

**MINUTES OF THE MEETING OF THE  
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE  
HELD ON 25<sup>th</sup> FEBRUARY 2026  
AT 10:30 AM AT HARTLEY LIBRARY**

Present :Cllr Larry Abraham

Cllr David Conroy

Cllr Leslie Driscoll

Cllr Laurence Glander

Cllr Brian Ramsay (Chairman)

Cllr Ian Ross

In attendance :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, 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 17<sup>th</sup> September 2025, be approved and signed by the Chairman as a correct record.

**4. Financial Report**

The Committee considered a financial report showing detailed income and expenditure by budget heading of the Burial Grounds and Gardens of Remembrance Committee as at 19<sup>th</sup> February 2026. The report was received and noted.

RESOLVED: That,

the financial report showing detailed income and expenditure by budget heading of the Burial Grounds and Gardens of Remembrance Committee as at 19<sup>th</sup> February 2026 be received and noted.

**5. Manor Field Burial Ground**

a) During the visual inspection carried out before the meeting, it was noted that grave number X7 has sunk and needs topping up with soil.

RESOLVED: That,

the Assistant Clerk contact the current contractor and ask that grave number X7 be topped up.

b) It was also noted that the beech hedge leading to the area and the beech hedge surrounding the burial ground, needs attention. It would benefit from topping and facing and it was agreed to seek quotations for the required works.

RESOLVED: That,

the Assistant Clerk seek quotations;

- i) For the beech hedge leading to the burial ground
- ii) For the beech hedge surrounding the burial ground

c) The area underneath the pergola was very muddy and would benefit from some paving underneath.

RESOLVED: That,

the Assistant Clerk seek quotations for suggested paving underneath the pergola, ideally tarmac as a continuation of the existing path..

## **6. Hartley Burial Ground**

a) During the visual inspection carried out before the meeting, it was noted;

i) That the memorial bench that had been identified as in disrepair had been removed and had been replaced by the family.

ii) There were two graves that had photographs on them - one on the actual memorial and one on a memorial vase. (The Rules and Regulations prevent photos being added to memorials). The Assistant Clerk advised the Committee that she would look into the history of these photographs and report back at the next meeting.

RESOLVED: That,

the Assistant Clerk investigate the history of the installation of 2 x photo plaques on 2 memorials and report back to the Committee at the next meeting.

b) It was noted that G210 had installed a log style edging to the grave which had been filled with stones and various ornaments. As this was in contravention of the Rules & Regulations, a letter had been sent to the grave owner asking for this to be removed. The letter had been returned to the Parish Office – “owner no longer at this address”.

A notice was erected on the grave on 28<sup>th</sup> October 2025 asking for the grave to be returned in accordance with the Rules & Regulations of the Burial Ground with a deadline of 30<sup>th</sup> December. At a subsequent visit, it was noted that some ornaments had been removed but that the stone chippings and log edging remained. A second notice was added to the grave on the 28<sup>th</sup> January 2026 giving the family until the 28<sup>th</sup> February 2026 to return the grave in accordance to the Rules and Regulations.

Members discussed the background to this situation and agreed, as two separate notices had already been erected and not conformed with, that the groundsman be instructed to remove the chippings and log edging and to store it by the spoil heap. A notice will be erected on the grave once this has been completed, advising the family member where their materials have been relocated to.

RESOLVED: That,

- i) the Assistant Clerk contact the groundsman and arrange for him to remove the log style edging, stones and any remaining ornaments from grave 210 in accordance with the Rules & Regulations of the Burial Ground.
- ii) the Assistant Clerk contact the groundsman and arrange for him to erect a notice to be fixed to G210 advising the family where the stone chippings and log edging had been placed.

c) Leading along the path from the burial ground to the closed churchyard, on the bank at the west entrance to the church is an area where there are a few solitary graves. This area needed some attention as there were a few broken tree branches and saplings growing. Members agreed that this area would benefit from some attention and suggested that we ask the current Contractor to tidy this area up.

RESOLVED: That,

the Assistant Clerk contact the current grass cutting contractor and ask for them to tidy the area with the graves on the bank at the west entrance to the Church removing any dead branches, saplings and general weeding.

## **7. Old Garden of Remembrance**

a) During the visual inspection of the Old Garden of Remembrance, Members noted that there were a couple of loose slabs forming part of the paving at the entrance to the Old Garden of Remembrance and it had previously been agreed to seek quotations. Quotations had been requested and only one received.

RECOMMENDED: That,

the quotation for the total sum of £153.60, received from WJ Property Services to rake out, rebed and point the loose slabs on the pathway leading into the Old Garden of Remembrance be accepted by the Council.

b) During the visual inspection of the Old Garden of Remembrance, Members noted that the area was covered in moss and as a result, quite slippery. This needed urgent attention and it was agreed to seek quotations for the treatment/removal of the moss as a matter of health and safety..

RESOLVED: That,

the Assistant Clerk seek quotations to treat/remove the moss on the paving slabs in the Old Garden of Remembrance.

## **8. New Garden of Remembrance**

There were no matters brought up during the visual inspection of the New Garden of Remembrance.

