

**MINUTES OF THE MEETING OF THE
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE
HELD ON 4th FEBRUARY 2010 AT 6.00 p.m. AT HARTLEY LIBRARY.**

Present : Cllr A Barnett
Cllr Mrs J Burns
Cllr R Coates
Cllr J Gaywood
Cllr Mrs A Oxtoby (Chairman)
Cllr J Minns
Cllr B Ramsay

In attendance : Mrs J Hoad (Clerk)
12 members of the public

A visual inspection of the Burial Ground, Gardens of Remembrance and Closed Church Yard had been carried out by Members of the Committee at 10.45 a.m. on Wednesday 3rd February 2010.

1. Apologies for absence

There were no apologies.

2. Declarations of Interests

Cllr R Coates declared a personal interest under minute item 10 in respect of matters relating to the new Garden of Remembrance, as his wife's parents were interred in the new Garden of Remembrance.

3. Minutes of the last meeting

RESOLVED: That, the minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 24th November 2009 be approved and signed by the Chairman as a correct record.

4. Legal Advice on the fitting of photo plaques to memorials

The legal advice obtained by the Council related to an application to erect a memorial in Hartley Burial Ground. The applicant claimed Rule 18 of the Council's Burial Ground Rules and Regulations prohibiting the fitting of photo plaques to memorials contravened race and religious discrimination legislation and human rights law. Legal advice received by the Council in respect of Rule 18 confirmed that the Council's policy prohibiting photographs on memorials would not discriminate against the applicant on the grounds of race and religion, and any human rights claim would fail.

Members of the Burial Grounds and Gardens of Remembrance expressed their views on Rule 18.

RECOMMENDED: That, Hartley Parish Council upholds the Regulation that the fitting of photo plaques on memorials shall not be allowed.

5. Financial Report

The Committee examined a financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 29th January 2010.

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

6. Grass cutting and general maintenance contract 2010 – 2012

The Committee examined the quotations received in respect of the grass cutting and general maintenance contract for the period 2010 to 2012 at Hartley Burial Ground and the Closed Churchyard, and including Hartley Green, as set out below:

Contractor	Quotation sum per annum	Hourly rate
Kent County Council – Landscape Services	£17,613.36	£24.48
T D Munday	£3,330.00	£16
Green Acre	£3,230.00 *	£15
Westcut Mowing	No quotation returned	
Sencio	No quotation returned	
KCCS	No quotation returned	

* excludes total sum for general gardening duties. Green Acre had provided rates for general gardening duties, as set out below:

Maintain edges to paths and beds	£60.00
Keep all paths & slabs in G/R free of weeds & leaves	£45.00
Dig over beds and keep free of weeds including G/R	£60.00
Prune shrubs & trees as necessary and burn when appropriate	£60.00
Put out rubbish for collection once per week	No charge
Turf graves as necessary (turf supplied by Council)	£15.00
Ensure shrubs are watered throughout periods of dry weather	£15.00 per watering
Maintain graves in accordance with the Council's rules	–

and regulations and as directed by Council
Maintain edges to stone tablets in new G/R £20.00

RECOMMENDED: That, the quotation for the total sum of £3,330.00 from T D Munday in respect of the grass cutting and general gardening duties in Hartley Burial Ground and the Closed Churchyard, and including Hartley Green for the period 1st April 2010 to 31st March 2012 be accepted

7. Burial Ground charges 2010 – 2011

The Committee reviewed the fees charged in respect of Hartley Burial Ground for the period 1st April 2010 to 31st March 2011.

RECOMMENDED: That, fees charged in respect of Hartley Burial Ground for the period 1st April 2010 to 31st March 2011 be increased, as set out in appendix 2 attached to these minutes.

8. Burial Ground

(a) The Committee considered matters arising from the visual inspection undertaken by Members of the Committee on 3rd February 2010.

RESOLVED: That,

(1) quotations be invited to provide and lay paving slabs under the two dustbins located next to the Garden of Remembrance and to provide and lay paving slabs to form a new path leading thereto; and

(2) the grave owners of grave numbers 379 and 386 be asked to remove the Christmas wreathes and other adornments from the surface of the graves within 4 weeks. If after 4 weeks the items have not been removed, arrangements be made for their removal and for those items to be held for collection for a period of 4 weeks.

