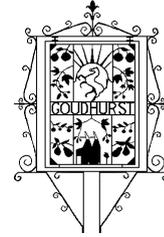


Goudhurst Parish Council



Burial Authority 19.07.22

MEETING
19 July 2022 17:00

PUBLISHED
14 July 2022

Goudhurst Parish Council



To: Cllrs Chris Ditton (Chairman), Phil Kirkby, Barry Noakes, Mrs Caroline Richards and Guy Sutton. Cllr Antony Harris (ex-officio).

I summon you to a Meeting of the Burial Authority on Tuesday 19 July 2022 at 5.00 pm, in St Mary's Church, where business detailed on this agenda will be discussed.

Goudhurst Parish Council recognise that there are continuing risks associated with COVID-19 and are supportive of individuals wearing masks in meetings and maintaining a social distance. We will continue to provide hand sanitiser at the entrance to the Village Hall. In order to keep everyone safe, please do not attend a meeting if you have COVID-19 symptoms or have tested positive for COVID-19 in the past 5 days. We will continue to review the risks and will comply with any future controls recommended or mandated by HM Government.

Members of the Public and the Press are welcome to attend this meeting. At the Chairman's discretion, 15 minutes will be set aside for questions from members of the public each one of whom may be invited to speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern. Thereafter they have the right, and are welcome, to stay and observe the rest of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1.

Please inform the Clerk if you intend to film or record the Meeting.

Claire Reed
Clerk to Goudhurst Parish Council
14 July 2022

Parish Council Office - The Hop Bine, Ranters Lane, Goudhurst, TN17 1HN
01580 212552 | clerk@goudhurst-pc.gov.uk | <https://.goudhurst-pc.gov.uk> | 07494 117313

A quorum for the Burial Authority is 3 Members.

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>
St Mary's Church	19/07/22	

1. Apologies for absence.
2. To receive questions and statements from the public and press.
3. To consider and make a decision on the proposal from Clerks that the Burial Authority year be changed to run from 01 April to 31 March in line with GPC accounts. To facilitate the changeover, the current Regulations and fees will continue to be valid until 31 March 2023.
4. To review the current Rules and Regulations of the Burial Authority.
5. To consider and make a decision on the level of Fees for 2023/2024.
6. Items on Graves. Chairman Burial Authority and Deputy Clerk to report.
7. Digitisation of Burial Records . Report from Deputy Clerk.
8. Memorial Headstone Testing. Deputy Clerk to report on progress with updated bids from potential contractors.
9. To receive an update on Burial Board receipts and payments 2021-2022
10. To consider and make a decision on the action needed to establish the ownership of the line of leylandii on the west boundary of the burial ground.
11. Clean up day at St Mary's and Christ Church - To consider setting a date in early October bearing in mind the greening activities by some.
12. To consider and make a decision on a request from a St Mary's Church warden to construct a compost bin out of old pallets in the Old Victorian Cemetery.

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>
St Mary's Church	19/07/22	

13. To note Deputy Clerk's plan to establish 3 half size 4 x 4 marker posts in the eastern side of the Burial Grounds to identify grave sections A, B and C.

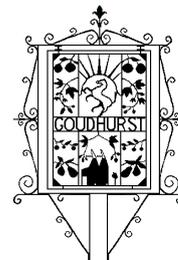
14. Burial Authority to note the PCC initiative to 'weed' the path from the High St. to St Mary's west door.

15. To note that Deputy Clerk awaits a quote for a limited application and the date when our contractor can carry out the planned work.

16. Members to note a recent complaint from a local resident about the condition of part of the Burial Ground.

17. Next meeting on 18 October 2022, 5pm at St Marys.

Goudhurst Parish Council



Burial Authority

Terms of Reference

Purpose

Reviews and implements Goudhurst Burial Authority Regulations including fees and charges. Issues Exclusive Right of Burial Certificates, allocates burial plots and ashes plots, deals with permission for monuments, the collection of fees and charges, the processing of certificates for burials and the maintenance of official burial records. Liaises with Funeral Directors, gravediggers and bereaved families as required. Ensures that St Mary's Churchyard, Goudhurst cemetery and burial grounds, and Christ Church Churchyard, Kilndown are maintained in good order. The day to day administration of the Burial Board business is carried out by the Deputy Clerk.

Meetings

The Committee meets at least 3 times annually. The required notice will be given to members via Board Intelligence.