## **9. Closed Churchyard**

During the visual inspection of the New Garden of Remembrance, Cllr Glander noticed that there were a couple of ridge tiles that had fallen from the roof of the church. Although these were not the responsibility of the Parish Council, it was agreed, as they had been noticed, to advise the Church in case they are not aware.

RESOLVED: That,

the Assistant Clerk advise the Parochial Church Committee that there were several ridge tiles missing from the church roof.

## **10. Grass cutting and burial ground maintenance contract**

The Committee considered three 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 1<sup>st</sup> April 2026.

One member present asked members if they are happy with all aspects with the current contractor. The Chairman advised that the initial teething problems, as a result of the long grass due to the handover from one contractor to another, had all been resolved. Members agreed that they are happy with the works in general. The Assistant Clerk advised that there had been issues receiving the completed weekly checklists from the Contractor but that this was slowly improving. It was noted that the completed checklists are essential to cover the Parish Council in case of any

accidents/claims.

Members agreed that this should be reinforced *before* the quotation is accepted but if included, the Committee was happy to accept the quotation provided.

**RECOMMENDED: That**

- 1) the quotation for the total sum of £7130.00 excluding VAT, received from Kent Grassland Services to undertake the grass cutting and general maintenance contract at Hartley Burial Ground, Gardens of Remembrance, Closed Churchyard and Manor Field Burial Ground, as specified in Contract 1 for the period 1<sup>st</sup> April 2026 – 31<sup>st</sup> March 2027 be accepted by the Council *provided* that the Contractor supplies the completed weekly checklist.

## 11. Burial charges

a) Members had been requested to review the burial charges in Hartley Burial Ground and the Gardens of Remembrance. Members agreed that the charges at Hartley were always competitive and usually cheaper than the neighbouring parishes. Members agreed to impose a £5.00 increase per charge for the Parish Rate (including the ground preparation and car park charge) and a £15.00 increase per charge for the Out of Parish Rate. Members agreed to additionally increase the charge for ground preparation from £35.00 to £40.00 and the charge for the hire of the car park to be increased from £15.00 to £20.00

**RECOMMENDED: That,**

the Council's burial charges for 2026-2027 be increased, as set out in Appendix 1 attached to these minutes.

b) The Committee reviewed the fee charged to the Parish of Hartley & Fawkham for the use of the car park at Manor Field for funerals, weddings and christenings, and at times when it was expected that a Church service at All Saints Church in Hartley would attract large numbers of visitors. The charge was last reviewed in February 2025 when it was agreed that the fee would remain at £50.00 per annum.

Members agreed that the charge be increased from £50.00 to £55.00 with effect from 1<sup>st</sup> April 2026

**RECOMMENDED: That,**

- i) the fee charged to the Parish of Hartley & Fawkham for the use of the car park at Manor Field for funerals, weddings and christenings and at times when it was expected that a Church service would attract large numbers of visitors at All Saints Church in Hartley, be increased to £55.00 per annum (currently £50.00) with effect from 1<sup>st</sup> April 2026.
- ii) A letter is sent to the PCC advising of the proposed increase in charges;

## 12. Suggestion of Memorial Garden for pets

A suggestion has been made asking the Committee to consider a Memorial Garden for pets. Members asked if the Parish Office had ever received any enquiries and the Assistant Clerk confirmed that no enquiries had been received.

## 13. Date of Next Meeting

To be confirmed.

The meeting closed at 11:45

Signed:..... Date:.....  
Chairman of the Burial Grounds and Gardens of Remembrance Committee

**HARTLEY PARISH COUNCIL**

**CHARGES FOR HARTLEY BURIAL GROUND, MANOR FIELD BURIAL GROUND**

**AND GARDENS OF REMEMBRANCE**

**Effective from 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027**

**EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVES PARISH RATE OUT OF  
PARISH RATE**

1. For the exclusive right of burial of a body for 100 years in a grave space.  
£200.00 £600.00
2. For the exclusive right of burial of a child up to 18 years for 100 years in  
a grave space. No charge No charge

**INTERMENT**

1. For the interment of body in grave space, (incl. turf). £205.00 £615.00
2. For the interment of a child up to 18 years. No charge No charge
3. Interment of ashes in Garden of Remembrance £175.00 £525.00
4. Interment of ashes of a child up to 18 years No charge No  
charge

**MEMORIAL AND PLAQUES**

1. Approval of memorial on the grave of a child upto 18 years No charge No  
charge
2. Approval of memorial £165.00 £495.00
3. Approval of additional inscription to memorial £140.00 £420.00
4. Approval of bronze plaque for Old Garden of Remembrance £140.00  
£420.00
5. Approval of additional inscription to bronze plaque for Garden of  
Remembrance £115.00 £345.00
6. Approval of stone tablet for Gardens of Remembrance £140.00  
£420.00
7. Approval of additional inscription to stone tablet for Gardens of  
Remembrance. £115.00 £345.00

**OTHER CHARGES**

Ground preparation for interments of ashes	£40.00	£40.00
Hire of Manor Field car park (Funeral)	£20.00	£20.00