# MINUTES OF THE MEETING OF THE

# BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE

# HELD ON 2nd March 2023

# AT 11:00 AM AT HARTLEY LIBRARY

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| --- | --- |
| Present : | Cllr Larry Abraham  Cllr Lesley Driscoll |
|  | Cllr Anne Oxtoby  Cllr Brian Ramsay (*Chairman*)  Cllr Ian Ross |
| In attendance : | 3 Members of the Public  Mrs J Tyrrell - *(Assistant Clerk)* |

Before the start of the Committee meeting, Members of the Burial Grounds and Gardens of Remembrance Committee carried out visual inspections of Hartley Burial Ground, Manor Field Burial Ground, Gardens of Remembrance and the Closed Churchyard.

## 1. Apologies for absence

Apologies for absence had been received from Cllr Perry Cole.

## 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 16th November 2022, be approved and signed by the Chairman as a correct record.

Pursuant to Standing Order 3 (e), the Chairman invited members of the public present 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.

3 members of the public expressed an interest under agenda item 5, (f) Manor Field Burial Ground.

RESOLVED That,

pursuant to Standing Order 10 (a) (ix), the order of business be altered so that agenda item 5,(f), be brought forward.

**4. Manor Field Burial Ground**

Members had been requested to consider a further complaint received from a resident, regarding loose dogs in the Burial Ground. (This matter had been discussed at the meeting held on 16th November 2022).

Following the meeting held on the 16th November 2022, a quotation had been received for a notice to read *“Only dogs on leads to be permitted in the Burial Ground”* at a costof £37.30 plus VAT.

Members discussed the need for several notices to remind dog walkers of their responsibilities and it was resolved to order 4 x notices to be erected at the entrance to the burial ground, by the car park, by the Lych Gate, by the pergola and also at the entrance from Foxborough Woods.

RESOLVED; That,

the quotation from Metrosigns for £37.30 plus VAT per notice be accepted and 4 notices be ordered and placed at the entrances to the burial ground, by the car park, by the Lych Gate, by the pergola and also at the entrance from Foxborough Woods at a total cost of £149.20 plus VAT.

The residents present voiced their concerns about the fact that dogs were not being kept on leads and were allowed to wander over graves by owners. They were unsure that the proposed notices would prevent this problem and suggested that a low picket style fence, with an access gate, could be erected around the burial ground to prevent this.

Not all members present agreed that this suggestion was necessary and had concerns, as access was needed for machinery for grounds maintenance and for the actual grave digging. They preferred to wait and see if the notices reminding people would be sufficient.

Cllr Ramsay asked members present to vote and 3 were in favour of the suggestion to seek quotations for a low, picket style fence to be installed along two sides of the burial ground and 2 Councillors were against the proposal. Therefore it was proposed to seek quotations for a low picket style fence with an access gate along two sides of the burial ground.

RESOLVED; That,

a quotation be sought for the supply and installation of a low, picket style wooden fence, with an access gate wide enough for machinery, to run parallel with both pathways at the burial ground.

The residents also asked regarding the disposal of flowers at the burial ground. They were advised that there was a rubbish bin present although they disputed that it was large enough. It was agreed to monitor this and if the bin started to overflow on a regular basis, that the emptying of it may be reviewed.

RESOLVED: That,

Mr Munday be requested to monitor the situation with the waste and to advise the Clerk if the bins needed emptying on a more frequent basis.

The residents were advised that there was a secondary bin at the entrance in the car park that could also be used to dispose of flowers or floral tributes as waste was removed under Trade Waste Regulations.

The residents also requested a water supply. It was pointed out that this suggestion had previously been considered and rejected, for both a mains supply and water butts. The residents challenged the reasons for rejection and asked for the installation of a water butt to be re-considered. Members agreed to re-consider this suggestion.

RECOMMENDED; That,

a quotation be sought for the supply and installation of a water butt using water from the gutters of the Pavilion building.

The Members of the public thanked the Committee for their time and left the meeting.

