

**MINUTES OF THE MEETING OF THE
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE
HELD ON 17th JUNE 2008 AT 7.00 p.m. AT HARTLEY LIBRARY.**

Present : Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mr J Gaywood
Cllr Mr J Minns
Cllr Mrs A Oxtoby (Chairman)
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 17th June 2008 at 6.15 p.m.

Apologies for absence

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

1. Election of Chairman

RESOLVED: That, Cllr Mrs A Oxtoby be elected Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council in May 2009.

2. Election of Vice Chairman

RESOLVED: That, Cllr Mr A Barnett be elected Vice Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council in May 2009.

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 1st April 2008 be approved and signed by the Chairman as a correct record.

5. Terms of Reference

The Committee reviewed the terms of reference of the Burial Grounds and Gardens of Remembrance Committee as approved by the Council at its Annual meeting held on 12th May 2008 and was satisfied no amendments were required.

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 10th June 2008.

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

7. Burial Ground

(a) The Committee considered matters arising from the visual inspection undertaken before the start of the meeting. It was reported that the gravedigger had been asked to top up the sunken grave of the late Richard Frank Goodman (grave no 384).

RESOLVED: That, the grave owner of the grave of the late Stephen Anthony Shappard (grave no 409) be asked to remove three self seeded trees from the grave and to prune the two rose bushes.

(b) It was reported that the grave owners of the late Colin Barry Solman (grave no 403) and the late Stephen Anthony Shappard (grave no 409) did wish the respective graves to be turfed.

The grave owner of the late Frances Mary Rich (grave no 413) had no objection to the grave being turfed.

No response had been received to two letters sent to the grave owner of the late William Wilson Brown and Vera Brown (grave no 222) informing of the Council's intention to turf the grave.

The Council had no records of the grave owner of the late Ethel Vera Robinson and Michael Robinson (grave no 410). The Committee noted a notice had been placed on the grave asking the grave owner to contact the Clerk.

RESOLVED: That,

(1) arrangements be made for the graves of the late Frances Mary Rich (grave no 413) and the late William Wilson Brown and Vera Brown (grave no 222) to be turfed and,

(2) arrangements be made after the anniversary of the date of the death of the late Ethel Vera Robinson (grave no 410) for the grave to be turfed.

(c) It was reported a quotation was awaited for repairs to the shed.

RESOLVED: That, the matter be deferred.

(d) It was reported that the grave owner of the late John Elphick and Lilian Elizabeth Elphick (grave no 198) had inspected the leaning memorial and considered it to be safe. The grave owner had been informed that the memorial would be tested in compliance with the Council's adopted memorial safety programme and testing policy and if the memorial failed the test, remedial work would be required.

RESOLVED: That, the report be noted.

(e) The Committee considered a request from a former resident of Hartley, who now lived in Maidstone, to be buried in Hartley Burial Ground. After due consideration the Committee was satisfied that the resident had sufficient connections with Hartley to be buried in the Hartley Burial Ground and this view was supported by Mr J Field. The Church Authorities had confirmed they would be willing to conduct the funeral if the Parish Council agreed to the burial in Hartley Burial Ground.

RECOMMENDED: That, permission be granted for the interment to take place in Hartley Burial Ground.

8. Garden of Remembrance

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

RESOLVED: That, Mr Munday be asked to proceed with works to remove the weeds and self seeded trees from the Garden of Remembrance as soon as practicable.

(b) The Committee considered quotations, as set out below, in respect of pruning the trees in the lay by at the rear of the Garden of Remembrance:

- Austin Treework for the sum of £980 plus VAT to reduce in height by 50% (approx 20') 10 no conifer trees, remove and dispose of arisings
- Above the Canopy for the sum of £638.30 plus VAT to reduce in height by approx 50% 10 no Leyland Cypress from first gate at the Field Maple to the further gate, (nearest the church), including the tree straddling the fence. All arisings shredded and removed from site.
- Down to Earth for the sum of £840 plus VAT to reduce height of 10 no Leyland Cypress trees to rear of parking area by approx 50% and clear all arisings from site.

RESOLVED: That, the quotation for the sum of £638.30 plus VAT from Above the Canopy to reduce in height by 50% 10 no Leyland Cypress trees be accepted.

