

**MINUTES OF THE MEETING OF THE  
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE  
HELD ON 18<sup>th</sup> MAY 2010 AT 6.00 p.m. AT HARTLEY LIBRARY.**

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

**In attendance :** Mrs J Hoad (Clerk)

A visual inspection of the Burial Ground, Gardens of Remembrance and Closed Church Yard had been carried out by Members of the Committee at 5.30 p.m. on Tuesday 18<sup>th</sup> May 2010.

**Apologies for absence**

Apologies for absence had been received from Cllr A Barnett and Cllr J Gaywood.

**1. Election of Chairman of the Burial Grounds and Gardens of Remembrance Committee**

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 2011.

**2. Election of Vice Chairman of the Burial Grounds and Gardens of Remembrance Committee**

RESOLVED: That, Cllr A Barnett be elected Vice Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council in May 2011.

**3. Declarations of Interests**

Cllr R Coates declared a personal interest under minute item 9 in respect of matters relating to the new Garden of Remembrance, as his wife's parents were interred in the new Garden of Remembrance.

**4. Minutes of the last meeting**

RESOLVED: That, the minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 23<sup>rd</sup> March 2010 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 agreed by the Council at its Annual meeting held on 10<sup>th</sup> May 2010 and was satisfied that they met the needs of the Committee.

RESOLVED: That, the Terms of Reference of the Burial Grounds and Gardens of Remembrance Committee, as agreed by the Council at its Annual meeting held on 10<sup>th</sup> May 2010, be received and noted.

## **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 11<sup>th</sup> May 2010.

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 of the Burial Ground by Members of the Committee before the meeting.

RESOLVED: That, the owners of the grave number 254 for the late George Stephen Newson and Elsie Victoria Newson and grave number 251 for the late Ronald Ernest Simmons be contacted regarding the turfing of the respective graves.

(b) The Committee considered an application to erect a memorial on grave number 381 in respect to the late Lovena Devi Linch.

RESOLVED: That, application to erect a memorial on grave number 381 for the late Lovena Devi Finch be approved.

## **8. Garden of Remembrance**

(a) The Committee considered matters arising from the visual inspection of the Garden of Remembrance by Members of the Committee before the meeting.

RESOLVED: That, the rules and regulations in respect of the new Garden of Remembrance displayed on the two lectern A4 noticeboards be replaced.

(b) It was reported that two quotations had been invited from paving contractors in respect of repairs to the paving slabs in the Garden of Remembrance, but to date only one quotation had been received.

RESOLVED: That, an alternative quotation be invited from another paving contractor to undertake repairs to the paving slabs.

## **9. New Garden of Remembrance**

The Committee considered matters arising from the visual inspection of the new Garden of Remembrance by Members of the Committee before the meeting.

RESOLVED: That, arrangements be made for a current set of rules and regulations relating to the new Garden of Remembrance to be displayed in the new A3 size lectern noticeboard.

## **10. Closed Church Yard**

There were no matters arising from the visual inspection undertaken by Members of the Committee before the meeting.

## **11. Memorial Safety Programme and Testing Policy**

The Committee considered a report on the proposed improvements to the existing “drop off” point for disabled and funeral access at All Saints Church. The Committee felt that a suitably worded sign should be erected in the vicinity of the “drop off” zone

restricting the parking to disabled visitors or official cars of those attending the Church in respect of weddings and funerals.

RESOLVED: That,

- (1) the report on the proposed improvements to the existing “drop off” point for disabled and funeral access at All Saints Church be noted;
- (2) advice be sought on the condition of the Council’s noticeboard currently stored at All Saints Church; and
- (3) the PCC be advised of the Committee’s views in respect of the display of a suitably worded sign to restrict parking in the “drop off” zone to disabled visitors or official cars in connection with weddings and funerals at All Saints Church.

