

# BROOKLAND PARISH COUNCIL

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## MINUTES 150

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 18 July 2016 at 7.15 pm

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman,  
And Councillor Mr J Burgoyne

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLORS:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were no Members of the Public present.

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Councillor Wallington (work commitment) and Councillor Hill (illness).

**2. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

There were no Declarations of Significant Interest.

**i) Updating of Declarations of Interest for the Code of Conduct**

The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.

**3. ACCEPTANCE OF MINUTES**

Minutes 149 of the meeting held on 20 June 2016 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Coleman      Seconded Councillor Burgoyne**

**4. PARISH COUNCIL WEBSITE**

Nothing to report.

**5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING**

Nothing to report.

**6. PUBLIC INTERVAL**

There were no Members of the Public present.

**7. CHAIRMAN'S REPORT**

Councillor Saxby reported that she had received another telephone call regarding the rubbish in the Cemetery.

**8. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS****Correspondence**

Came & Co

Clerk and Councils Direct

Romney Marsh Partnership

Kent and Medway NHS – Connect

KCC Kent Waste Disposal Strategy Consultation

**Email Correspondence – all emails forwarded to councillors with email**

No emails were brought to the attention of the council.

**Finance****Bank Reconciliation**

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	49168.45	Current Account	46377.07
Plus Receipts	5004.48	Plus u/c receipts	515.00
	<b>54172.93</b>		<b>46892.07</b>
Less Payments	5848.88	Less u/c cheques	1890.65
	<b>48324.05</b>		<b>45001.42</b>
Less Earmarked funds	<b>26630.06</b>	Plus Reserve a/c	3322.63
<b>Available Funds</b>	<b>21693.99</b>		<b>48324.05</b>
		Less Earmarked Funds	<b>26630.06</b>
		<b>Available Funds</b>	<b>21693.99</b>

**Accounts to be paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	811	Salary Expenses Clerks Expenses General Admin	214.52 8.01 15.12		237.65
J Burgoyne	812	Clearing Rubbish from Cemetery	40.00	8.00	48.00
R Velvick	813	Grave Digging	325.00		325.00
M Coleman	814	Grass Cutting	150.00	30.00	180.00

**Proposed Councillor Saxby**

**Seconded Councillor Coleman**

**Earmarked Fund**

	<b>Balance 20 June 2016</b>	<b>+/- July</b>	<b>Balance 18 July 2016</b>
Youth Area Expenses	1751.43		1751.43
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance	19136.03		
Fee for Memorials		+500.00	
Internment Fee		375.00	
Grass Cutting – July		-150.00	
Clearing Rubbish		40.00	
Tree Clearance - April		650.00	
			19171.03
Village Hall Grass	NIL		NIL
Tree Maintenance	2350.00		2350.00
Election Expenses	2494.17		2494.17
<b>TOTAL</b>	<b>26595.06</b>	<b>35.00</b>	<b>26630.06</b>

**Insurance**

The Parish Council has a Long Term Agreement with Aviva until 31 May 2017.

**Village Risk Assessment/Risk Inspection**

The graffiti on the plastic windows of the Youth Shelter - Monitor

The condition of the Cemetery Fence – The Clerk will obtain quoted for replacement fence

The Potholes along West Place – Highways

The Allianz bus stop on the Rye Road sign is rusty and broken – Stagecoach informed

The clerk contacted John Paine Farms and informed them that young people are getting into the stable in the field opposite the pub and that they may damage the building or themselves.

**Proposed Skate Park**

Nothing to report.

**9. CEMETERY****Arrangements for Clearance of Rubbish from Cemetery**

Councillor Burgoyne will continue to clear the rubbish until we can make permanent arrangements.

**Request for Memorial**

This request was received after the publication of the agenda but councillors agreed to discuss it at this point and unanimously agreed with the design for the memorial as requested.

Councillors agreed the wording for the permit to be used in future by Deed of Grant Holders requesting permission to erect a permanent memorial in the cemetery.

**Quotation for Cemetery Fence**

Only one quotation has been received so we will re-issue the invitation to quote again.

**Review of Fees**

**Resolution:** Councillors unanimously agreed to increase the fees with effect from 1 September 2016 as per the attached table.

**Proposed Councillor Saxby      Seconded Councillor Burgoyne**

**Review of Rules: -**

One slight change was made to no 13, stating that 2 of the benches in the cemetery are to be reserved for residents of Brookland to donate. This item will now be removed from future agendas.

