# HARTLEY PARISH COUNCIL

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5th October 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Wednesday 11th October 2023** commencing at **10:00a.m at Hartley Library, Ash Road** 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 **9:30a.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

## Election of Chairman

To elect the Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council to be held in May 2024.

1. **Election of Vice Chairman**

To elect the Vice Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council to be held in May 2024.

1. **Apologies for absence**

To receive any apologies for absence

**4. 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.

**5. Minutes (WHITE)**

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 2nd March 2023, 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.**

**6. Terms of Reference** (PINK)

To review the Terms of Reference of the Burial Grounds and Gardens of Remembrance Committee as approved by the Council on 10th May 2023. (Annexed).

Background document

[Terms of Reference as approved by the Council 10](C:\\Users\\Hartley PC\\Documents\\Old PC Backup\\My Documents\\Old PC Backup\\My Documents\\Burial Ground\\Terms of Reference\\2015-05-11 approved by Council.docx)[th](C:\\Users\\Hartley PC\\Documents\\Old PC Backup\\My Documents\\Old PC Backup\\My Documents\\Burial Ground\\Terms of Reference\\2015-05-11 approved by Council.docx) [May 2023](C:\\Users\\Hartley PC\\Documents\\Old PC Backup\\My Documents\\Old PC Backup\\My Documents\\Burial Ground\\Terms of Reference\\2015-05-11 approved by Council.docx)

**7. 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 5th October 2023. (Annexed).

Background document

[Financial](file:///C:\Users\Hartley%20PC\Documents\Old%20PC%20Backup\My%20Documents\Old%20PC%20Backup\My%20Documents\Burial%20Ground\Terms%20of%20Reference\2015-05-11%20approved%20by%20Council.docx) report dated 05/10/23

**8**. **Burial charges** (WHITE)

a) To review the burial charges in Hartley Burial Ground and the Gardens of Remembrance.

In 2022, Members agreed to impose a £5.00 increase per charge for the Parish Rate and a £15.00 increase per charge for the Out of Parish Rate.

Background document

[*Burial charges for 2023/24(*](file:///\\HARTLEYPC-PC2\Users\Hartley%20PC\Documents\Old%20PC%20Backup\My%20Documents\Old%20PC%20Backup\My%20Documents\Burial%20Ground\Charges\2015-16%20approved%202014-11-10.docx)*Annexed)*

Ash-cum-Ridley Parish Council burial charges 2023/24.

b) To review the charges to All Saints Church for the use of car park at Manor Field.

Currently the church pays a flat fee of £45.00 per annum for the use of the car park for funerals, weddings and christenings, and where it is expected that a church service will attract large numbers of visitors, the car park is made available at no additional cost. (The charge was last reviewed in September 2022 when no increase was imposed. Prior to that, a £5.00 increase was imposed in September 2021)

9. Budget 2024/25  **(BLUE)**

To consider the draft budget for Burial Ground, Gardens of Remembrance and New Burial Ground for 2024/25

Background document

[*Draft Budget for 2024/25 (TO FOLLOW).*](file:///\\HARTLEYPC-PC2\Users\Hartley%20PC\Documents\Old%20PC%20Backup\My%20Documents\Old%20PC%20Backup\My%20Documents\Burial%20Ground\Charges\2015-16%20approved%202014-11-10.docx)

10. Risk Assessment  **(GREEN)**

To review the Council’s current risk assessments relating to the Burial Grounds and Gardens of Remembrance Committee.

Background documents

List of current risk assessments in place dated 28th April 2021. (Annexed) (GREEN)

## 11. Manor Field Burial Ground

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

b) To consider suggestions for plants for the pergola

c) At the last meeting, it was suggested to obtain quotations for a low picket style fence with an access gate wide enough for machinery to run parallel with both pathways at the burial ground. Members are requested to consider quotations received

d) At the previous meeting, residents present had requested a water supply. It was pointed out to them that this had previously been considered and rejected for both a mains supply and water butts. The residents challenged this decision and asked for it to be reconsidered.

At the meeting of the Council on the 14th March, members were reminded of our Standing Orders which state;

***7.*** ***Previous resolutions***

1. ***A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( 5 ) councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.***

As six months had passed, Members are requested to *reconsider* two separate requests to install water butt(s) to use water from the gutters of the Pavilion building for graves in the burial ground.

## 12. Hartley Burial Ground

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

## 13. Old Garden of Remembrance

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

b) To consider a request for an *exception* to be made to inter some ashes into the Old Garden of Remembrance. (This area was formally closed for interments at the meeting held on the 27th January 2021 agenda item 7c. page 6)

## 14. New Garden of Remembrance

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

b) To receive a complaint from a resident regarding the placement of flowers on the grass in the New Garden of Remembrance.

Our Rules and Regulations state;

**Old & New Gardens of Remembrance**

**The Old Garden of Remembrance is full and has been closed to new interments for a number of years, although interments are still permitted for those with close family members already interred in the Old Garden.**

1. A maximum of two interments of ashes are allowed in one single plot in the New Garden of Remembrance.
2. The burial of caskets is not permitted in the New Garden of Remembrance.
3. ***No wreaths, memorial vases, floral tributes, or other objects shall be placed on the Gardens, or around the walls of the plinths.***
4. ***Cut flowers only may be left on the plinths adjacent to the Old & New Gardens of Remembrance using the vases provided.***

c) To consider a request from a resident to have her late sister’s ashes interred in the New Garden of Remembrance. The plot already has ***two*** sets of ashes interred – the late husband and son who were interred together. It is unclear whether the plot has been dug to a single or double depth and we are awaiting clarification from the parish Office who arranged for the whole to be dug. Members are requested to consider another option for the family if the plot is full.

d) To consider a request from a resident to replace a damaged bench in the New Garden of Remembrance with a new wooden bench the same as the one on Manor Field Burial Ground.