(b) The Committee considered a request from the PCC to erect a marquee in Hartley Burial Ground for the Dedication Service to be held on 19<sup>th</sup> September 2010 in respect of the extension works at All Saints Church.

RESOLVED: That, the request from the PCC to erect a marquee in Hartley Burial Ground for the Dedication Service to be held on 19<sup>th</sup> September 2010 in respect of the extension works at All Saints Church be approved.

## **12. Memorial Safety Programme and Testing Policy**

The Committee examined a report on the inspection and testing of memorials in Hartley Burial Ground undertaken by Memsafe on 7<sup>th</sup> April 2010. The Committee noted that Memsafe had identified six memorials which had failed Hartley Parish Council’s Memorial Safety Programme and Testing Policy, as adopted by the Council on 11<sup>th</sup> May 2009.

Each of the failed memorials had been inspected by Members of the Committee before the meeting. The Committee considered that none of the failed memorials were deemed to be so unsafe that they required any immediate action to cordon off the area or lay them down immediately. The Committee noted the Council’s adopted policy in respect of the re-inspection of memorials; memorials should be fully inspected on a minimum frequency of 5 years and any memorials showing early signs of instability should be monitored every 12 months.

RESOLVED: That,

- (1) where possible, the grave owner/s of grave numbers,
  - (a) g 433 for the late Margaret Mary Pain and Richard Martin Pain;
  - (b) g 427 for the late Eleanor Margaret Reid;
  - (c) g 421 for the late Gladys Caroll;
  - (d) g 406 Alfred John Doyle;
  - (e) g 254 for the late Elsie Victoria Newson and George Stephen Newson; and
  - (f) g 146 Elizabeth Anne Beesley,

be advised of the faults identified during the inspection and testing of memorials undertaken by Memsafe in Hartley Burial Ground on 7<sup>th</sup> April 2010 and the owners be asked to inform the Council, within 10 weeks, how and when the defect to the memorial would be rectified; and

(2) in accordance with the Memorial Safety Programme and Testing Policy adopted by the Council on 11<sup>th</sup> May 2009, a warning notice be placed near or on each of the failed memorials on grave numbers 433, 427, 421, 406, 254 and 146.

### **13. Fees for use of the car park at Manor Field**

The Committee reviewed the annual fee of £25 charged for the use of the car park at Manor Field by All Saints Church for weddings, funerals and christenings.

RECOMMENDED: That, the annual fee for the use of the car park at Manor Field by All Saints Church for weddings, funerals and christenings be increased from £25 to £30.

### **14. Date of the next meeting**

Tuesday 31<sup>st</sup> August 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 6.40 p.m.

Signed:.....  
Chairman

Date:.....

**Hartley Parish Council  
 Summary of Receipts and Payment  
 (as at 11<sup>th</sup> May 2010)  
 Burial Grounds and Gardens of Remembrance**

Title	Receipts		Payments		Net Position Underspend (+) /Overspend (-)
	Estimated	Actual	Estimated	Actual	
Grass cutting General maintenance			1,050.00		1,050.00
Maintenance contract			1,000.00		1,000.00
Spoil removal Plinth			1,750.00	138.50	1,611.50
Graves/interments	1,320.00	230.00	450.00		450.00
Interment of ashes	1,020.00	405.00			-1,090.00
Memorials	450.00	525.00			-615.00
Plaques	600.00	545.00			-450.00
New B/G grass cut New B/G advance wks			450.00		450.00
All/St grass cut			6,500.00		6,500.00
All/St gen main			750.00		750.00
Health and Safety Lay by Blue Sacks			200.00		200.00
			500.00		500.00
			50.00		50.00
<b>NET TOTAL</b>	<b>3,390.00</b>	<b>635.00</b>	<b>12,700.00</b>	<b>138.50</b>	<b>9,806.50</b>
V.A.T.		0.00		0.00	
<b>GROSS TOTAL</b>		<b>635.00</b>		<b>138.50</b>	