

**MINUTES OF THE MEETING OF THE
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE
HELD ON 6th APRIL 2011 AT 4.00 p.m. AT HARTLEY LIBRARY.**

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

In attendance : Mrs J Hoad (Clerk)
1 member of the public

A visual inspection of Hartley Burial Ground, Gardens of Remembrance and Closed Churchyard was undertaken by Members of the Committee immediately before the meeting.

1. Apologies for absence

Apologies for absence had been received from Cllr R Coates and Cllr J Gaywood.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the last meeting

RESOLVED: That, the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 9th February 2011 be approved and signed by the Chairman as a correct record.

Pursuant to Standing Order 1 (d) the Chairman invited members of the public to express an interest if they wished to make representations, answer questions or give evidence in respect of any item of business included in the agenda. One member of the public expressed an interest in making a representation under agenda item 5 (a) in respect of the visual inspection of Hartley Burial Ground.

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 31st March 2011. The Committee noted that the income from interments and approvals of memorials, plaques, tablets exceeded estimates by approximately 50%.

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

5. Hartley Burial Ground

(a) The Committee considered matters arising from the visual inspection undertaken before the meeting.

Mr Tremain made representations to the Committee in respect of a claim submitted to the Council's insurers following accidental damage to his car caused by the vehicle being reversed into the timber logs at the rear of the lay-by.

RESOLVED: That,

(1) Mr Tremain's representations be duly noted; and

(2) arrangements be made for the graves of the late Millicent Gertrude White and Royce Gerrett (grave number 420), Walter George Ansell (grave number 395) and John Allen Kentfield (grave number 392) to be turfed.

(b) The Committee considered a quotation to repair the chestnut paling fence in the north-west corner of Hartley Burial Ground.

RESOLVED: That, the quotation for the sum of £35 from T D Munday to repair the chestnut paling fence in the north-west corner of Hartley Burial Ground be accepted.

(c) The Committee considered a quotation to repair the fence panel and posts in the south-east corner of Hartley Burial Ground.

RESOLVED: That, the quotation for the sum of £50 from T D Munday to repair the fence in the south-east corner of Hartley Burial Ground with a new fence panel, posts and met-posts be accepted.

(d) The Committee was advised that a small soakaway had been installed below the new water point in Hartley Burial Ground. The Committee noted that the step by the gate to Hartley Burial Ground, next to the closed churchyard, had been removed and a ramp installed in its place. The Committee was informed that the path from the new west entrance to the Church leading to Hartley Burial Ground would be surfaced next month.

RESOLVED: That, the report be noted.

(e) The Committee considered an application to erect a memorial on the grave of the late Michael James Perry.

RESOLVED: That, the memorial to erect a memorial on the grave of the late Michael James Perry be approved, subject to confirmation that the memorial would not exceed 3 feet or 900 mm in height or 2 feet 6 inches and 750 mm in width and the inscriptions would be in a single colour.

6. Garden of Remembrance

The Committee considered matters arising from the visual inspection undertaken before the meeting.

RESOLVED: That, T D Munday be asked to weed and dig over the Garden of Remembrance.

7. New Garden of Remembrance

(a) The Committee considered matters arising from the visual inspection undertaken before the meeting.

RESOLVED: That, T D Munday be asked to remove dead flowers from the plinth, as and when necessary.

(b) The Committee considered the fees to be applied for the application to place a tablet in the new Garden of Remembrance to mark the plot of the interment of ashes of the late Awena R Haylett and Eric R Haylett, who were husband and wife. The

Committee was advised that Mr and Mrs Haylett had died within 2 days of each other and their ashes had been interred in the new Garden of Remembrance on 3rd March 2011 in the same plot. At the time of death Mrs Haylett had been a resident of the parish, whereas Mr Haylett had been a resident of the parish of Longfield and New Barn. Under the current fee structure for Hartley Burial Ground, single fees should be charged for residents of Hartley and treble fees should be charged for non residents of Hartley.

RECOMMENDED: That, due to the tragic and exceptional circumstances, a single fee of £60 be applied for the approval of an application for a black granite stone tablet to be placed in the Garden of Remembrance to mark the plot of the late Mr and Mrs Haylett.

8. Closed Churchyard

(a) The Committee considered matters arising from the visual inspection undertaken before the meeting. The Committee complemented Mr Munday on the quality of his work.