(b) The Committee considered a report on the response from grave owners in respect of the turfing of graves in Hartley Burial Ground. A total of 36 letters had been sent to grave owners, of which 10 responses had been received. From the 10 responses received, 7 stated they did not wish their graves to be turfed and 3 stated they had no objections. A further member of public present at the meeting informed the Committee she did not wish her grave to be turfed.

The Committee was advised of a further letter from a grave owner of two graves in Hartley Burial Ground. The grave owner did not wish either of the two graves to be turfed.

The Committee was advised of problems sourcing the turf at this time of the year.

RECOMMENDED: That,

(1) arrangements be made for the three graves to be turfed of those who had responded to the Council and had raised no objection to their graves being turfed,

(2) no further action be taken to turf the graves of those grave owners who had objected to the turfing,

(3) graves owners be allowed to maintain a garden on their respective graves, provided the garden is kept neat and tidy and until such time as

they are no longer able to maintain their garden, after which arrangements will be made for the grave to be turfed; and

(4) subject to (2) and (3) being approved by the Council, the rules and regulations relating to Hartley Burial Ground be amended to allow gardens to be maintained on graves until such time as grave owners are no longer able to maintain their garden after which the graves will be turfed and the Clerk be asked to prepare a draft to incorporate this amendment to the rules and regulations for consideration by the Committee at a future meeting.

(c) The Committee considered a request to donate a memorial bench in Hartley Burial Ground. The Committee regrettably concluded that there was insufficient space in the Hartley Burial Ground for an additional bench and felt that there were sufficient numbers of benches in Hartley Burial Ground to meet visitors' needs.

RESOLVED: That, the request to donate a memory bench in Hartley Burial Ground be declined.

(d) The Committee was advised of action taken to remove an uprooted tree in Hartley Burial Ground on 7th December 2009.

RESOLVED: That, the Clerk's actions to make arrangements for an uprooted tree in Hartley Burial Ground to be cut down and removed at a cost of £80 plus VAT be confirmed.

(e) The Committee was advised of the services of a company offering a headstone cleaning and grave tending service.

RESOLVED: That, the report be noted.

9. Garden of Remembrance

The Committee considered matters arising from the visual inspection undertaken by Members of the Committee on 3rd February 2010.

The Committee noted that approximately 50% of the paving slabs in the Garden of Remembrance had been pressure washed. It was reported that the work had been interrupted by a funeral and a breakdown with the machinery, but the remainder of the slabs should be cleaned on 5th February 2010. The Committee noted that the pressure washing had weakened and disturbed some of the joints between the slabs and that some of the slabs in the centre of the Garden of Remembrance were standing proud. Furthermore the slabs forming a path to the south of the Garden of Remembrance were small and loose, and the joints were breaking up.

The Committee noted the lavender plants had been ordered and would be available in April or May. Planting would be carried out in the Autumn.

The Committee was advised that the position of the relocated water point would become the permanent position of the water point in Hartley Burial Ground. It was suggested that following completion of the Church extension works, a sump or small soakaway be installed under the tap to catch any drips.

RESOLVED: That,

(1) quotations be invited to re-point the paving slabs in the Garden of Remembrance;

(2) advice and quotations be invited to reset or replace the slabs of the path to the south of the Garden of Remembrance; and

(3) arrangements be made for the Christmas wreathes to be removed from the plinth.

10. New Garden of Remembrance

The Committee considered matters arising from the visual inspection undertaken by Members of the Committee on 3rd February 2010.

RESOLVED: That,

(1) arrangements be made for all dead plants to be removed from the plinth in the new Garden of Remembrance; and

(2) arrangements be made for the artificial flowers pinned to one of the tablets in the new Garden of Remembrance to be removed.

11. Closed Church Yard

(a) There were no matters arising from the visual inspection undertaken by Members of the Committee on 3rd February 2010.

(b) The Committee examined planning application SE/09/02534/FUL showing the treatment of ground levels and external works in respect of the construction works to extend the west wing of All Saints Church. It was reported that the application had been refused on the grounds that it did not comply with Green Belt policies.