Decision Making

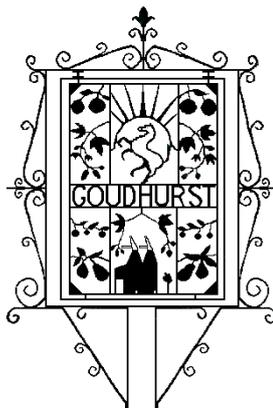
The Clerk will advise members whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision. Minute 090/22 refers.

Approved by Council 13 December 2021

Goudhurst Parish Council

Chairman of the Council

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Regulations and Fees relating to the management of Goudhurst Burial Grounds

Confirmed by Goudhurst Parish Council 13 December 2021

Enquiries and correspondence to the Clerk please

Goudhurst Parish Council is the statutory Burial Authority for the civil Parish of Goudhurst and has adopted these Regulations in accordance with the powers given to it by the Local Authorities Cemeteries Order 1977.

Interments

1. *Giving Notice.* At least two working days' notice of any proposed interment is to be given to the Clerk to Goudhurst Parish Council (The Clerk).
2. *Ownership.* A Grant of Exclusive Right of Burial must be purchased before an interment will be authorised.
3. *Notice of Interment and Fees.* Before notice is accepted, a fully completed Notice of Interment form and all Fees and Charges, payable to Goudhurst Parish Council, must be received and accepted by the Clerk. Only the holder of a Grant of Exclusive Right of Burial may issue burial instructions by signing the Notice of Interment.
4. *The Registrar's Certificate for Burial or the Certificate of Cremation or the Coroner's Order for Burial* must be delivered to the Clerk prior to interment.
5. *Permitted times for interments.* No burial can take place before 10 am nor after sunset, nor on a Sunday, Christmas Day or Good Friday without special permission.
6. *The selection of the place of interment* is in all cases subject to the approval of the Clerk, but the wishes of the parties will be met so far as may be deemed practicable.
7. *Burial in a grave.* Only the holder of a Grant of Exclusive Right of Burial may issue instructions relating to any interment in the relevant grave.

Graves shall be dug to a maximum of 9 ft (275 cm) by 4 ft (122 cm). Only wooden coffins to a maximum size of 6 ft 6 ins x 2 ft 2 ins are permitted. Lead lined or large American style coffins are not permitted.

No grave shall be of a depth of less than 5 ft, or in the case of the interment of a child under six years, 4 ft. A maximum of two wooden coffins may be interred in a standard grave space.

8. *Earth on newly dug graves.* No raised ground will be permitted on any grave, except when settlement is taking place for up to 1 year after an interment. It is the responsibility of the holder of the Exclusive Right of Burial to allow a newly closed grave to settle naturally to become level with the surrounding turf. It is also the responsibility of the holder of the Exclusive Right of Burial of a grave to ensure it is neatly turfed or re-turfed as necessary. The Clerk will be pleased to give advice and guidance.
9. *Items on Graves.* The area on the west side of the Burial Grounds (on the right hand of the central driveway going down the slope) is designated as a lawn cemetery.

Floral tributes may be placed, but not planted, close to the relevant memorial on lawn graves and in the ashes interment areas.

All items placed on the graves or ashes plots shall be subject to the approval of the Burial Authority which reserves the right to remove any that are not approved. Approval will not be given to trees, shrubs or other planted items, kerbing, wire netting, fencing, stones/gravel or kerb stones, toys, windmills, containers of drink and similar.

For the safety of grounds maintenance contractors and the general public, no glass containers are allowed on graves and ashes plots.

10. *Interment of ashes.* Only the holder of a Grant of Exclusive Right of Burial may issue instructions relating to an interment in the relevant ashes plot.

Cremated remains for interment must be placed in a wooden or biodegradable container or interred loose at a depth of not less than 2ft. The scattering of cremated remains over the ground is not permitted. A maximum of two separate ashes interments shall be permitted in each purchased space in the ashes sections.

Ashes may be interred in an earthen grave if space permits, subject to the permission of The Burial Authority. However, the holder of the Exclusive Right of Burial must indicate on the Notice of Interment precisely where in the grave the ashes container will be interred.

11. *Metal objects.* No metal objects of any kind are permitted below ground level in graves or ashes plots without prior permission.
12. *Grave Diggers.* Only gravediggers approved by the Burial Authority may dig graves or the plots for the interment of cremated remains.

Mechanical digging is not permitted without the permission of the Clerk.

