

Goudhurst Parish Council



Burial Authority 17.03.2026

MEETING
17 March 2026 18:00 GMT

PUBLISHED
12 March 2026

Goudhurst Parish Council

To: Cllrs Ed Read Cutting, Phil Kirkby, Geoff Mason and Mrs Caroline Richards, Peter Rolington
Rev. Rachel Robertson (advisor).

I summon you to a Meeting of the Burial Authority on Tuesday 17th March 6pm at the Goudhurst Parish Council Office, 3 Fountain House, The High Street, Goudhurst where business detailed on this agenda will be discussed. Pre-meeting walk around at the Victorian Cemetery at 5.30pm

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.



Katrina Hoyle
Clerk to Goudhurst Parish Council
12th March 2026

Parish Council Office – 3 Fountain House, High Street, Goudhurst, KENT. TN17 1AL
01580 212552 | clerk@goudhurst-pc.gov.uk | <https://goudhurst-pc.gov.uk> |

A quorum for the Burial Authority is 3 Members.

Agenda

Location
Fountain House, High Street Goudhurst, Kent

Date
17 Mar 2026

Time
18:00 GMT

Item	Page
Prior to the meeting, 5.30pm Burial Authority will meet at the Victorian Cemetery for an inspection	-
1 Apologies for absence	-
2 Declarations of Interest	-
3 To resolve to approve the minutes of the Burial Authority Meeting held on 18th November 2025 and Chair to sign as a correct record.	4
4 To receive questions and statements from the public and press.	-
5 To review the Burial Fees and discuss possible waiving of transfer fees	6
6 To discuss the Victorian Cemetery project	-
7 To discuss terms for new Ashes plots in the Victorian Cemetery	-
8 To review the burials accounts	7
9 To discuss the restoration of grass graves	-
10 To discuss and approve new burial transfer forms.	-
11 Adjustments to maintenance contract	-
12 Memorials Without remains	-
13 Next meeting Tuesday 16th June 6.00pm in the Council Office	-

Goudhurst Parish Council



BURIAL AUTHORITY

Minutes of a Meeting held on 18th November at 1pm in the Parish Council Office

PARTICIPANTS

Councillors Present: Cllrs Phil Kirkby, Caroline Richards (Chairman), and Peter Rolington.

Officers Present: Panetta Horn, Deputy Clerk

APOLOGIES

511/25 Were received from Cllr Ed Read -Cutting and Geoff Mason

DISCLOSURES OF INTEREST

512/25 There were none.

MINUTES OF THE LAST MEETING

513/25 It was **resolved** to approve the minutes of the Burial Authority Meeting held on 9th September 2025 as a correct record.

QUESTIONS AND STATEMENTS FROM THE PUBLIC AND PRESS

514/25 There were none.

BURIAL AUTHORITY BUDGET PRIORITIES

515/25 The quote from English Heritage Gardens was approved and the RFO is request a date for work to start.

516/25 The quote from Pearsons for works was approved in respect to the work in the lower Burial Ground, and the stump grinding in the Victorian cemetery. The installation of a meadow was rejected however other small works were identified and the RFO is to draw up a schedule and price for these works.

517/25 The quote from Pelhams for a brace for the Victorian Cemetery gate was approved and work will be commissioned by the RFO.

518/25 A late quote from JP Joinery and it proved difficult to compare with the quote from Tates. The RFO is to go back to both contractors to obtain an exact quote for works from both suppliers and appoint the cheapest contractor up to the maximum of £3500.

519/25 The appointment of Pearsons to undertake the annual maintenance for the Cemeteries was approved.

520/25 It was confirmed that Pearsons have been asked to undertake a final winter cut of all grounds and a weeding of the Ashes plots.

REVIEW OF BURIAL FORMS

521/25 The amendments for point of clarity on the Burial Regulations were approved.

522/25 The amended NOI form with the inclusion of a statement of confirmation that the ERB will conform to the Burial regulations was approved and the need for a compliance form for

Grave Management negated. The RFO is to issue these forms to all new enquiries and send to all Funeral directors who regularly organise funerals in Goudhurst.

LETTERS FOR BREACH OF REGULATIONS

523/25 It was agreed that the Office will write to all ERB holders currently breaching the regulations asking them to remove plants and tributes prior to the reurfing of the area at the beginning of March.

UPDATE ON BURIAL DIGITISATION

524/25 The meeting was informed of the progress with the digitisation of the Victorian Cemetery and a discussion was held on the possibility of making the records available online. Cllr Rolington is to investigate and report back.