## 5. Financial Report

The Committee considered a financial report setting out detailed income and expenditure by budget heading in respect of the Burial Grounds and Gardens of Remembrance Committee as at 23rd February 2023.

RESOLVED: That,

the financial report setting out detailed income and expenditure by budget heading in respect of the Burial Grounds and Gardens of Remembrance Committee as at 23rd February 2023, be received and noted.

**6. Manor Field Burial Ground**

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

i) It was noted that there is still a need to have a bolt in the ground by the Lych Gates in order to be able to close the gates. As this could possibly help with the issue of the loose dogs, it was agreed to ask Mr Munday if this is something he could assist with.

RESOLVED: That,

Mr Munday be requested to provide a quotation to install a bolt into the ground by the Lych gates in order to enable the gates to be secured in a closed position.

ii) It was noted that there was a blue plastic box in the Garden of Remembrance that is used by the groundsman for the interments of ashes. While it was agreed that this was useful to have to hand, it was not very pleasant to look at and the suggestion was to replace this with a lockable storage box if required.

RESOLVED: That,

the groundsman be asked if he requires a small, storage box at Manor Field Burial Ground and also, in the interim, to ‘hide’ the blue box behind the plinths so that it is out of sight from the public.

iii) It was also noted, that the boards used to cover open graves were just thrown behind the graves making the area appear untidy. Members agreed that they were still required on site but they should be stacked and tidied away ideally in the compound adjacent to the Pavilion.

RESOLVED: That,

the grave diggers be asked if the boards can be moved or stacked tidily so that they are out of sight from the public.

b) It had previously been noted that the area designated for ashes was covered in weeds. The plaques didn’t look as nice as they do in the New Garden of Remembrance and it was suggested that if the area had weed killer applied and then grass seed around the plaques, it would be greatly improved. Rather than just treat this small area, it had been agreed to seek quotations for the whole area currently being used for burials as well as interments. The quotations received were for £525.00 for one half of the burial ground (the current half being used) or £590.00 to carry out the treatment on the whole area. It was suggested that the treatment is applied in Spring and Autumn. Members agreed to accept the quotation to treat the whole area at a cost of £590.00

RESOLVED: That,

the quotation received from Weed Management Ltd, for £590.00 for a selective herbicide, liquid fertiliser and seaweed treatment to be applied to the whole grassed area in Manor Field Burial Ground, be accepted.

c) Members had been requested to review any designs, if available, for an external notice board that could be used to display the Rules & Regulations and other relevant notices and to consider wording and location. It was noted that although expected, the quotation had not been received in time for the meeting. Members agreed that the correct siting of a notice board should be by the entrance to the burial ground, on the fence side, by the lych gate.

Members agreed that the Assistant Clerk, in consultation with the Chairman, be authorised to accept a quotation for a notice board the same design as the one in the existing burial ground *provided* it did not exceed £500.00 including fixings.

RESOLVED: That,

the Assistant Clerk, in consultation with the Chairman, be authorised to accept a quotation for a notice board the same design as the one in the existing burial ground *provided* it did not exceed £500.00 including fixings.

d) The Committee noted that planting for the pergola should be arranged as soon as possible. This project had been approved at the meeting held in June and should be followed up.

RESOLVED: That,

the Assistant Clerk be requested to seek quotations and advice from Woodlands Garden Centre for the supply and planting of 3 x ‘climbing’ plants that would cover and compliment the pergola.

## 7. Hartley Burial Ground

a) There were no matters arising from the visual inspection carried out before the meeting.

b) It had been previously noted that the shed in the Burial Ground needed attention. The shed is currently used to store a large roll of green matting that is used for burials. Mr Munday had provided a quotation to remove the shed but this would leave the problem of where to store the matting. The original planning application for Manor Field Burial Ground had a shed included on the plans, but when the plans had to be re-submitted due to their expiry, the shed was removed as a size and design had to be submitted at the time and no size or design had been agreed.

As the shed would cost money to dismantle and money to replace and is currently still being used without a problem, Members of the Committee agreed to defer this discussion and remove it from the agenda until such a time that it needed to be re-considered.