**Cemetery Account as at 18 July 2016**

<b>Opening Balance</b>		<b>14386.03</b>
Plus:		
Budget 16/17	1860.00	
Sale of Grave Spaces	1200.00	
Reservations	800.00	
Internments	1875.00	
Memorials	<u>500.00</u>	
		<b><u>6235.00</u></b>
Less:		<b>20621.03</b>
Plans for Land Registry	80.00	
Vegetation Clearance	690.00	
Grass Cutting	600.00	
Spraying	<u>80.00</u>	<b><u>1450.00</u></b>
		<b>19171.03</b>

**Registering of Memorial Garden**

The solicitor has asked for a copy of the Deeds which we are in the process of obtaining from Kent County Archives.

**Scattering or Burial of Cremated Remains**

Deferred until the land is registered.

**10. YOUTH AREA**

The Crown Estates has not cashed the cheque for the rent or responded to our letter.

**11. PLANNING**

No applications received this month.

**Any other matters related to Planning issues within the Parish**

The Planning Enforcement Officer from SDC has visited the Philippine Village and is dealing with any breaches of planning control.

**12. VILLAGE RESPONSIBILITIES**

**Items to be reported to Kent Highway Services/PROW/IDB**

The school has asked the IDB to clear the ditch at the back of The High Street.

**13. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS**

The next meeting is due to be held on 22 August 2016 and councillors agreed not to meet in September.

There being no other business the meeting closed at 8.20 pm.

Signed ..... Dated .....  
Chairperson

# **BROOKLAND PARISH COUNCIL**

## **BROOKLAND BURIAL GROUND TABLE OF FEES**

**September 2016**

### **TO RESERVE A GRAVE SPACE WITH EXCLUSIVE RIGHT OF BURIAL**

**Adult resident at time of death or with proven connections to the parish  
ie 10 years or more as resident of parish during lifetime**

**family resident in the parish**

**family connections within the past 50 years ie parents/grandparents buried in  
cemetery ..... £450.00**

**Adult non-resident ..... £900.00**

**Child (whose age exceeds one year but does not exceed 12 years) .....£100.00**

### **TO PURCHASE A GRAVE SPACE WITH EXCLUSIVE RIGHT OF BURIAL**

**Adult resident at time of death or with proven connections to the parish  
ie 10 years or more as resident of parish during lifetime**

**family resident in the parish**

**family connections within the past 50 years ie parents/grandparents buried in  
cemetery ..... £350.00**

**Adult non-resident ..... £700.00**

**Child (whose age exceeds one year but does not exceed 12 years) .....£100.00**

### **INTERMENT**

**Internment charges do not apply in the case of a still-born child or a child whose age at the  
time of death did not exceed 12 years**

**For the exclusive Right of Burial for 100 years in an  
Earthen grave 7 feet by 3 feet**

**Adult resident ..... £400.00**

**Adult non-resident ..... £800.00**

**For any subsequent interment an additional charge of ..... £75.00**

**The above fees are for the purchase of a single grave and purchase of deed of grant only and do  
not include digging.**

### **GRAVE DIGGING CHARGE**

**The charge for digging a full size grave is £325.00**

**The charge for digging a plot to bury cremated remains is £55**

## **BROOKLAND BURIAL GROUND TABLE OF FEES cont.**

### **Part 2 – MONUMENTS, GRAVESTONES, TABLETS, VASES, MONUMENTAL INSCRIPTIONS etc**

**For the right to erect or place on a grave in respect of which the  
Exclusive Right of Burial has been granted.**

**A headstone not exceeding 3.4 feet high by 3.0 feet wide ..... £100.00**

**A tablet stone not exceeding 2 feet by 2 feet ..... £80.00**

**Kerb or border stones**

**Enclosing a space not exceeding 7 feet by 3 feet ..... £150.00**

**Kerbing around a double plot ..... £300.00**

**Stone in-fill for each 7 feet by 3 feet enclosed space ..... £50.00**

**A permanent vase ..... £50.00**

**A sketch of the proposed memorial must be submitted to the Burial Board for approval.**

#### **Headstone**

**Not exceeding      3'4" Height  
                             3'0" Width  
                             0'4" Thick**

#### **Bases**

**Not exceeding      0'4" Height  
                             3'0" Width  
                             0'15" Depth**

**This table of fees should be read in conjunction with the Rules and Regulations**

**BROOKLAND CEMETERY**

**RULES AND REGULATIONS**

**JULY 2016**





# **BROOKLAND PARISH COUNCIL AND BURIAL AUTHORITY**

## **CEMETERY REGULATIONS**

1. The Cemetery is administered by the Clerk to the Brookland Parish Council and Burial Board under the general direction of the cemetery Committee. All matters concerning burials, graves or memorials should be addressed to the Clerk at the address below. All payments should be made to the account of Brookland Parish Council and delivered to the Clerk. A table of fees is available from the Clerk.
2. A register of burial and deposits of cremated remains is kept and may be inspected free of charge, by appointment. Copies of entries may be obtained for a fee, by prior arrangement with the Clerk.
3. The cemetery is permanently open to the public. No person in the cemetery shall do anything that does, or is likely to, interfere with the proper conduct of any interment or ceremony.
4. No animals may be brought into or allowed to come into the cemetery, except for working guide dogs.
5. No person may plant any tree within the cemetery and no shrub, which in normal growth exceeds three feet, may be planted on any grave space.

