

**MINUTES OF THE MEETING OF THE
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE
HELD ON 15th JULY 2026
AT 11:00 AM AT HARTLEY LIBRARY**

Present : Cllr Leslie Driscoll
 Cllr Laurence Glander
 Cllr Brian Ramsay (*Chairman*)

In attendance : Mrs J Tyrrell - (*Assistant Clerk*)

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

1. Election of Chairman

RESOLVED: That,

Cllr Brian Ramsay be elected Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual Meeting of the Council in May 2027.

2. Election of Vice Chairman

RESOLVED: That,

Cllr Lesley Driscoll be elected Vice Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual Meeting of the Council in May 2027.

3. Apologies for absence

Apologies for absence had been received from Cllr David Conroy.

4. Declarations of Interest

There were no declarations of interest.

5. Minutes of the last meeting

RESOLVED: That,

the Minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 25th February 2026, be approved and signed by the Chairman as a correct record.

6. 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 9th July 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 9th July 2026 be received and noted.

7. Manor Field Burial Ground

a) During the visual inspection carried out before the meeting, it was noted that grave number X12 which was allocated as the last grave in the row, had reached the edge of the burial ground. To allow for the hedge to be maintained, there was no space to allow for children's graves as

indicated on the plan drawn up by PearTree Technology. The Committee then considered a suitable, alternative location for future children's graves.

The Committee decided to re-designate the grave numbers **X60, X59, X58, X57, X69** and **X78**, the graves immediately adjacent to the Garden of Remembrance, to be reserved for any children's graves. The Assistant Clerk would contact PearTree Technology and arrange for the plan to be re-drawn with these changes.

RECOMMENDED: That,

- i) The grave numbers **X60, X59, X58, X57, X69** and **X78**, the graves immediately adjacent to the Garden of Remembrance, to be re-designated and reserved for any children's graves.
- ii) That the Assistant Clerk contact PearTree Technology and arrange for the plan of Manor Field Burial Ground be re-designed to move the children's graves from their existing location on the plan to the new proposed location, adjacent to the Garden of Remembrance.

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

RESOLVED: That,

the Assistant Clerk follow up the quotations;

- i) For the beech hedge surrounding the burial ground

3) The area underneath the pergola would benefit from some paving underneath. This was suggested at the previous meeting but no quotations had been received.

RESOLVED: That,

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

4) Members noted that there were no rules and regulations in place for the area designated as a Natural Burial Ground. In order to be prepared to start using this area, it was agreed that these rules should be drawn up and agreed on.

RESOLVED: That,

the Assistant Clerk collate rules and regulations from other Natural Burial Grounds and integrate them into our existing rules and then bring them back to the Committee for consideration.

- b) Members had been requested to consider the suggestion to treat the grass at Manor Field Burial Ground. The last treatment was undertaken in September 2025 (1 treatment only that year) and the company suggests the following schedule;

- March 2026 – Fertiliser & Iron for Moss Control
- June 2026 - Fertiliser & Selective Herbicide
- September 2026 - Fertiliser & Iron for Moss Control

Members discussed this suggestion and in light of the extremely dry weather, to defer this matter until the next meeting with a view to possibly having a treatment in September.

RESOLVED: That,

the suggestion to treat the grass at Manor Field Burial Ground be deferred until the next meeting.

- c) Members had been asked to consider a request from a non-resident to allow the ashes of their late brother, also a non-resident, to be interred in Manor Field Burial Ground due to the fact that their parents ashes are interred in the New Garden of Remembrance.

Due to the fact that many other local burial grounds were full, including Ash Burial Ground, after some discussion, Members agreed 2 votes to 1 vote to **not** allow this request in order to continue to preserve the burial ground for residents of the Parish.

RESOLVED: That,

the Assistant Clerk contact the family and explain why the Committee had made the decision to decline their request to inter ashes in Hartley Burial Ground.

8. Hartley Burial Ground

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

i) It was noted that **G63** appeared ready to be turfed. The Assistant Clerk offered to check the records for the plot and contact the family, offering to turf the plot in the Autumn.

RESOLVED: That,

the Assistant Clerk contact the family of **G63** offering to turf the plot in the Autumn.

ii) There were several graves that had shrubs that needed cutting back. The Rules & Regulations state ;

(a) Bulbs, bedding plants, and perennial plants with a maximum height of 45 mm [18 inches] may be planted in the garden of the graves. Where graves have been turfed, bulbs may be planted under the turfed area of the grave. Shrubs shall not be permitted.

