

**MINUTES OF THE MEETING OF THE  
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE  
HELD ON 31<sup>st</sup> AUGUST 2010 AT 7.30 p.m. AT HARTLEY LIBRARY.**

**Present :** Cllr A Barnett  
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 9.00 a.m. on Tuesday 31<sup>st</sup> August 2010.

**1. Apologies for absence**

Apologies for absence had been received from Cllr J Gaywood.

**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.

Cllr B Ramsay declared a personal interest under minute item 9 (b) in respect of the quotations for repairs to the paving slabs in the Garden of Remembrance as one of the contractors, Graham Budd, had undertaken work for one of his relatives and at some of his neighbours properties.

**3. Minutes of the last meeting**

RESOLVED: That, the minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 18<sup>th</sup> May 2010 be approved and signed by the Chairman as a correct record.

**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 23<sup>rd</sup> August 2010.

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

**5. Burial Procedures**

The Committee considered legal advice from NALC in respect of the completion of the Burial Certificate. The Registration of Births and Deaths Regulations 1987 require the person maintaining the Burial Authority register to sign Part C of the Certificate of Burial or Cremation. However the Regulations do not require the person maintaining the Register to verify the information. The legal advice suggested that the person conducting the service should confirm the details on the Burial Certificate by completing a form, which could then be used as a basis for completing

the Burial Certificate. A suitable form has been drafted and the Clergy have been advised of the new procedure.

RESOLVED: That, the legal advice dated 20<sup>th</sup> May 2010 be noted and the advice contained therein implemented with immediate effect.

## **6. Fees**

The Committee considered the scale of charges in respect of Hartley Burial Ground for 2011/12 and compared the Hartley Parish Council's charges with those of the neighbouring authority of Ash-cum-Ridley.

The Committee considered introducing a charge to effect a transfer in grave ownership to cover office administration costs, which for complicated transfers could be quite time consuming. However the Committee felt that imposing a charge would place an additional burden on the bereaved, which could make them reluctant to effect a transfer.

RECOMMENDED: That, the charges in respect of Hartley Burial Ground for the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012 be increased as set out in appendix 2 attached to these minutes.

## **7. Budget 2011/12**

The Committee considered the budget of the Burial Grounds and Gardens of Remembrance Committee for the year 2011/12.

RESOLVED: That, the budget of the Burial Grounds and Gardens of Remembrance Committee for the year 2011/12, as set out in appendix 3 attached to these minutes, be referred to the Finance and General Purposes Committee for consideration.

## **8. Burial Ground**

(a) The Committee considered matters arising from the visual inspection of the Burial Ground by Members of the Committee earlier in the day.

RESOLVED: That,

- (1) arrangements be made for the removal of the flower pot ornament from grave number 241 for the late Harry John Ambler;
- (2) arrangements be made for the removal of the dead conifers from grave number 172 for the late Thomas Arthur Scott and Elizabeth Mabel Scott and grave number 456 for the late Beatrice Lillian Staunton and Bertram Cecil Staunton;
- (3) arrangements be made for 2 no rose bushes to be pruned on grave number 409 for the late Stephen Anthony Shppard;
- (4) arrangements be made for the 2 no lavender bushes and 1 no rose bush to be pruned on grave number 391 for the late Hugh James Bridge; and
- (5) arrangements be made for grave number 375 for the late Michael James Perry to be topped up.

(b) The Committee considered a retrospective application for the erection of a memorial on grave number 400 for the late Malgosia Anna Bober. The Committee

noted that the memorial was slightly overheight, but felt it would be unreasonable for the Council to insist the memorial be lowered particularly as the inscription on the bottom of the memorial would be obscured.

RESOLVED: That, the retrospective memorial application in respect of grave number 400 for the late Malgosia Anna Bober be approved.

(c) The Committee considered an application to install a new marble plaque in the existing kerbstone on grave number 128 for the late Elsie Hitchcock with the inscription, "In loving memory of Elsie Essam", in advance of the interment of Elsie Essam's ashes in the aforementioned grave. The Committee had noted during its inspection earlier in the day that the existing kerb, which had been in a dilapidated condition, had already been replaced with a new marble kerb and headstone.