## **RIGHTS TO A GRAVE OR MEMORIAL SPACE**

6. The purchaser of an exclusive right of burial in any grave space shall have the right to deposit as many inhumations within that space as are specified in the grant of the right. The purchaser may deposit cremated remains provided that for each such deposit the appropriate notice is given, due payment made, and that no previously deposited remains are disturbed.
7. If any activity is requested in respect of a grave or memorial space in which an exclusive right has been granted the Clerk will require evidence that the person making the application has the proper authority.
8. No memorial may be placed on any grave space unless an exclusive right of burial has been granted to the person making the application.

9. The owner of any memorial must keep it in repair so that it is safe and in a neat and tidy condition. If any owner fails to fulfil the obligations imposed by this regulation, the committee will take any reasonable steps to make good any deficiency including, if necessary, the removal of any memorial, railings or other object. The cost of any such action will be passed on to the owner together with an administration fee.

### **APPROVALS REQUIRED**

10. No gravestone, monument, memorial and surround may be placed on a grave before the period of 12 months from the date of the burial has elapsed. However, a natural or discreet surround and/or memorial may be placed on a grave within 12 months of the burial with the agreement of the Parish Council, but must be removed at the end of the 12-month period.
11. All gravestones, monuments, memorials, surrounds and inscriptions are subject to the approval of the Committee. A copy of any proposed inscription and a drawing showing the material, shape and dimensions of any memorial must be deposited with the Clerk at least 30 days before work on the memorial is commenced or the inscription is to be cut or the memorial placed.
12. Where an inscription or memorial is to be placed in any part of the cemetery, consecrated according to the rights of the Church, the person intending to place the inscription or memorial must also ensure that it meets with the approval of diocesan regulations. The Clerk to the Council will have delegated authority for the most popular designs and will advise on special requirements
13. Up to 4 benches may be donated to the Parish Council to be placed in the main area of the cemetery at any one time. Two of which are to be reserved for residents of Brookland to donate. Please contact the Clerk to find out if there is a spare position for a bench if you would like to donate one in memory of your loved one.
14. There are 2 benches in the area known as the Memorial Garden and relatives or friends may purchase a space on the back of one of the benches to place a plaque in memory of a loved one.

### **WORK IN THE CEMETERY**

15. No depositing of a body\* or of cremated remains\*\* may commence before ten o'clock in the morning or after 4 o'clock in the afternoon nor at any time on a Sunday.

\*Depositing of a body means burial in a grave or placement in a vault or walled grave or in a mausoleum or catacomb. \*\*Depositing of cremated remains (ashes)

means by scattering - distribution on the surface of the ground; by strewing - distribution beneath a layer of turf by burial - placing in a hole in the ground or a vault or a walled grave below ground; by placement - placing in a columbarium niche, mausoleum or catacomb above ground.

16. No-one other than a person acting with accredited authority - such as a funeral director or memorial masonry firm - shall dig or carry out memorial masonry work, nor any other work in the cemetery including the opening of any vault, walled grave, catacomb or columbarium niche. Any accredited person working in the cemetery must take all reasonable steps to make sure that no injury or damage is caused by any person or property, and to leave the area in a safe, neat and tidy condition.
17. Notice of any intended work within the cemetery must be given to the Clerk at least 7 days in advance, to enable the necessary permission to be given.
18. Any fees due shall be paid at the time the notice is delivered to the Clerk.

#### **REGULATIONS**

19. This cemetery is one to which the Local Authorities Cemeteries Order 1977 applies and accordingly the provisions of Schedule 2 to that Order.
20. Where any provision is made by the Regulations, whether in respect of any time limit or in some other way, it may be varied in a particular case by the Committee (provided the Committee is satisfied that the variation will not be detrimental to the interests of any other person). Application for a variation should be made to the Clerk accompanied by reasons in support of the request. The Committee shall not be obliged to grant any variation.

*The Clerk  
Brookland Parish Council  
Keg Barn  
Hornash Lane  
Shadoxhurst  
ASHFORD  
Kent  
TN26 1HX*