

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

21st February 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Wednesday 28th February 2024** commencing at **2:30p.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 **2:00p.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

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 11th October 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.

4. Financial Report

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 21st February 2024. (Annexed).

Background document

Financial report dated 21/02/24

5. Manor Field Burial Ground

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

b) 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. This area was last treated in June 2023 and it is recommended that the treatment is applied in the Spring and in the Autumn.

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

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.

The current shed has fallen into disrepair and is no longer needed. The contents are primarily a couple of wheelbarrows which can be stored elsewhere and a large roll of green matting for use with burials which has never been used.

Members are requested to consider a quotation to remove the shed. In addition to this cost, would be the cost of a skip to safely dispose of the shed and any contents not needed.

7. Old Garden of Remembrance

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

b) To consider adding a notice to the tap stating;

“Please ensure that this tap is turned off after use to prevent possible water spillage.”

8. New Garden of Remembrance

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

9. Closed Churchyard

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

b) To consider quotations for repairs to 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.

10. Memorial Safety Programme and Testing Policy

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 is still in the process of reviewing and contacting the owners of the other memorials that have been identified as unsafe, but not high risk.

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

To consider quotations in respect of the grass cutting contract and burial ground maintenance contract at Hartley Burial Ground, Gardens of Remembrance and Closed Church Yard for 2024 – 25.

Background document

Grass cutting specification 2024-25 (ANNEXED).

Grass cutting schedule 2024-25. (CONTRACT 1 ANNEXED).

12. Grave Digging

To consider a request from a local funeral director to dig the graves for funerals that they arrange and/or to be considered for grave digging for the whole burial ground.

13. Burial Ground – Administration

a) At the meeting of the Burial Ground Committee on the 11th October, it was agreed that to simplify matters for families, the Rules and Regulations for Burials and for Interments would be separated into two documents.

Members are requested to review the Rules & Regulations for Interments and the Rules & Regulations for Burial Ground to ensure Members were happy with the amended documents.

One item removed from the Rules & Regulations was the option to permit interments in the Old Garden of Remembrance due to the fact that this area is full and has been closed for several years.

b) At the same meeting on the 11th October, it was agreed to amend the checklist used for the interment of ashes to add a sentence reminding the Minister/Celebrant that the interment of urns is not permitted.

Members are requested to review the checklist for interments noting the addition of the sentence stating;

“Please note that the interment of urns is NOT permitted in Hartley Burial Ground”.

14. Date of next meeting

Committee membership

Cllr Larry Abraham (ex-officio)
Cllr Lesley Driscoll
Cllr Brian Ramsay (Chairman)

Cllr Perry Cole
Cllr Anne Oxtoby
Cllr Ian Ross