The Committee noted that the remaining bones excavated during the works to extend the west wing of the Church had been interred in the closed churchyard on 4th April 2011 following a short service. The Rector confirmed consideration would be given to placing a memorial to mark the plot. The Committee was advised that the stonework from the west window, currently stored in the corner of the closed churchyard, had been sold and would be removed shortly from site.

RESOLVED: That, the report be noted.

(b) The Committee was advised that the Church authorities would prefer the Council's noticeboard not to be reinstated in its old position, as they felt it would dominate the view of the Church. During the visual inspection the Committee had identified another suitable location for the noticeboard. The Committee examined the quotation to refurbish and fix the noticeboard from Mr Glidewell which had been accepted by the Committee at a meeting held on 1st December 2010.

RESOLVED: That, the Clerk be authorised upto a sum of £360 to make arrangements for Mr Glidewell to refurbish and fix the Council's noticeboard, as set out in his original quotation dated 19th July 2010 and as approved by the Committee on 1st December 2010, and that the noticeboard be sited, as agreed by the Committee, next to the gate leading to the Hartley Burial Ground adjacent to the closed churchyard

9. New Burial Ground

There was nothing further to report.

RESOLVED: That, the property lawyer be asked for a progress report on the preparation of documentation required to formalise the agreement in respect of the modification of the covenants and extension of the right of access at Manor Field for burial purposes.

10. Memorial Safety Programme and Testing Policy

The Committee considered a quotation from Memsafe to re-inspect 4 memorials in Hartley Burial Ground which had been identified during the inspection carried out by

Memsafe on 7th April 2010 as showing signs of instability and requiring re-inspection every 12 months.

RESOLVED: That, the Committee noted that the quotation sum of £25 submitted by Memsafe was based on the inspection in Hartley Burial Ground being undertaken whilst on route to another job in the area and that subject to this condition, the quotation for the sum of £25 from Memsafe to inspect 4 memorials in Hartley Burial Ground be accepted.

11. Institute of Cemetery and Crematorium Management

RESOLVED: That, the Spring issue of The Journal published by the ICCM be received and noted.

12. Burial Policies – Public sector equality duty

The Committee considered a report on Hartley Parish Council's burial policies in light of the Equality Act 2010, which came into force for public bodies on 5th April 2011.

RESOLVED: That, the report on the public sector equality duty be received and noted, and further consideration be deferred until such time as guidance and advice has been obtained on how parish and town councils should exercise their duty to comply with the Equality Act 2010.

13. Date of the next meeting

Wednesday 8th June 2011 at 4.00 p.m.

A visual inspection of the Burial Ground, Gardens of Remembrance and Closed Churchyard would be held before the start of the meeting at 3.30 p.m.

The meeting closed at 4.35 p.m.

Signed:.....
Chairman

Date:.....

**Hartley Parish Council
Summary of Receipts and Payment
(as at 31st March 2011)
Burial Grounds and Gardens of Remembrance**

| Title | Receipts | | Payments | | Net Position Underspend (+) /Overspend (-) |
|---|-----------------|-----------------|------------------|-----------------|--|
| | Estimated | Actual | Estimated | Actual | |
| Grass cutting General maintenance | | | 1,050.00 | 796.00 | 254.00 |
| Maintenance contract | | | 1,000.00 | 720.00 | 280.00 |
| Spoil removal Plinth | | | 1,750.00 | 1,677.20 | 72.80 |
| Graves/interments | 1,320.00 | 3,050.00 | 450.00 | 385.00 | 65.00 |
| Interment of ashes | 1,020.00 | 2,735.00 | | | 1,730.00 |
| Memorials | 450.00 | 890.00 | | | 1,715.00 |
| Plaques | 600.00 | 715.00 | | | 440.00 |
| New B/G grass cut | | | 450.00 | | 115.00 |
| New B/G advance wks | | | 6,500.00 | | 450.00 |
| All/St grass cut | | | 750.00 | 600.00 | 150.00 |
| All/St gen main | | | 200.00 | | 200.00 |
| Health and Safety Lay by | | | 500.00 | 580.15 | -80.15 |
| Blue Sacks | | | 50.00 | 102.43 | -52.43 |
| Legal fees new B/G | | | | 818.00 | -818.00 |
| NET TOTAL | 3,390.00 | 7,390.00 | 12,700.00 | 5,678.78 | 11,021.22 |
| V.A.T. | | 0.00 | | 359.61 | |
| GROSS TOTAL | | 7,390.00 | | 6,038.39 | |