

HARTLEY PARISH COUNCIL

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21st January 2021

Dear Councillor

You are hereby summoned to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held remotely using “Zoom” on **WEDNESDAY 27th JANUARY 2021** commencing at **10.30a.m** or at the conclusion of the meeting of the Planning Committee, whichever is later.

Please log in using meeting code **436 7184 770**

Members are requested to conduct a visual site inspection of Hartley Burial Ground, Gardens of Remembrance, Closed Churchyard and new Burial Ground on land at Manor Field before the meeting.

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 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 2nd September 2020, 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 January 2021.

Background document

Financial Report as at 21st January 2021 (Annexed).

5. Manor Field Burial Ground

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

(b) To note that planning permission has now been granted for change of use from amenity land to provide a new burial ground and ancillary works to include the lych gate and paths, at Manor Field.

The Committee is requested to consider the conditions applied to the planning consent to ensure compliance.

(c) To consider a quotation for a sign to be erected at the entrance to Manor Field Burial Ground.

(d) To consider arrangements for the recording of Burials in the Manor Field Burial Ground.

6. Hartley Burial Ground

(a) To consider any matters arising from the visual inspection of the Hartley Burial Ground.

(b) To receive an update on the removal of the spoil heap.

(c) To consider arrangements for the closure of Hartley Burial Ground for further burials.

7. Old Garden of Remembrance

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

(b) To consider a request from a resident to have her son's ashes interred in the Old Garden of Remembrance.

(c) To consider whether the interment of ashes within the Old Garden of Remembrance should continue to be permitted.

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 an email dated 2nd November 2020 from Fawkham & Hartley PCC regarding the possibility of adopting their Regulations for the consecrated areas within the burial ground to ensure a consistent approach in all churchyards/cemeteries.

Background document

Email dated 2nd November 2020 from Fawkham & Hartley PCC

Churchyard Removals Policy

Churchyard Unsafe gravestones and Memorials policy

F&H Garden of Remembrance Trifold document

10. Grass cutting and burial ground maintenance contract.

To review the grass cutting specification and maintenance contract at Hartley Burial Ground, and the grass cutting specifications at the Closed Churchyard and the Manor Field Burial Ground which falls due for renewal on 1st April 2021 and to note the list of Contractors invited to submit a quotation.

Background document

Grass cutting specification 2021-22 (ANNEXED).

Grass cutting schedule 2021-22. (CONTRACT 1 ANNEXED).

List of Contractors. (ANNEXED).

b) To consider quotations in respect of the grass cutting contract and burial ground maintenance contract at Hartley Burial Ground, Manor Field Burial Ground, Gardens of Remembrance and Closed Church Yard for 2021 - 22.

Background document

Summary of quotations 2021-22 (TO FOLLOW).

Specification of works – Contract 1

Schedule of works – Contract 1

11. Date of next meeting

List of circulated documents

1. Minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 2nd September 2020. **(WHITE)**
2. Financial report showing detailed income and expenditure by budget heading of Burial Grounds and Gardens of Remembrance Committee as at 21st January 2021. **(BLUE)**
3. Email dated 2nd November 2020 from Fawkham & Hartley PCC **(PINK)**
4. Churchyard Removals Policy **(PINK)**
5. Churchyard Unsafe gravestones and Memorials policy **(PINK)**
6. F&H Garden of Remembrance Trifold document **(PINK)**
7. Grass cutting specification 2021-22. **(GREEN)**
8. Grass cutting schedule 2021-22. **(GREEN)**
9. List of Contractors. **(GREEN)**
10. Summary of quotations 2021-22. **(GREEN)**