RESOLVED: That, the application to install a new marble plaque in the existing kerbstone on grave number 128 in memory of the late Elsie Essem be approved.

(d) The Committee considered the future arrangements for the disposal of spoil from Hartley Burial Ground. The Committee was informed that the gravedigger would be willing to take over responsibility for the disposal of the spoil from Hartley Burial Ground by placing an additional charge on the grave digging fee which would be paid directly by the family or friends making the arrangements for the interment. The spoil would be removed by the gravedigger when he deemed it necessary, on the understanding that the gravedigger would not allow the spoil heap to become too large before organising its removal.

RESOLVED: That,

(1) the gravedigger be asked to take responsibility for the future disposal of spoil from Hartley Burial Ground; and

(2) the gravedigger be asked to arrange for the spoil currently located at Hartley Burial Ground to be removed at the Council's expense and thereafter all future spoil removal would be the responsibility of the gravedigger.

## 9. Garden of Remembrance

(a) The Committee considered matters arising from the visual inspection of the Garden of Remembrance by Members of the Committee earlier in the day.

RESOLVED: That, arrangements be made with T D Munday to remove and dispose of the existing lavender plants in the Garden of Remembrance and to plant new lavender plants, as supplied by the Council, at the edge of the Garden of Remembrance where it abuts the paving slabs.

(b) The Committee considered two quotations in respect of repairs to the loose paving slabs in the Garden of Remembrance, as set out below:

<b>Contractor</b>	<b>Works</b>	<b>Quotation sum</b>
Graham Budd	To repair and make good paving, including removing old timber and ramping up edges, as set out in quotation dated 30 <sup>th</sup> June 2010	£460 (no VAT)
Ash Paving	To take up existing crazy paving. To excavate	£785 plus VAT

area and reduce levels, lay sub base and compact. To re-lay edges. To re-lay crazy paving and to same level as footpath, as detailed in quotation dated 3<sup>rd</sup> March 2010

Gourmayes No quotation returned

RESOLVED: That, the quotation for the sum of £460 from Graham Budd to repair/relay the loose paving slabs in the Garden of Remembrance, as set out in a quotation dated 30<sup>th</sup> June 2010, be accepted.

(c) The Committee considered a quotation to re-point the paving slabs in the Garden of Remembrance (labour only) using Feb Geofix wide jointing compound, as supplied by the Council.

RESOLVED: That, the quotation for the sum of £50 from T D Munday to re-point the paving slabs in the Garden of Remembrance using Feb Geofix wide jointing compound supplied by the Council be accepted.

(d) The Committee considered an e mail dated 17<sup>th</sup> August 2010 from a relative of the late Colin Amos, who was recently interred in the old Garden of Remembrance.

Colin Amos was the son of George Amos, who was a parish councillor for a number of years and was instrumental in developing the Garden of Remembrance in Hartley Burial Ground. Colin Amos suffered from Downs Syndrome and lived with his mother and father, George and Doreen Amos, in Hartley, but due to his special needs was forced to move out of the parish for his care. Ordinarily interment fees would be trebled for non residents of the parish. His relative had requested the Council apply single fees.

RECOMMENDED: That, single fees be applied for the interment of Colin Amos on the grounds that he was a resident of the parish for a number of years and due to his special needs, was forced to move out of the parish for his care.

## **10. New Garden of Remembrance**

The Committee considered matters arising from the visual inspection of the new Garden of Remembrance by Members of the Committee earlier in the day.

The Committee was advised that a tablet in memory of the late Josephine Brown had been removed for repair.

RESOLVED: That, arrangements be made for a selective weedkiller to be applied to the grass in the new Garden of Remembrance and on the border behind the plinth and the bench.

## **11. Closed Church Yard**

The Committee considered matters arising from the visual inspection of the Closed Churchyard undertaken by Members of the Committee earlier in the day.

RESOLVED: That,

- (1) the family of the late John Field be advised that the memorial plaque located next to the newly planted Maple tree requires re-fixing;
- (2) the Church be advised that the temporary standpipe in Hartley Burial Ground is leaking.

## **12. All Saints Church**

The Committee was informed that a quotation had been received in respect of the refurbishment of the noticeboard and that an alternative quotation was being sought.

