

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

20th June 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 26th June 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. 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 2025.

2. 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 2025.

3. 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

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 28th February 2024, 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

To review the Terms of Reference of the Burial Grounds and Gardens of Remembrance Committee as approved by the Council on 13th May 2024. (Annexed).

Background document

Terms of Reference as approved by the Council 13th May 2024

7. 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 20th June 2024. (Annexed).

Background document

Financial report dated 20th June 2024

8. Manor Field Burial Ground

- a) To consider any matters arising from the visual inspection of Manor Field Burial Ground.
- b) To note that letters had been sent to the owners of grave X1 & X2 asking if they wish to have the graves turfed.

9. Hartley Burial Ground

- a) To consider any matters arising from the visual inspection of the Hartley Burial Ground.
- b) To consider any quotations received for the following repairs that had been identified in recent inspections
 - i) Perimeter fence
 - ii) Loose hand rail leading to the Closed Churchyard
 - iii) Gate by the layby
 - iv) Re-siting of the tap

10. Old Garden of Remembrance

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

11. New Garden of Remembrance

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

12. Closed Churchyard

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

b) To consider information received from the church regarding the sensitivity of the area retained by the wooden retaining posts as received by a local archaeologist:

“... reminding everyone that that bank behind the wooden retaining supports by the west door of All Saints is archaeologically sensitive.

When I conducted the archaeological excavations between the Church and Church Road, I discovered that the Norman remains extended from the area excavated by me into the area beyond the wooden retaining supports. Any further excavation must be carried out by an archaeologist.”

c) 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.

13. Grass cutting & burial ground maintenance contract - Complaints

a) Members are requested to discuss the grass cutting contract and burial ground maintenance contract at Hartley Burial Ground, Gardens of Remembrance and Closed Church Yard for 2024 – 25 in light of complaints received.

b) Grass cuttings – The present contract does not include the removal of the grass cuttings although Mr Munday used to do this for no extra charge. The new Contractor has offered to remove the cuttings or to add them to the spoil heap. Members are requested to discuss the arrangement to remove the grass cuttings from the site.

[Background document](#)

Grass cutting specification 2024-25 (ANNEXED).

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

14. Manor Field Burial Ground - Layout

a) Graves – Number of graves

To consider advice from the new grave digger that we can only expect to get ten or at a push, eleven graves in a row and not the expected 12 in a row as per our plan.

b) Garden of Remembrance – Alignment of plots

To consider the laying of the stone tablets in the Garden of Remembrance;

- 1) They are misaligned and how to correct this for the next row
- 2) How to lay the next stone tablets while still allowing people access to the plinths for the laying of floral tributes.

15. Risk Assessments

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)

Risk assessment from Weed Management dated 19/01/2024

16. Burial Ground – Administration

a) At the meeting of the Burial Ground Committee on the 28th February, it was agreed that to simplify matters for families, the Rules and Regulations for Burials and for Interments would be separated into two documents – one for burials and one for interments.

Whilst using the documents, two items also appear to be surplus and it is proposed to remove item 7 & 8 from the Rules & Regulations for **Interments** which state the following;

7. Plaques may be fitted to the wall surrounding the Old Garden of Remembrance only when ashes are interred therein.

8. Plaques fixed to the wall surrounding the Old Garden of Remembrance shall be formed of bronze and be of a similar size and design to existing. Plaques shall not exceed 75 letters or figures and shall be placed strictly in chronological order. The design and inscription on the plaque should be submitted to HPC for approval.

It is proposed to remove these two rules due to the fact that this area is full and has been closed for several years and therefore, no further plaques should be added.

It was also noted that item number 3 on the Rules & Regulations for **Burial Grounds** should also appear on the Rules and Regulations for **Interments**

This Rule states;

3. All interments shall take place between the hours of 09.30 hrs and 16.00 hrs on Mondays to Fridays and between the hours of 09.30 hrs and 14.30 hrs on Saturdays. The exact hour in all cases shall be subject to arrangement with the officiating Minister by the person giving notice of interment.

This information is relevant to both the Rules for Interments and the Rules for Burials too and as such, should be included in both sets of Rules.

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.

17. Insurance – Trees

Members are requested to consider the removal of the 6 x Acer Trees (marking the water pipe) from the Insurance Policy. These were added to the policy when they were planted due to a spate of thefts of young trees and plants in the area.

18. 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