The Committee expressed concern about the presence of three steps on the path leading from the door in the west wall of the Church to Hartley Burial Ground.

RESOLVED: That, the PCC be made aware of the Committee's concerns regarding the presence of three steps in the path linking All Saints Church to Hartley Burial Ground, which it considered would be inconvenient for coffin bearers, would not be wheelchair friendly and would require handrails.

12. Memorial Safety Programme and Testing Policy

The Committee considered a report on progress to commence the testing programme on memorials in Hartley Burial Ground. The Committee was advised that the Council's intentions had been duly advertised. The Committee noted that a date had yet to be finalised with the consultant, but once agreed graves owners would be informed accordingly. An open morning would be arranged with the consultant to allow grave owners the opportunity to witness the testing regime to be adopted.

RESOLVED: That, the report be noted.

13. New Burial Ground

The Committee examined the draft specification of works in respect of the ground works for the new Burial Ground. An amendment to the specification was proposed to reduce the sports ground mixture to 40 grams per square metre.

RESOLVED: That, quotations be invited from contractors in respect of the ground works for the new Burial Ground as set out in the draft specification of works, as amended.

14. Date of the next meeting

Tuesday 23rd March 2010 at 6.00 p.m.

A visual inspection of the Burial Ground, Gardens of Remembrance and Closed Church yard would be held before the start of the meeting at 5.30 p.m.

The meeting closed at 7.00 p.m.

Signed:.....
Chairman

Date:.....

Hartley Parish Council
Summary of Receipts and Payment
(as at 29th January 2010)
Burial Grounds and Gardens of Remembrance

Title	Receipts		Payments		Net Position
	Estimated	Actual	Estimated	Actual	Underspend (+) /Overspend (-)
Grass cutting			1,050.00	918.00	132.00
General maintenance			1500.00	1,109.92	390.08
Maintenance contract			1,750.00	1,384.50	365.50
Spoil removal			450.00	385.00	65.00
Plinth					
Graves/interments	1,260.00	670.00			-590.00
Interment of ashes	960.00	760.00			-200.00
Memorials	420.00	525.00			105.00
Plaques	540.00	545.00			5.00
New B/G grass cut			450.00		450.00
New B/G advance wks			500.00	2,530.00	-2,030.00
All/St grass cut			750.00	640.00	110.00
All/St gen main			200.00	25.00	175.00
Health and Safety			500.00		500.00
Lay by					
Blue Sacks			50.00	87.36	-37.36
NET TOTAL	3,180.00	2,500.00	7,200.00	7,079.78	-559.78
V.A.T.		0.00		560.18	
GROSS TOTAL		2,330.00		7,639.96	

**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 2009 TO 31ST MARCH 2010

EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVES

- | | |
|--|-----------------------------------|
| 1. For the exclusive right of burial of a body for 100 years in a grave space | £105.00 £110.00 |
| 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) | £145.00 * £120.00 |
| 2. For the interment of child up to 12 years | No charge |
| 3. Interment of ashes in garden of remembrance | £ 85.00 * £90.00 |
| 4. Interment of ashes in new garden of remembrance | £ 85.00 * £90.00 |
| 5. Interment of ashes of child up to 12 years | No charge |

MEMORIAL AND PLAQUES

- | | |
|---|-----------------------------------|
| 1. Approval of memorial | £75.00 * £80.00 |
| 2. Approval of memorial on the grave of a child upto 12 years | No charge |
| 3. Approval of additional inscription to memorial | £50.00 * £55.00 |
| 4. Approval of bronze plaque for garden of remembrance | £50.00 * £55.00 |
| 5. Approval of stone tablet for new garden of remembrance | £50.00 * £55.00 |

OTHER CHARGES

- | | |
|---|--------|
| 1. Hire of Manor Field car park (Funeral) | £ 5.00 |
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ALL THE ABOVE FEES ARE ~~DOUBLED~~ *TREBLED FOR NON RESIDENTS OF HARTLEY

Hartley Parish Council's gravedigger:

Mr M Harrington
MDH Contractors
Station Road
Kemsing, Sevenoaks
Kent
Tel no: 01732 762950

Approved by the Council at its meeting held on 9th March 2009

* *proposed increases shown in bold italics*