

## MUCH HADHAM PARISH COUNCIL

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Notice is hereby given that the meeting of the Much Hadham Parish Council **Burial Authority** will be held on Tuesday, **6 November 2018**, in the **Much Hadham Village Hall Green Room**, 6:45 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

*F M Forth*  
Fiona Forth  
Clerk of the Council

1 November 2018

### A G E N D A

- 18/47. Apologies for absence
- 18/48. Declarations of Interest
- 18/49. Chairman's announcements
- 18/50. Minutes of the last meeting held on 4 September 2018
- 18/51. Reports on outstanding matters
- 18/52. Inspection of burial grounds and management update
- 18/53. Financial
  - (i) Payment of Accounts  
None
  - (ii) Financial Statement  
To receive the current financial position
- 18/54. Urgent business
- 18/55. Confirmation of date of next meeting – Tuesday, 8 January 2019, in the Much Hadham Village Hall

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority held on Tuesday, 6 November 2018, in the Much Hadham Village Hall Green Room, at 6:45 pm.

Members:      \*Cllr Mrs J Liversage (late)                      \*Cllr Mrs P Taylor (Chairman)  
                         \*Cllr Mrs M O'Neill                                      \*Cllr K Twort  
                         \*Cllr W O'Neill

\* denotes present.

In attendance: F Forth, Parish Clerk and no members of the public.

### 18/47. APOLOGIES FOR ABSENCE

None.

### 18/48. DECLARATIONS OF INTEREST

None.

### 18/49. CHAIR'S ANNOUNCEMENTS

None.

### 18/50. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 4 September 2018 be accepted as a correct record of the proceedings and be signed by the Chair.

### 18/51. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered as part of the next agenda item.

### 18/52. INSPECTION OF BURIAL GROUNDS AND MANAGEMENT UPDATE

The Clerk reported that no inspection had been undertaken but had noted that Much Hadham Landscapes were on site at Perry Green on the 31<sup>st</sup> October undertaking grounds maintenance work. It was agreed that an inspection should take place in the next couple of weeks to ensure that there are no immediate issues to follow up. The next formal inspection will be prior to the March meeting and would be undertaken by the Chair in conjunction with the Clerk.

In response to a question, the Clerk confirmed that the tap at St Andrew's Burial Ground had been replaced. It had also been identified that the weather proof box for the tap needed replacing and the instruction for this to be done had been issued.

An issue with the gate at St Andrew's Burial Ground had been reported by a resident and this is being investigated. There has been no change to the gates at Perry Green Burial Ground – these still do not latch – but given this was caused by the excessively hot summer, it was agreed to leave as is for now and monitor.

No action has been taken in respect of the trees at Perry Green Burial Ground. The Clerk is to follow this up with Much Hadham Landscapes as well as refer back to an earlier quote received via Cllr B Morris.

The Clerk reported that she'd had a very useful meeting with representatives of St Elizabeth's regarding having help from some of their residents with looking after the burial grounds. Residents assisting will be supervised, including a member of staff for medical interventions. Following discussion, it was agreed to pursue the following actions:

- discuss this proposal with Much Hadham Landscapes so that they are aware and can feed in any concerns;
- draw up clear schedules of responsibilities for Much Hadham Landscapes and St Elizabeth's, the latter to be based on discussions following their site visits;
- add a notice to the Burial Grounds to reflect that St Elizabeth's is helping; and
- circulate a sample of wooden crosses proposed for the unmarked graves at Perry Green Burial Ground.

Undertaking work in relation to headstones to be given more thought as do not want to offend relatives. In addition, it was agreed that there should be a trial period of 6 months.

The Clerk also agreed to progress the quote for the removal of the spoil.

#### 18/53. FINANCIAL

##### (i) Payment of Accounts

None.

##### (ii) Financial Statement

The current financial position was noted (Appendix A).

#### 18/54. URGENT BUSINESS

None.

18/55. DATE OF NEXT MEETING

Tuesday, 8 January 2019 in the Much Hadham Village Hall at 6:45 pm.

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There being no further business the meeting closed at 7:12 pm

DRAFT

# MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

## YEAR ENDED 31 MARCH 2019

### BUDGET TO ACTUAL COMPARISON AS AT 6 NOVEMBER 2018

(Excludes VAT)

	FULL YEAR	YEAR TO DATE	
	2019	2019	
	BUDGET	ACTUAL	
	£	£	COMMENT
<b>INCOME</b>			
Burial	2,200.00	1,430.00	
Memorial	440.00	580.00	
<b>TOTAL INCOME</b>	<b><u>2,640.00</u></b>	<b><u>2,010.00</u></b>	
<b>EXPENDITURE</b>			
Water	100.00	74.29	
Church yard maintenance	1,800.00	900.00	
Other maintenance	500.00	-	
Other	100.00	90.00	Membership of ICCM
<b>TOTAL EXPENDITURE</b>	<b><u>2,500.00</u></b>	<b><u>1,064.29</u></b>	
<b>ANNUAL RECONCILIATION</b>			
Opening balance - 1 April 2018	14,249.65	14,249.65	
Income	2,640.00	2,010.00	
Expenditure	- 2,500.00	- 1,064.29	
Closing balance	<b><u>14,389.65</u></b>	<b><u>15,195.36</u></b>	