

## HARTLEY PARISH COUNCIL

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29<sup>th</sup> January 2010

Dear Councillor

You are invited to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **4<sup>th</sup> February 2010** commencing at **6.00 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

**Julie Hoad**  
Proper Officer

A visual inspection of the Burial Ground, Gardens of Remembrance and the Closed Church yard will take place at **on 3<sup>rd</sup> February 2010 immediately after the close of the meeting of the Planning Committee.**

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### AGENDA

#### **1. Apologies for absence**

To receive apologies for absence.

#### **2. Declarations of Interest**

To receive Members' declarations of interest.

#### **3. Minutes**

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 24<sup>th</sup> November 2009 as a correct record. (Annexed).

**Under the Public Bodies (Admissions to Meetings) Act 1960, it may be necessary to exclude the public from the meeting during consideration of agenda item 4, in respect of the "Legal advice on the fitting of photo plaques to memorials" on the grounds that the likely disclosure of exempt information will prejudice the public interest by reason of the confidential nature of the business to be transacted.**

#### **4. Legal advice on the fitting of photo plaques to memorials**

To consider a report on the legal advice received in respect of the fitting of photo plaques to memorials in Hartley Burial Ground.

*Background document*

*Report on the legal advice (CONFIDENTIAL)*

## 5. Financial Report

To receive and note a financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 29<sup>th</sup> January 2010. (Annexed).

Background document

*Financial report dated 29<sup>th</sup> January 2010.*

## 6. Grass cutting and general maintenance contract 2010 – 2012

To consider the quotations received in respect of the grass cutting and general maintenance for the period 2010 to 2012 at Hartley Burial Ground and the closed churchyard.

## 7. Burial Ground charges 2010 -2011

To review the fees charged in respect of the Burial Ground for the period 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011.

Background document

*Burial ground charges 1<sup>st</sup> April 2009 to 31<sup>st</sup> March 2010*

*Ash-cum-Ridley Burial charges 09-10*

*PCC burial fees 2010*

## 8. Burial Ground

(a) To consider any matters arising from the visual inspection.

(b) At the last meeting of the Burial Grounds and Gardens of Remembrance Committee it was agreed that arrangements should be put in place to turf any outstanding graves.

The Committee is requested to consider a report on the matter.

Background document

*Progress report on the turbing of graves agreed at the last meeting*

(c) To consider the request for the memorial bench to be provided in Hartley Burial Ground.

Background documents

*E mails dated 25<sup>th</sup> and 26<sup>th</sup> January 2010*

(d) To confirm the Clerk's action to cut down and remove an uprooted tree in Hartley Burial Ground at cost of £80 plus VAT. Austin Treework was instructed to undertake the work on 7<sup>th</sup> December 2009.

(e) To consider an e mail from a company offering a headstone cleaning and grave tending service. This newly formed company understands that the grave owner is responsible for their memorials but as a matter of courtesy has approached Hartley Parish Council to seek its permission to work in Hartley Burial Ground.

Background document

*E mail dated 27<sup>th</sup> January 2010*

## 9. Garden of Remembrance

To consider any matters arising from the visual inspection.

## 10. New Garden of Remembrance

To consider any matters arising from the visual inspection.

## 11. Closed Church Yard

(a) To consider any matters arising from the visual inspection.

(b) To consider the plans submitted to the Planning Authority under application number SE/09/02534/FUL showing the treatment of ground levels and external works in respect of works to extend the west wing of All Saints Church. Hartley Parish Council had no objection to the application provided it complied with Green Belt policies.

## 12. Memorial Safety Programme and Testing Policy

To consider a report on the memorial safety and testing programme.

*Background documents*

*Progress report on the memorial safety and testing programme*

## 13. New Burial Ground

To consider a draft specification of works in respect of the ground for the New Burial Ground

*Background document*

*Proposed specification for ground works*

## 14. Date of the next meeting

### List of circulated documents

1. Minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 24<sup>th</sup> November 2009.
2. Report on the legal advice (**CONFIDENTIAL**)
3. Financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 29<sup>th</sup> January 2010.
4. Hartley Burial Ground burial charges 1<sup>st</sup> April 2009 to 31<sup>st</sup> March 2010
5. Ash-cum-Ridley Parish Council burial fees until 31<sup>st</sup> March 2010
6. Parochial Church Council fees 2010
7. Progress report on the turfing of graves agreed by the Committee at the last meeting
8. Progress report on the memorial safety and testing programme
9. Proposed specification for ground works.

Committee membership

Cllr A Barnett  
Cllr R Coates  
Cllr Mr J Minns  
Cllr Mr B Ramsay

Cllr Mrs J Burns  
Cllr Mr J Gaywood (ex-officio)  
Cllr Mrs A Oxtoby (ex officio)