

## 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, **4 September 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

30 August 2018

### A G E N D A

- 18/38. Apologies for absence
- 18/39. Declarations of Interest
- 18/40. Chair's announcements
- 18/41. Minutes of the last meeting held on 3 July 2018
- 18/42. Reports on outstanding matters
- 18/43. Inspection of burial grounds and management update
- 18/44. Financial
- (i) Payment of Accounts
- |                       |  |        |
|-----------------------|--|--------|
| Affinity for Business | Water supply at St Andrew's<br>Burial Ground (26/2/18-21/8/18) | £17.42 |
| Affinity for Business | Water supply at Perry Green<br>Burial Ground (21/2/18-21/8/18) | £30.40 |
- Note – both of the above payments will be by Direct Debit on 1 October 2018
- (ii) Financial Statement
- To receive the current financial position
- 18/45. Urgent business
- 18/46. Confirmation of date of next meeting – Tuesday, 6 November 2018, in the Much Hadham Village Hall

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority held on Tuesday, 4 September 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.

### 18/38. APOLOGIES FOR ABSENCE

None.

### 18/39. DECLARATIONS OF INTEREST

None.

### 18/40. CHAIR'S ANNOUNCEMENTS

None.

### 18/41. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 3 July 2018 be accepted as a correct record of the proceedings and be signed by the Chair.

### 18/42. REPORTS ON OUTSTANDING MATTERS

Report noted.

### 18/43. INSPECTION OF BURIAL GROUNDS AND MANAGEMENT UPDATE

Cllr Mrs M O'Neill and the Clerk undertook the inspection of both burial grounds on the 3<sup>rd</sup> September and found both to be in a good condition. The length of the grass indicated that a cut was due and the hedge towards the rear of the burial ground at Perry Green had been partially trimmed. Cllr W O'Neill to undertake next inspection in late October.

Following a discussion regarding the spoil at the rear of the burial ground at Perry Green, it was agreed that the Clerk should investigate the cost to have this removed. It was noted that it had been periodically removed in the past.

A suggestion was made to have a "caretaker" in addition to the grounds maintenance work and the Clerk is following up on an idea to involve St Elizabeth's Centre in this.

The Clerk reported that a resident had highlighted that there had been damage to the fence at Perry Green. This is the same damage that had been reported to the March 2018 meeting where it was agreed that no further action would be taken. There was no change to this decision. In addition, it had been hoped that the cooler weather would resolve the problem reported with the dropped gate at Perry Green but this has not been the case. There is still a difference in gate heights which means that the gates cannot be latched.

At St Andrew's, the tap is dripping and this is in the process of being fixed.

The digitising of the burial records is continuing. The Clerk has identified that the cost to have an electronic image of the registers is prohibitive at £700 to £900. However, it is possible to take images of a sufficient quality using a digital camera and this is in progress.

It has been identified that a plot plan for St Andrew's burial ground has existed in the past and a request has been sent to the former Clerks' widow to see if it is amongst remaining records held.

A full test of all monuments at Perry Green has been completed and the results are currently being documented. Next steps will be determined after seeking advice from the Institute of Cemetery and Crematorium Management but could include contacting relatives and putting a sign up.

The Clerk has identified that the potential cost for a marker for an unmarked grave at Perry Green would be £25. There are 19 unmarked graves therefore a potential total cost of £475. Following discussion, it was agreed that St Elizabeth's may be able to assist with this and the Clerk will investigate.

It was highlighted that three graves are not in accordance with the Burial Regulations in that these have a gravel top. Following discussion, it was agreed to defer any action at this point in time.

Finally, the Clerk highlighted that new guidance, together with a risk assessment requirement, had been issued in relation to groundwater in cemeteries. As can be expected, the guidance is clear that a burial cannot be made below the water table, and there is documentation that indicates the empty row on the right-hand side of Perry Green has not been used due to drainage problems. The Clerk will progress the risk assessment, liaising with the Environment Agency as necessary.

18/44. FINANCIAL

(i) Payment of Accounts

Noted that the following payments were due for approval at the subsequent Parish Council meeting:

Affinity for Business	Water supply at St Andrew's Burial Ground (26/2/18-21/8/18)	£17.42
Affinity for Business	Water supply at Perry Green Burial Ground (21/2/18-21/8/18)	£30.40

Note – both of the above payments will be by Direct Debit on 1 October 2018

(ii) Financial Statement

The current financial position was noted (Appendix A).

18/45. URGENT BUSINESS

None.

18/46. DATE OF NEXT MEETING

Tuesday, 6 November 2018 in the Much Hadham Village Hall at 6:45 pm.

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There being no further business the meeting closed at 7:26 pm

# MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

## YEAR ENDED 31 MARCH 2019

### BUDGET TO ACTUAL COMPARISON AS AT 4 SEPTEMBER 2018

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2019 BUDGET £	2019 ACTUAL £	
<b>INCOME</b>			
Burial	2,200.00	880.00	
Memorial	440.00	400.00	
<b>TOTAL INCOME</b>	<b>2,640.00</b>	<b>1,280.00</b>	
<b>EXPENDITURE</b>			
Water	100.00	34.44	Excludes water of £39.85 being paid on 1st October
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>2,500.00</b>	<b>1,024.44</b>	
<b>ANNUAL RECONCILIATION</b>			
Opening balance - 1 April 2018	14,249.65	14,249.65	
Income	2,640.00	1,280.00	
Expenditure	- 2,500.00	- 1,024.44	
Closing balance	<u>14,389.65</u>	<u>14,505.21</u>	