

**MINUTES OF THE MEETING OF THE
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE
HELD ON 7th OCTOBER 2008 AT 6.00 p.m. AT HARTLEY LIBRARY.**

Present : Cllr Mr A Barnett
Cllr Mrs J Burns (*arrived at 6.05 p.m.*)
Cllr Mrs A Oxtoby (Chairman)
Cllr Mr J Minns
Cllr Mr B Ramsay

In attendance : Mrs J Hoad (Clerk)

1. Apologies for absence

Apologies for absence had been received from Cllr Mr J Gaywood and 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 7th July 2008 be approved and signed by the Chairman as a correct record.

Cllr Mrs J Burns arrived at the meeting at 6.05 p.m.

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 30th September 2008.

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

5. Budget 2009/10

The Committee considered the draft budget for the Burial Grounds and Gardens of Remembrance Committee for 2009/10.

RESOLVED: That, the draft budget for 2009/10, attached as appendix 2 to these minutes, be submitted to the Finance and General Purposes Committee for consideration.

6. Burial Ground

(a) The Committee considered matters arising from the visual inspection undertaken earlier in the day.

The Committee was advised that on 4th August 2008 during a routine weekly visual inspection of the Burial Ground on two memorials had been found to be unstable and as a result warning placed had been placed on the graves of the late, (1) Elsie Victoria and George Steven Newson (grave number 254) and (2) E Hyde (grave number 94), asking for friends or family of the deceased to contact the Clerk. The Committee expressed some doubt over whether the warning notice on grave 254 had been removed. It was reported that to date no responses had been received.

RESOLVED: That,

(1) the report on the unstable memorials on grave numbers 254 and 94 be noted, and, if missing, a new warning notice be placed on grave 254 and,

(2) a notice be placed on the grave of the late Elsie Victoria and George Steven Newson, (grave number 254) asking for the person/s responsible for maintaining the grave to contact the Clerk, with a view to removing the inappropriate planting on the grave and,

(3) the owners of the grave of the late Florence Cheesmuir, (grave number 178), be asked to prune back the shrubs on the grave as they had become overgrown and untidy and,

(4) quotations be invited to reduce the height of the leylandii trees, (approx 8 no trees), located adjacent to the lay-by and,

(5) quotations be invited to replace the surface of the existing paths in the Burial Ground with tarmac, and that the contractors be invited to provide alternative quotations to include and exclude edgings.

(b) It was reported that a quotation for repairs to the shed was still awaited. The Committee considered the repairs to the shed should include re-felting the roof, repairs to the barge board over the door and re-staining.

The Clerk reported that the shed had been broken into a couple of weeks ago, but confirmed nothing had been stolen.

RESOLVED: That, the Clerk be authorised upto a sum of £250 to make arrangements for repairs to be undertaken to the shed.

7. Garden of Remembrance

The Committee considered matters arising from the visual inspection undertaken earlier in the day.

RESOLVED: That, arrangements be made, as a matter of some urgency, for the paving slabs in the Garden of Remembrance to be cleaned with a high pressure hose.

8. New Garden of Remembrance

(a) There were no matters arising from the visual inspection undertaken earlier in the day. The Clerk reported that she intended to meet Stephen Gay next week to discuss the realignment of some of the memorial tablets in the new garden of remembrance.

RESOLVED: That, the report be noted.

(b) The Committee was informed an offer from a resident to provide and maintain a bench in the new Garden of Remembrance in memory of her parents. The Committee gave some consideration to the most suitable location for the bench.

RESOLVED: That, the offer to donate and maintain a new bench in the new Garden of Remembrance be accepted and a site meeting be arranged with the resident to agree a suitable position for the bench.

9. Closed church yard

(a) The Committee considered matters arising from the visual inspection undertaken earlier in the day.

RESOLVED: That,

(1) the Clerk be authorised upto a sum of £100 to make arrangements for the ornamental hedge located both sides of the lych gate to be pruned, with particular regard to reducing the height of the hedge in front of the notice board by 18 inches to improve its visibility and,

(2) the Clerk be authorised upto a sum of £100 to make arrangements for the boundary hedge next to the highway to be cut back to remove any overhang and,

(3) a quotation be invited to repaint the noticeboard in the churchyard, and for the supply and delivery of a new sign with the wording, "Hartley Parish Council", to be fitted to the noticeboard.

(b) At the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 17th June 2008 it was 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. The Committee was informed that the Chairman of the Buildings Committee had confirmed no decision had so far be taken, but that the Parochial Church Council would get in contact with the Parish Council as soon as firm proposals had been finalised.