RESOLVED: That, the matter be deferred pending receipt of an alternative quotation to refurbish the noticeboard.

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

The Committee considered a report on the outcome of investigations to contact the owners of six memorials which had been identified by Memsafe as being unstable during an inspection of the memorials in Hartley Burial Ground on 7<sup>th</sup> April 2010.

The Committee was advised that all but one of the grave owners could not be contacted for the reasons set out in the report. However the Committee noted during its inspection earlier in the day that none of the six memorials identified as being unstable constituted a severe hazard requiring immediate action be taken.

The Committee noted that the memorial for the late Margaret Mary Pain and Richard Martin Pain had been removed from the grave and laid down at the edge of the Burial Ground by others, and did not constitute a hazard. The Committee noted that the memorial on grave number 254 for the late Elsie Victoria Newson and George Stephen Newson had been stabilised using two iron rods staked behind the memorial and that warning signs had been displayed on the memorial.

RESOLVED: That,

- (1) the report on the outcome of investigations to contact six owners of unstable memorials in Hartley Burial Ground, as identified by Memsafe during an inspection on 7<sup>th</sup> April 2010, be received and noted;
- (2) the work undertaken to stabilise the memorial on grave number 406 for the late Alfred John Doyle be noted; and
- (3) memorials on grave numbers 427 for the Eleanor Margaret Reid, grave number 421 for the late Gladys Carroll, grave number 254 for the late Elsie Victoria Newson and George Stephen Newson and grave number 146 for the late Elisabeth Anne Beesley be inspected and re-tested in April 2011.

## **14. New Burial Ground**

The Committee was advised that at a meeting of the Amenities and Open Spaces Committee held on 5<sup>th</sup> August 2010 it had been resolved that the provision of a close boarded fence to form a boundary in the new Burial Ground be referred to the Burial Grounds and Gardens of Remembrance Committee for consideration.

The Committee favoured the erection of a 1.5 metre high close boarded fence to form (1) the southern boundary of the new Burial Ground, extending from the Manor Field car park behind the storage container and the Pavilion to Foxborough Wood and (2) the eastern boundary adjacent to Foxborough Wood. The Committee felt

that the fence would enhance the visual amenity of the new Burial Ground and prevent the encroachment of bramble from adjoining land. Furthermore the close boarded fence could be adapted to incorporate suitable mesh so as to provide protection from rabbits damaging the new planting in the new Burial Ground.

RESOLVED: That,

(1) consideration of the provision of a close boarded fence to form the eastern and southern boundaries of the new Burial Ground be deferred until such time as the legal issues relating to the modification of the covenants and extension to the right of access at Manor Field have been resolved; and

(2) further advice be sought on the control of rabbits at Manor Field.

**15. Date of the next meeting**

Wednesday 1<sup>st</sup> December 2010 at 4.00 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 3.30 p.m.

The meeting closed at 9.05 p.m.

Signed:.....  
Chairman

Date:.....

**Hartley Parish Council  
 Summary of Receipts and Payment  
 (as at 23<sup>rd</sup> August 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	450.00	600.00
Maintenance contract			1,000.00		1,000.00
Spoil removal Plinth			1,750.00	707.70	1,042.30
Graves/interments	1,320.00	1,870.00	450.00		450.00
Interment of ashes	1,020.00	945.00			550.00
Memorials	450.00	400.00			-75.00
Plaques	600.00	275.00			-50.00
New B/G grass cut New B/G advance wks			450.00		450.00
All/St grass cut			6,500.00	100.00	6,400.00
All/St gen main			750.00	360.00	390.00
Health and Safety Lay by			200.00		200.00
Blue Sacks			500.00	580.15	-80.15
<b>NET TOTAL</b>	<b>3,390.00</b>	<b>3,490.00</b>	<b>12,700.00</b>	<b>2,300.28</b>	<b>10,499.72</b>
V.A.T.		0.00		136.96	
<b>GROSS TOTAL</b>		<b>3,490.00</b>		<b>2,437.24</b>	