(b) The surface of the garden and all grass borders around the grave shall be kept neat, tidy, and weed free.

It was agreed that contact be made with the owners of **G353**, **361** and **376** to remind them of their obligations. The owner of **G353** had been written to numerous times over the last few years and it was agreed to advise them that unless the grave was tidied, the shrubs would be cut down and the grave turfed.

RESOLVED: That,

the Assistant Clerk contact the owners of **G353**, **361** and **376** to remind them of the rules and regulations and their obligation to comply.

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. An email was sent to the contractor on the 4th March 2026 and it is unclear if any work has taken place since that time.

RESOLVED: That,

the Assistant Clerk contact the current grass cutting contractor **again** 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.

9. Old Garden of Remembrance

a) During the visual inspection of the Old Garden of Remembrance, Members noted that the actual garden needed attention. Shrubs needed cutting back, weeds needed to be removed and

saplings needed to be dug out. The grass cutting contractor had completed some work to the area but more was needed.

RESOLVED: That,

The Assistant Clerk contact the grass cutting contractor and point out the works needed in the Old Garden of Remembrance to bring it up to the expected standards.

b) During the visual inspection of the Old Garden of Remembrance, Members noted that there was still moss present. This needs attention and it was agreed to seek quotations for the treatment/removal of the moss. One quotation had been received and it was very expensive. As the moss is so dry at the moment, it was agreed to seek alternative quotations as it was suggested it could be removed by wire brush fairly easily in this dry period.

RESOLVED: That,

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

10. New Garden of Remembrance

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

11. Closed Churchyard

a) During the visual inspection of the Closed Churchyard, it was noted that the boundary hedges could do with tidying up

RESOLVED: That,

the Assistant Clerk seek quotations to tidy the boundary hedges in the Closed Churchyard.

During the visual inspection of the Closed Churchyard, it was also noted that there was ivy on several graves that needed to be removed. This forms part of the contract with the Grass cutting Contractor and therefore it was agreed to ask them to clear any ivy from graves/headstones

RESOLVED: That,

the Assistant Clerk contact the grass cutting contractor and to ask them to clear any ivy from graves/headstones.

b) The Parish Office had received an email from a representative from the church advising of their concerns with the condition of the 2 x benches in the closed churchyard. They suggested that the benches are repaired and repainted. They do have a volunteer who would be willing to complete the required works for just the cost of materials (£69.36) but he does not have his own Public Liability Insurance.

It is worth noting that these are named memorial benches and they appear to be solid and not unsafe. The Committee agreed to contact the representative of the church and see if they can contact the families of the memorial benches and ask them to arrange for them to be repaired.

RESOLVED: That,

the Assistant Clerk contact the representative of the church and see if they can contact the families of the memorial benches and ask them to arrange for them to be repaired.

12. Burial Ground – Administration

In light of the fact that Ash Burial Ground is now full and the Parish Office is receiving more requests from *non-residents* to be buried in the Burial Grounds in Hartley, the Committee had been requested to review the Rules & Regulations which currently state;

“At present there is no exclusive right of space allocated for any burial or interment of ashes, which shall be restricted to residents of the Parish. All other requests to be considered by the Parish Council.”

Members had been requested to consider this extract from the Rules & Regulations and to consider **removing** the last part of the sentence which reads; ***“All other requests to be considered by the Parish Council”*** or for the Committee to consider alternative suggestions for the wording for this section to prevent the need for the Committee to be consulted on each request. Members reviewed the alternative suggestions and agreed to simply remove the final sentence which states ***“All other requests to be considered by the Parish Council.”***

RECOMMENDED: That

the wording in the Rules and Regulations for the Burial Grounds and Gardens of Remembrance be amended to read as follows;

“At present there is no exclusive right of space allocated for any burial or interment of ashes, which shall be restricted to residents of the Parish.”

13. Risk Assessments

Members had been requested to review the Council’s current risk assessments relating to the Burial Grounds and Gardens of Remembrance Committee.

Members of the Committee reviewed the Risk assessment for each site within the Burial Ground and had no comments to make

RECOMMENDED: That,

the risk assessments dated 23rd July 2025, relating to the Burial Grounds & Gardens of Remembrance Committee, be confirmed and approved;

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