RESOLVED: That, the report be noted.

10. Memorial safety

The Committee was advised that following attendance at a recent cemetery management seminar the Clerk had been informed a faculty would be required from the Church of England before any works could be undertaken to memorials on consecrated ground. As a result permission had been sought on 12th August 2008 from the Church of England Authorities through the Diocesan Advisory Committee at Rochester to inspect and test the memorials located on consecrated ground in Hartley Burial Ground. The Committee was informed that the Church Authorities had informed the Council that the matter would be considered by the Diocesan Advisory Committee at a meeting to be held on 11th September 2008.

Furthermore the Roman Catholic Church Authorities through the Archdiocese of Southwark had been informed of proposals to inspect and test the memorials in Hartley Burial Ground and asked to comment on the Council's memorial safety programme and testing policy. It was reported that Father Saba was aware of the proposals, but to date he had made no comment.

RESOLVED: That the report be noted and the decision of the Diocesan Advisory Committee be awaited.

11. Information leaflet

The Committee considered an information leaflet drafted by the Communications Committee and entitled, "Burial Grounds and Gardens of Remembrance".

RESOLVED: That, the Communications Committee be informed that the Burial Grounds and Gardens of Remembrance Committee was satisfied with the information contained in the leaflet.

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 was informed of advice received from the solicitor instructed by the Council to deal with matters relating to the modification of the covenants to establish a new Burial Ground at Manor Field and was advised of the action taken to pursue this matter.

RESOLVED: That, the report be noted.

14. Date of the next meeting

Thursday 22nd January 2009 at 6.00 p.m. in Hartley Library.

Visual inspection to be held on Wednesday 21st January 2009 at 9.00 a.m. in Hartley Burial Ground.

The meeting closed at 7.30 p.m.

Signed:.....
Chairman

Date:.....

**Hartley Parish Council
 Summary of Receipts and Payment
 (as at 30th September 2008)
 Burial Grounds and Gardens of Remembrance**

Title	Receipts		Payments		Net Position Underspend (+) /Overspend (-)
	Estimated	Actual	Estimated	Actual	
Grass cutting			1,050.00	652.00	398.00
General maintenance			600.00	111.93	488.07
Maintenance contract			1,300.00	831.00	1,023.00
Spoil removal			450.00	-	450.00
Plinth					
Graves/interments	1,000.00	630.00		220.00	-590.00
Interment of ashes	900.00	640.00			-260.00
Memorials	325.00	225.00			-100.00
Plaques	480.00	400.00		90.00	-170.00
New B/G grass cut			125.00	-	125.00
New B/G advance wks			500.00	2,355.00	-1,855.00
All/St grass cut			750.00	480.00	270.00
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	1,895.00	6,525.00	4,764.93	950.07
V.A.T.		0.00		412.13	
GROSS TOTAL		1,895.00		5,177.06	

Expenditure Burial Grounds	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Notes
Grass cutting	1,050.00	652.00	300.00	952.00	1,050.00	
General maintenance	600.00	111.93	638.00	749.93	1,500.00	09/10 lop trees next to lay-by
Maintenance contract	1,300.00	831.00	831.00	1,662.00	1,750.00	
Spoil removal	450.00	-	450.00	450.00	450.00	
New b/g grass cut	125.00	-	125.00	125.00	450.00	
New b/g advance works	500.00	2,355.00	-	2,355.00	500.00	08/09 new hedge planted. Expenditure approved by Council 10/09/2007
All Saints grass cut	750.00	480.00	240.00	720.00	750.00	
All Saints general maint	200.00	25.00	100.00	125.00	200.00	
Health and safety	1,500.00	-	1,500.00	1,500.00	500.00	
Blue trade sacks	50.00	-	50.00	50.00	50.00	
TOTAL	6,525.00	4,454.93	4,234.00	8,688.93	7,200.00	

Income Burial Grounds	Budget 2008/09	Received so far (upto Sept 08) (Column C)	Projected income to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Notes
Graves/interments	1,000.00	850.00	630.00	1,480.00	1,260.00	Based on 6 burials per year

Interment of ashes	900.00	480.00	480.00	960.00	960.00	Based on 12 interment of ashes per year
Memorials	325.00	225.00	210.00	435.00	420.00	Based on 6 new memorials per year
Plaques	480.00	445.00	270.00	715.00	540.00	Based on 12 new plaques per year
TOTAL	2,705.00	2,000.00	1,590.00	3,590.00	3,180.00	