**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](mailto:mail@hartleyparishcouncil.org.uk)

**CHARGES EFFECTIVE FROM 1<sup>ST</sup> APRIL 2011 TO 31<sup>ST</sup> MARCH 2012**

**EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVES**

- |  |                                   |
|--|-----------------------------------|
| 1. For the exclusive right of burial of a body for 100 years in a grave space                  | <del>£110.00</del> <b>£120.00</b> |
| 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) | <del>£120.00</del> <b>£125.00</b> |
| 2. For the interment of child up to 12 years             | No charge                         |
| 3. Interment of ashes in garden of remembrance           | <del>£90.00</del> <b>£95.00</b>   |
| 4. Interment of ashes in new garden of remembrance       | <del>£90.00</del> <b>£95.00</b>   |
| 5. Interment of ashes of child up to 12 years            | No charge                         |

**MEMORIAL AND PLAQUES**

- |   |                                 |
|---|---------------------------------|
| 1. Approval of memorial                                       | <del>£80.00</del> <b>£85.00</b> |
| 2. Approval of memorial on the grave of a child upto 12 years | No charge                       |
| 3. Approval of additional inscription to memorial             | <del>£55.00</del> <b>£60.00</b> |
| 4. Approval of bronze plaque for garden of remembrance        | <del>£55.00</del> <b>£60.00</b> |
| 5. Approval of stone tablet for new garden of remembrance     | <del>£55.00</del> <b>£60.00</b> |

**OTHER CHARGES**

- |   |        |
|---|--------|
| 1. Hire of Manor Field car park (Funeral) | £ 5.00 |
|---|--------|

**ALL THE ABOVE FEES ARE 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

<b>Expenditure Burial Grounds</b>	<b>Budget 2010/11</b>	<b>Spent so far (upto Aug 10) (Column C)</b>	<b>Projected expenditure to 31st March 2011 (Column D)</b>	<b>Estimate for year (Column C + Column D)</b>	<b>Budget 2011/12</b>	<b>Notes</b>
Grass cutting	1,050.00	450.00	360.00	810.00	900.00	Contract re-let 2010. Contract completes 31/10/11
General maintenance	1,000.00	-	500.00	500.00	1,000.00	
Maintenance contract (incl visual inspections)	1,750.00	707.70	1,000.00	1,707.70	1,750.00	Contract re-let 2010. Contract completes 31/3/2012 Visual inspections £18.50 per month
Spoil removal	450.00	-	450.00	450.00	450.00	
New b/g grass cut	450.00	-	210.00	210.00	210.00	General grass cutting contract ( 3 x cuts p.a.)
New b/g advance works (incl legal fees)	6,500.00	100.00	4,000.00	4,100.00	6,500.00	See attached sheet detailing total legal costs to date. Messrs H F & J H Glovers professional and legal fees - £3,000. DV fees £500. HPC legal fees - £4,000
All Saints grass cut	750.00	360.00	240.00	600.00	600.00	
All Saints general maint	200.00	-	200.00	200.00	500.00	
Health and safety	500.00	580.15	-	580.15	200.00	Memorial inspection undertaken by Memsafe on 7th April 2010
Blue trade sacks	50.00	102.43	-	102.43	100.00	
<b>TOTAL</b>	<b>12,700.00</b>	<b>2,300.28</b>	<b>6,960.00</b>	<b>9,260.28</b>	<b>12,210.00</b>	

<b>Income Burial Grounds</b>	<b>Budget 2010/11</b>	<b>Received so far (upto Aug 10) (Column C)</b>	<b>Projected income to 31st March 2011 (Column D)</b>	<b>Estimate for year (Column C + Column D)</b>	<b>Budget 2011/12</b>	<b>Notes</b>
----------------------------------	---------------------------	---	---	--	---------------------------	--------------

Graves/interments	1,320.00	1,870.00	130.00	2,000.00	1,380.00	Based on 6 burials per year
Interment of ashes	1,020.00	855.00	360.00	1,215.00	1,080.00	Based on 12 interment of ashes per year
Memorials	450.00	400.00	240.00	640.00	480.00	Based on 6 new memorials per year
Plaques	600.00	275.00	495.00	770.00	660.00	Based on 12 new plaques per year
<b>TOTAL</b>	<b>3,390.00</b>	<b>3,400.00</b>	<b>1,225.00</b>	<b>4,625.00</b>	<b>3,600.00</b>	