DATE OF THE NEXT MEETING

332/25 Next meeting Tuesday 13th March at 6.00pm in the Council Office.

Panetta Horn

18th November 2025

Deputy Clerk

Goudhurst Burial Fees

These charges apply from 01 August 2025 and are valid to 31 March 2026

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 will be applied to these fees if the deceased was a parishioner at the time of their death. Evidence of residency is required.

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

	Full fee	50%
Grant of Exclusive Right of Burial in an earthen grave For a period of 35 years	£1,630	£815
Interment Fee The fee does not include digging	£502	£251
Approval for Memorial Headstones and Inscriptions Please see the Goudhurst Burial Authority Regulations	£316	£158
Approval for an additional inscription	£316	£158

CREMATED REMAINS

Grant of Exclusive Right of Burial in the ashes section For a period of 35 years	£1,294	£647
Interment Fee (Maximum of 2 interments per plot) The fee does not include digging	£502	£251
Approval for Memorial Tablets and Inscriptions Please see the Goudhurst Burial Authority Regulations	£316	£158
Approval for an additional inscription	£316	£158

BURIAL GRANTS – CHANGE OF OWNERSHIP

Registration of Change of Ownership of Graves and Ashes Plots	£57	N/A
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MEMORIAL BENCHES

Approval for the introduction of a memorial bench	£57	N/A
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Payment by BACS to Goudhurst Parish Council: Sort: 60-83-01 Account 20410308

Katrina Hoyle

Clerk to Goudhurst Parish Council

01580 212552

clerk@goudhurst-pc.gov.uk

Annual Budget - By Centre

Note: Budgets and YTD Expenditure as at 28.02.2026

	2024/25		2025/26				2026/27				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
203 Burials											
1230 Burial Board Fees	10,000	17,253	0	0	12,000	0	12,000	9,278	12,000	0	0
	<u>10,000</u>	<u>17,253</u>	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>0</u>	<u>12,000</u>	<u>9,278</u>	<u>12,000</u>	<u>0</u>	<u>0</u>
Total Income											
5125 Burial Records & Digitisation	3,000	1,812	0	0	2,109	0	2,109	1,877	2,140	0	0
5310 St Mary's Maint Contract	16,000	11,664	0	0	0	0	0	0	0	0	0
5312 St Mary's Trees	6,000	5,922	0	0	1,000	0	1,000	178	0	0	0
5327 Burial Expenses	0	0	0	0	1,000	0	1,000	690	1,000	0	0
5370 Killdown Contractor	8,700	2,480	0	0	0	0	0	0	0	0	0
5371 Killdown Additional Maint	0	1,063	0	0	0	0	0	153	0	0	0
5391 Veolia Bin Contract	600	390	0	0	0	0	0	0	0	0	0
5909 Memorials Survey and Repairs	1,500	0	0	0	1,000	0	1,000	0	0	0	0
5926 Memorial Benches	0	0	0	1,676	0	0	1,676	1,676	0	0	0
5930 West Gates St Marys	0	0	0	1,133	2,000	0	3,133	0	0	0	0
5939 Victorian Cemetary Renovation	0	0	0	24,000	0	0	24,000	2,896	8,000	0	0
	<u>35,800</u>	<u>23,330</u>	<u>0</u>	<u>26,809</u>	<u>7,109</u>	<u>0</u>	<u>33,918</u>	<u>7,470</u>	<u>11,140</u>	<u>0</u>	<u>0</u>
Overhead Expenditure											
203 Net Income over Expenditure	-25,800	-6,077	0	-26,809	4,891	0	-21,918	1,807	860	0	0
plus Transfer from EMR	0	517	0	0	0	0	0	0	0	0	0
	<u>(25,800)</u>	<u>(5,560)</u>			<u>4,891</u>		<u>(21,918)</u>	<u>1,807</u>	<u>860</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve											
Total Budget Income	10,000	17,253	0	0	12,000	0	12,000	9,278	12,000	0	0
Expenditure	35,800	23,330	0	26,809	7,109	0	33,918	7,470	11,140	0	0
	<u>-25,800</u>	<u>-6,077</u>	<u>0</u>	<u>-26,809</u>	<u>4,891</u>	<u>0</u>	<u>-21,918</u>	<u>1,807</u>	<u>860</u>	<u>0</u>	<u>0</u>
Net Income over Expenditure											
plus Transfer from EMR	0	517	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre

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	2024/25		2025/26				2026/27				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(25,800)</u>	<u>(5,560)</u>			<u>4,891</u>		<u>(21,918)</u>	<u>1,807</u>			<u>860</u>