Ground, Gardens of Remembrance and Closed Church Yard and the Council believes it would not be in the public interest to employ two different contractors with responsibilities in the same area and,
- (4) the Council, from time to time, requires additional general maintenance work to be undertaken in the Hartley Burial Ground, Gardens of Remembrance and Closed Church Yard, often at short notice, and the Council is not satisfied that the other contractors quoting for the contract would have the skills required to undertake this work and/or be able to offer the same level of service as that currently provided by Mr Munday and,
- (5) Mr Munday’s hourly rate of £13 is lower than other contractors submitting quotations for the contract.

7. Burial Ground

(a) The Committee considered matters arising from the visual inspection undertaken on 29th January 2008.

RESOLVED: That, enquiries be made to establish when the memorial for the late William Wilson Brown would be refitted to the grave.

(b) It was reported that five panels of the boundary fence between Hartley Burial Ground and Hartley Court had been damaged due to high winds over the weekend of 12/13th January 2008.

RESOLVED: That, the Clerk's actions to replace five fence panels and respective fence posts be confirmed.

8. Garden of Remembrance

The Committee considered matters arising from the visual inspection undertaken on 29th January 2008. The Committee considered the condition of the paving slabs to be satisfactory and that were not in need of pressure washing.

RESOLVED: That, (1) enquiries be pursued with Millbrook Garden Centre about the supply of additional pine bark similar to that previously supplied for the Garden of Remembrance, (2) investigations be undertaken on the provision of additional planting in the Garden of Remembrance to fill the gaps in the bed and, (3) advice and quotations be sought on topping the conifer trees located in the lay-by behind the Garden of Remembrance.

9. New Garden of Remembrance

The Committee considered matters arising from the visual inspection undertaken on 29th January 2008.

RESOLVED: That, quotations be sought for the provision of a new path to the plinth using alternative materials; gravel and paving slabs.

10. Closed church yard

(a) The Committee considered any matters arising from the visual inspection undertaken on 29th January 2008. The Committee was pleased to note that work had commenced to return the excavated spoil to the hole created from the archaeological dig.

RESOLVED: That, enquiries be made with the Fawkham and Hartley PCC to establish what they intended to do with the pile of flints stored next to the spoil heap.

(b) It was reported that the quotation for the pruning of the ornamental hedge was awaited.

RESOLVED: That, the Clerk be authorised, upto a sum of £50, to make arrangements for the ornamental hedge to be pruned on both sides of the lych-gate.

11. Memorial Safety

The Committee was reminded of the resolution agreed at the previous meeting of the Burial Grounds and Gardens of Remembrance Committee:

(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.

The Committee considered a draft Memorial Safety Policy, Memorial Safety Programme and Memorial Testing Policy.

RESOLVED: That, the draft Memorial Safety Policy, Memorial Safety Programme and Memorial Testing Policy be amalgamated into the one policy document and the amended document be brought back to the Committee for further consideration

12. New Burial Ground

It was reported that the contractor appointed to plant the new beech hedge to form the boundary between the new Burial Ground and Manor Field intended to start the works during week commencing 28th January 2008. The Committee noted such works would implement the planning permission granted in 2006 for the provision of a new Burial Ground.

It was reported that work had commenced to prepare an application to the Lands Tribunal for the modification of the covenants, as agreed by the Council at its meeting held on 14th January 2008 and that the Council's solicitor had been instructed accordingly.

RESOLVED: That, the reports be noted.

13. Date of the next meeting

Tuesday 1st April 2008 at 7.00 p.m. in Hartley Library

Visual inspection to be undertaken on Tuesday 1st April 2008 at 9.00 a.m. in Hartley Burial Ground

The meeting closed at 8.05 p.m.

Signed:.....
Chairman

Date:.....

**Hartley Parish Council
 Summary of Receipts and Payment
 (as at 23rd January 2008)
 Burial Grounds and Gardens of Remembrance**

Title	Receipts		Payments		Net Position Underspend (+) /Overspend (-)
	Estimated	Actual	Estimated	Actual	
Grass cutting			950.00	918.00	32.00
General maintenance		79.00	600.00	300.47	378.53
Maintenance contract			1,800.00	1,385.00	415.00
Spoil removal			500.00	375.00	125.00
Plinth			500.00	630.00	-130.00
Graves/interments	380.00	1,000.00			620.00
Interment of ashes	1400.00	1,050.00			-350.00
Memorials	390.00	170.00			-220.00
Plaques	360.00	280.00			-80.00
New B/G grass cut			125.00	-	125.00
New B/G advance wks			500.00	209.00	291.00
All/St grass cut			700.00	640.00	60.00
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	2,579.00	6,475.00	4,492.47	2,031.53
V.A.T.		0.00		182.01	
GROSS TOTAL		2,579.00		4,674.48	

**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 8 TO 31ST MARCH 2008 9

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 | £100.00 |
| 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 | £110.00 |
| 2. For the interment of child up to 12 years | No charge | |
| 3. Interment of ashes in garden of remembrance | £75.00 | £80.00 |
| 4. Interment of ashes in new garden of remembrance | £75.00 | £80.00 |
| 5. Interment of ashes of child up to 12 years | No charge | |

MEMORIAL AND PLAQUES

- | | | |
|---|-------------------|--------|
| 1. Approval of memorial | £65.00 | £70.00 |
| 2. Approval of memorial on the grave of a child upto 12 years | No charge | |
| 3. Approval of additional inscription to memorial | £40.00 | £45.00 |
| 4. Approval of bronze plaque for garden of remembrance | £40.00 | £45.00 |
| 5. Approval of stone tablet for new garden of remembrance | £40.00 | £45.00 |

OTHER CHARGES

- | | | |
|---|-------|--|
| 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