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 that the "In Remembrance" bronze plaque had been fitted to the plinth.

(b) The Committee reviewed the rules and regulations relating to Gardens of Remembrance.

RECOMMENDED: That, the rules and regulations relating to the Gardens of Remembrance, as set out in appendix 2 attached to these minutes, be amended.

10. Closed church yard

The Committee considered any matters arising from the visual inspection undertaken before the start of the meeting. The Committee noted that a new soakaway had been constructed in the closed churchyard. The Committee noted that the spoil from the archaeological excavation had been reinstated and the area levelled in advance of seeding. The site of the archaeological dig had also been levelled, but the Committee noted that the Church Authorities did not intend to seed the area.

RESOLVED: That, the Church Authorities be asked whether any decisions had been taken about the treatment of ground levels and landscaping in front of the new entrance to the Church.

11. Memorial Safety

The Committee noted that the memorial safety programme and testing policy had been approved and adopted by the Council at its meeting held on 14th April 2008 and considered how the Council should now implement the policy.

RESOLVED: That, the notification procedures of the Council's adopted memorial safety programme and testing policy, as set out under the pre-inspection advice and information, paragraphs 1 to 5, page 1, be implemented.

12. Exclusion of the press and public

RESOLVED: That, under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of part of minute item 13 “New Burial Ground”, on the grounds that the likely disclosure of exempt information would prejudice the public interest by reason of the confidential nature of the business to be transacted.

13. New Burial Ground

The Committee examined a draft specification of the ground works required to establish the new Burial Ground at Manor Field.

The Committee was advised of recent correspondence from the owner of Hartley Court requesting information on the layout of the new Burial Ground and proposed changes to the restrictive covenants, which had duly been provided.

The Committee was advised that a draft application to the Lands Tribunal for a modification of the restrictive covenants had been prepared and that further legal advice was awaited.

RESOLVED: That, the report be noted.

14. Date of the next meeting

Monday 7th July 2008 at 9.00 a.m. in Hartley Library

Tuesday 16th September at 6.30 p.m. in Hartley Library

Visual inspection to be undertaken on Tuesday 16th September 2008 at 6.00 p.m. in Hartley Burial Ground

The meeting closed at 8.15 p.m.

Signed:.....
Chairman

Date:.....

**Hartley Parish Council
 Summary of Receipts and Payment
 (as at 10th June 2008)
 Burial Grounds and Gardens of Remembrance**

Title	Receipts		Payments		Net Position Underspend (+) /Overspend (-)
	Estimated	Actual	Estimated	Actual	
Grass cutting			1,050.00	146.00	904.00
General maintenance			600.00	111.93	488.07
Maintenance contract			1,300.00	277.00	1,023.00
Spoil removal			450.00	-	450.00
Plinth					
Graves/interments	1,000.00	420.00			-580.00
Interment of ashes	900.00	80.00			-820.00
Memorials	325.00	110.00			-215.00
Plaques	480.00	85.00			-395.00
New B/G grass cut			125.00	-	125.00
New B/G advance wks			500.00	-	500.00
All/St grass cut			750.00	120.00	630.00
All/St gen main			200.00	25.00	175.00
Health and Safety			1,500.00	-	1,500.00
Lay by					
Blue Sacks			50.00	-	-50.00
NET TOTAL	2,705.00	695.00	6,525.00	679.93	3,835.07
V.A.T.		0.00		0.00	
GROSS TOTAL		695.00		679.93	

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 of caskets is not permitted in the new Garden of Remembrance.

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.

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

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

8. Plaques may be fitted to the wall surrounding the Garden of Remembrance (see para 8 *9 below) and/or

memorials may be laid on the ground to mark the position of the interment (see paras 9, 10, ***11** and 11 ***12** below).

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.

10. Memorials in the new Garden of Remembrance marking the space where ashes have been interred shall be of ***black granite** ~~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.~~

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.

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. ***Style of lettering on stone memorials to match existing.** No further embellishment around the memorial is permitted.

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
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Hartley
Longfield
Kent DA3 8EL
Tel/fax no 01474 709441

****Proposed amendments shown in bold italics***