13. *Transfer of Ownership.* Holders of a Grant of Exclusive Right of Burial may transfer the ownership of such right to relations by blood or marriage with the consent of the Burial Authority. All such transfers are to be duly registered at the expense of the applicant at such fee as may be determined from time to time. In the case of a dispute regarding the right to transfer, the decision of the Burial Authority shall be final.

Memorials

14. *Memorials.* Only the holder of a Grant of Exclusive Right of Burial may apply for consent for any memorial at the relevant grave or ashes plot.

Applications including drawings showing dimensions of every memorial with a

statement of the type of stone to be used, proposed position on the grave space, plus a copy of every inscription, shall be submitted to the Clerk for approval by the Burial Authority. No Memorial shall be introduced or placed in the Burial Grounds without such approval and until the relevant fee has been paid.

The Burial Authority reserves the right to remove any Memorial for which permission has not been granted or an approval fee paid.

On graves a memorial headstone, a cross or a plain wooden cross will be permitted.

A small inscription plaque may, subject to these Regulations, be attached to a wooden cross.

No headstone, cross or plain wooden cross when erected shall exceed 2 ft 6 ins in height, or 2 ft in width. New or replacement memorials at graves in the lawned area may not be installed flat on the ground.

Photo plaques on Memorials are not permitted.

Memorial tablets in the ashes section shall not exceed 18 ins x 9 ins and must be laid in the gravel to leave the tablet proud by 1 inch or 3 cms all round.

The Burial Authority will not approve applications for new memorials or additional inscriptions on existing memorials unless the remains of the deceased person has been interred in the relevant grave or ashes plot.

In order to ensure that quality and safety standards are met, only Monumental Masons working to NAMM (National Association of Memorial Masons) specifications are authorised to introduce memorials at Goudhurst.

15. *Ongoing Responsibility.* Owners of memorials, ashes plots and graves shall keep them in good and safe condition. Please see paragraph 9.

In the event that The Burial Authority reasonably considers that any memorial has become unsafe, it reserves the right to lay down or remove a memorial after making all reasonable efforts to contact the owner. The Burial Authority may take any action it sees fit to repair and tidy any grave that has fallen into disrepair, with the cost being charged to the holder of the Exclusive Right of Burial.

16. *Memorial Benches.* There is only limited space available now on Goudhurst Parish Council land for memorial benches. For further details, please contact the Clerk. To maintain standards, we only consider approval of an application for the installation of a bench made by Memorial Benches UK of Ticehurst. The owner of a new bench will be responsible for the cost of its installation to match existing benches.

Goudhurst Parish Council reserves the right to remove any bench that is not maintained in good condition.

An administration fee for granting approval for the installation of a memorial bench on Parish Council land is due to the Burial Authority.

17. *Insurance.* The Burial Authority strongly recommends that grave owners take out insurance to cover damage to their memorials and benches.
18. These Regulations may be varied or waived at the sole discretion of the Burial Authority.

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Goudhurst Burial Fees

These charges apply from 01 September 2021 and are valid to 31 August 2022

Goudhurst Parish Council is the statutory Burial Authority for the civil Parish of Goudhurst and has adopted these Regulations in accordance with the powers given to it by the Local Authorities Cemeteries Order 1977.

At the discretion of the Goudhurst Burial Authority, a 50% discount may be applied to these fees if the deceased was a parishioner or had current close family connections to the Parish at the time of their death.

On application, for those who are local residents of the civil Parish of Goudhurst, no fee is payable in respect of a burial within 16 years of birth.

GRAVES

Grant of Exclusive Right of Burial in an earthen grave For a period of one hundred years	£1,450.00
Interment Fee The fee does not include digging	£450.00
Approval for Memorial Headstones and Inscriptions Please see the Goudhurst Burial Authority Regulations	£280.00
Approval for an additional inscription	£280.00

CREMATED REMAINS

Grant of Exclusive Right of Burial in the ashes section For a period of one hundred years	£1,150.00
Interment Fee (Maximum of 2 interments per plot) The fee does not include digging	£450.00
Approval for Memorial Tablets and Inscriptions Please see the Goudhurst Burial Authority Regulations	£280.00
Approval for an additional inscription	£280.00

BURIAL GRANTS – CHANGE OF OWNERSHIP

Registration of Change of Ownership of Graves and Ashes Plots	£50.00
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MEMORIAL BENCHES

Approval for the introduction of a memorial bench	£50.00
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Payment by BACS to Goudhurst Parish Council: Sort: 60-83-01 Account 20410308

Mrs Claire Reed

Clerk to Goudhurst Parish Council

01580 212552

clerk@goudhurst-pc.gov.uk