

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

Tel/Fax No: 01474 709441

E mail: enquiries@hartleyparishcouncil.gov.uk

Website: www.hartleyparishcouncil.gov.uk

22nd February 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Thursday 2nd March 2023** commencing at **11:00a.m at Manor Field Pavilion** or at the conclusion of the site visits, whichever is later.

A visual site inspection of Hartley Burial Ground, Gardens of Remembrance, Closed Churchyard and new Manor Field Burial Ground will take place at **10:30a.m.** Members are requested to convene in the lay-by outside Hartley Burial Ground.

Yours sincerely

Jane Tyrrell

Assistant Clerk to the Council

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

Background papers for the agenda items can be obtained from the Parish Office. Alternatively background papers may be emailed upon written request.

AGENDA

1. Apologies for absence

To receive any apologies for absence

2. Declarations of Interest

To receive Members' declarations of interest, which have not already been entered in the Members' Register of Interest or notified to the Monitoring Officer.

3. Minutes (WHITE)

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 16th November 2022, as a correct record. (Annexed).

Pursuant to Standing Order 3 (e) the Chairman will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

4. Financial Report (BLUE)

To receive and note a financial report showing detailed income and expenditure by budget heading of the Burial Grounds and Gardens of Remembrance Committee as at 23rd February 2023. (Annexed).

Background document

Financial report dated 23/02/23

5. Manor Field Burial Ground

a) To consider any matters arising from the visual inspection of Manor Field Burial Ground.

b) i) To consider a quotation to treat the grass in the burial ground and the Garden of Remembrance area with a selective herbicide, liquid fertiliser and seaweed treatment.

ii) To consider whether to treat either just the area currently being used or to treat the future, proposed area as well.

c) To consider quotations for notice board and to decide on the best location for the notice board.

d) To consider suggestions and quotations for climbing plants for the pergola.

e) To consider a quotation for notices to read *“Only dogs on leads to be permitted in the Burial Ground”*.

Background document

Quotations from Metrosigns dated 26th January 2023

f) To consider a further complaint received from a resident, regarding loose dogs in the Burial Ground. (This matter was discussed at the meeting on the 16th November as per the attached Minutes).

Background document

Email from resident dated 6th February 2023

6. Hartley Burial Ground

a) To consider any matters arising from the visual inspection of the Hartley Burial Ground.

b) To consider the removal and replacement of the existing shed in the burial ground.

7. Old Garden of Remembrance

a) To consider any matters arising from the visual inspection of the Old Garden of Remembrance.

b) To review the advice from our Insurers regarding the erection of signs stating *“Warning – paths and surfaces may be slippery”*.

8. New Garden of Remembrance

To consider any matters arising from the visual inspection of the New Garden of Remembrance.

9. Closed Churchyard

To consider any matters arising from the visual inspection of the Closed Churchyard.

10. Memorial Safety Programme and Testing Policy

The Committee is requested to note that in accordance with the Parish Council's Memorial Safety Programme and Testing Policy, the Memorials are due to be re-inspected in accordance with the policy minimum frequency of every five years. The next inspection was due in 2022.

- a) Members are requested to note that the Faculty for these works has been approved.
- b) Members are requested to consider quotations received from consultants in respect of the inspection and testing of the memorials in Hartley Burial Ground in accordance with the Council's Memorial Safety Programme and Testing Policy approved on 14th December 2015.

11. Grass cutting and burial ground maintenance contract (BLUE)

To review the grass cutting specification and maintenance contract at Hartley Burial Ground, and the grass cutting specifications at the Closed Churchyard and the Manor Field Burial Ground which falls due for renewal on 1st April 2023 and to note the list of Contractors invited to submit a quotation.

Background document

Grass cutting specification 2023-24 (ANNEXED).

Grass cutting schedule 2023-24. (CONTRACT 1 ANNEXED).

List of Contractors 2022/23

12. Notice board

To review any designs for an external notice board that could be used to display the Rules & Regulations and other relevant notices and to consider wording and location.

13. Date of next meeting