RESOLVED: That,

any discussions regarding the shed be removed from the agenda until such a time when the matter needed to be reconsidered.

## 8. Old Garden of Remembrance

a) The Committee noted that the paved area in the Old Garden of Remembrance was clean and didn’t appear slippery.

b) Members had been requested to review the advice from our Insurers regarding the erection of signs stating “Warning – paths and surfaces may be slippery”. Members were in agreement with the advice and the erection of the notices warning residents.

It had been suggested that notices could be added to both gates warning residents that the paths and surfaces may be slippery and Members agreed that this was a good idea.

The quotation had been received at £16.25 per notice plus VAT and Members agreed to arrange to have these notices purchased and erected

RESOLVED: That,

the quotation received from Metro Signs Ltd, for two notices to read *“Warning – paths and surfaces may be slippery”* at a cost of £16.25 plus VAT per notice, be accepted and arrangements made for their installation.

**9. New Garden of Remembrance**

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

It was noted that vases of flowers were still being placed by several stone tablets rather than in the plinths provided. This contravened the Regulations and would cause a problem for Mr Munday when he next cut the grass. It was agreed to ask Mr Munday to move them onto the plinths.

As this continued to be a problem, it was agreed to write to the families reminding them of the Regulations regarding the placement of flowers.

RESOLVED: That,

the Assistant Clerk be requested to contact all residents with family members in the New Garden of Remembrance reminding them of the Rules and Regulations and asking them to only place floral tributes in the plinths.

**10. Closed Churchyard**

a) The Committee considered matters arising from the visual inspection of the Closed Churchyard carried out before the meeting.

i) It was noted that there was a Yew tree on the right hand side as you entered the Closed Churchyard requiring attention and needed it’s lower branches removed.

RESOLVED: That,

the Assistant Clerk be requested to obtain a quotation to cut the lower branches of the Yew Tree which are covering headstones on the right hand side of the closed churchyard.

ii) Where a tree had been previously removed, there was now a large gap on the boundary to Church Road and Members suggested seeking a quotation for a replacement tree such as a cherry blossom.

RESOLVED: That,

a quotation be sought for a cherry blossom tree to be purchased and planted at the boundary of Church Road where the tree had been removed previously.

i) It was noted that the hedge running along the boundary parallel with Hartley Court needed tidying and any loose or low tree branches removed.

RESOLVED: That,

a quotation be sought to tidy the hedgerow and to cut back any low or overhanging branches at the boundary with Hartley Court.

**11. Memorial Safety Programme and Testing Policy**

1. Members had been requested to note that the Faculty for these works had been approved.

(b) The Committee noted that four quotations had been sought for the inspection and testing of the memorials, but that one contractor had not been available to quote.

The Committee considered three quotations for 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.

Having reviewed all three quotations, the Committee considered that the quotation received from Stephen P Gay Memorials represented best value for money, and in addition, as the company was locally situated they could attend the site more quickly if required.

RESOLVED: That ,

the quotation for the sum of £500.00 + VAT, received from Stephen P Gay Memorials to inspect and test the memorials in Hartley Burial Ground in accordance with the Council’s adopted Memorial Safety Programme and Testing Policy be accepted.

**12. Grass cutting and burial ground maintenance contract**

The Committee considered two quotations for the grass cutting and maintenance contract at Hartley Burial Ground and the grass cutting contract at the Closed Churchyard and the Manor Field Burial Ground, falling due for renewal on 1st April 2023.

RECOMMENDED: That

the quotation for the total sum of £7788.00, received from T D Munday to undertake the grass cutting and general maintenance contract at Hartley Burial Ground, Gardens of Remembrance, Closed Churchyard and Manor Field Burial Ground for the period 1st April 2023 – 31st March 2024 be accepted by the Council.

**13. Noticeboard**

This item had already been discussed under item 5c

## 14. Date of next meeting

To be confirmed.

The meeting closed at 12:15

Signed:…………………………………………… Date:………………….

Chairman of the Burial Grounds and Gardens of Remembrance Committee