## 15. Closed Churchyard

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

b) To consider an email regarding concerns with the bank at the west entrance to All Saints Church. (The bank contains graves and some headstones). The retaining posts have rotted at the bottom, therefore weakening the bank. The Church has replaced a couple of the posts to ensure safety but believes the full length needs to be supported and is the responsibility of the Parish Council to replace/repair.

## 16. Memorial Safety Programme and Testing Policy (CREAM)

a) 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 inspection and testing took place at the beginning of July and the summary report (as attached) and detailed report had been received.

The Committee are requested to note that Stephen Gay Memorials had identified ***eight*** memorials which had failed Hartley Parish Council’s Memorial Safety Programme and Testing Policy.

The failed memorials had been inspected by a Member of the Committee before an instruction was given to Stephen Gay Memorials to lay down all eight memorials at a cost of £245.00 plus VAT as a matter of urgency.

The Assistant Clerk was in the process of reviewing the other memorials that had been identified as unsafe.

b) Having sought advice from the Institute of Cemetery and Crematorium Management, they confirmed that it is **not** a legal requirement to write to all grave owners when the memorial testing is being undertaken. As long as notices/signs are displayed, this is sufficient.

Members are asked to consider the above information and to review the policy in particular, to review the section headed Communications on page 4;

*“The Council will advise all existing memorial owner/s of its safety, inspection and testing regime on memorials in Hartley Burial Ground and Closed Churchyard, as set out in this adopted policy and on any implications that may arise subsequently.*  ***For memorials located in Hartley Burial Ground this will be carried out by writing to each memorial owner/s at the last known address recorded in the Register of Purchased Graves, in advance of any formal inspection****. This will not apply to memorial owners in the Closed Churchyard as the Council does not hold any records; the means of communication will be restricted to the display of public notices as set out below”.*

Background documents

1) Copy of Memorial Safety Programme and Testing Policy as approved 14/12/2015

2) Email dated 21st June 2023 from the ICCM with guidance to communication

## 17. Burial Ground - Administration

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a) To consider a review of the Rules & Regulations of the Burial Ground, in particular to consider ***separating*** the Rules & Regulations for burials and Interments to make it clearer for families.

b) To consider the introduction of a checklist for the Interment of Ashes reiterating that caskets are NOT permitted to be interred.

## 18. Grass cutting and burial ground maintenance contract (GREEN)

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 2024-25 (ANNEXED).*](file:///\\HARTLEYPC-PC2\Users\Hartley%20PC\Documents\Old%20PC%20Backup\My%20Documents\Old%20PC%20Backup\My%20Documents\Amenities%20&%20Open%20Spaces\Amenity%20&%20Open%20Spaces\Grass%20cutting%20specification%202014-16.docx)

[*Grass cutting schedule 2024-25. (CONTRACT 1 ANNEXED).*](file:///\\HARTLEYPC-PC2\Users\Hartley%20PC\Documents\Old%20PC%20Backup\My%20Documents\Old%20PC%20Backup\My%20Documents\Amenities%20&%20Open%20Spaces\Amenity%20&%20Open%20Spaces\Grass%20cutting%20schedule%202014-16.docx)

*List of Contractors 2023/2024*

## 19. Date of next meeting

**List of circulated documents**

1. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 2nd March 2023. **(WHITE)**
2. Terms of Reference as approved by the Council 10th May 2023 **(PINK)**
3. Financial report showing detailed income and expenditure by budget heading of Burial Grounds and Gardens of Remembrance Committee as at 5th October 2023 **(BLUE)**
4. [Burial charges for 2023/24](file:///\\HARTLEYPC-PC2\Users\Hartley%20PC\Documents\Old%20PC%20Backup\My%20Documents\Old%20PC%20Backup\My%20Documents\Burial%20Ground\Charges\2015-16%20approved%202014-11-10.docx) **(WHITE)**
5. Draft Budget for 2024/25 **(BLUE)**
6. List of current risk assessments in place dated 28th April 2021 **(GREEN)**
7. Copy of Memorial Safety Programme and Testing Policy as approved 14/12/2015 **(CREAM)**
8. Email dated 21st June 2023 from the ICCM with guidance to communication **(CREAM)**
9. [Grass cutting specification 2024-25 (ANNEXED)](file:///\\HARTLEYPC-PC2\Users\Hartley%20PC\Documents\Old%20PC%20Backup\My%20Documents\Old%20PC%20Backup\My%20Documents\Amenities%20&%20Open%20Spaces\Amenity%20&%20Open%20Spaces\Grass%20cutting%20specification%202014-16.docx)  (**GREEN)**
10. [Grass cutting schedule 2024-25. (CONTRACT 1 ANNEXED).](file:///\\HARTLEYPC-PC2\Users\Hartley%20PC\Documents\Old%20PC%20Backup\My%20Documents\Old%20PC%20Backup\My%20Documents\Amenities%20&%20Open%20Spaces\Amenity%20&%20Open%20Spaces\Grass%20cutting%20schedule%202014-16.docx)  (**GREEN)**
11. List of Contractors 2023/24 **(GREEN)**

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| **Committee membership** |  |
| Cllr Larry Abraham (ex-officio) | Cllr Penny Cole (Chairman) |
| Cllr Perry Cole | Cllr Anne Oxtoby |
| Cllr Brian Ramsay | Cllr Ian Ross |