

## 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, **1 October 2019**, 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

26 September 2019

### A G E N D A

- 19/44. Apologies for absence
- 19/45. Declarations of Interest
- 19/46. Chair's announcements
- 19/47. Minutes of the last meeting held on 6 August 2019
- 19/48. Reports on outstanding matters
- 19/49. Residents' comments
- 19/50. Inspection of burial grounds and management update
- 19/51. Garden of Remembrance update
- 19/52. Feedback from training course
- 19/53. Financial
  - (i) Payment of Accounts

Affinity Water	Water – St Andrew's	£15.54 + VAT
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Affinity Water	Water – Perry Green	£20.93 + VAT
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Note – payments due to be paid by direct debit on 3<sup>rd</sup> October.

- (ii) Financial Statement
  - To receive the current financial position

- 19/54. Urgent business
- 19/55. Confirmation of date of next meeting – Tuesday, 3 December 2019, in the Much Hadham Village Hall

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority held on Tuesday, 1 October 2019, in the Much Hadham Village Hall Green Room, at 6:48 pm.

Members:      \*Cllr Mrs J Liversage                      \*Cllr Mrs P Taylor (Chairman)  
                     \*Cllr M MacPherson-Pottle                \*Cllr K Twort  
                     \*Cllr B O'Neill

\* denotes present

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

### 19/44. APOLOGIES FOR ABSENCE

None.

### 19/45. DECLARATIONS OF INTEREST

None.

### 19/46. CHAIR'S ANNOUNCEMENTS

The Chair welcomed Cllr M MacPherson-Pottle to his first Burial Authority meeting.

### 19/47. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 6 August 2019 be accepted as a correct record of the proceedings and be signed by the Chair.

### 19/48. REPORTS ON OUTSTANDING MATTERS

The Clerk stated that outstanding matters would be covered by subsequent agenda items.

### 19/49. RESIDENTS' COMMENTS

None.

#### 19/50. INSPECTION OF BURIAL GROUNDS AND MANAGEMENT UPDATE

Cllr Mrs J Liversage and the Clerk inspected the Burial Grounds on 15<sup>th</sup> September and found no serious matters of concern. Following discussion, agreed actions are:

- Cllr K Twort to get quotes for the removal of the tree on the left inside Perry Green Burial Ground;
- if the spoil cannot be removed by a grab lorry, Cllr Mrs J Liversage has an alternative available;
- the damaged fence at Perry Green to be repaired and quote received from Weld Design is acceptable but required formal approval.

It was agreed that an extra meeting would be held prior to the November 2019 Parish Council meeting to approve tree quote, fence repair quote and any actions required for the Garden of Remembrance (next agenda item).

#### 19/51. GARDEN OF REMEMBRANCE UPDATE

Cllr Mrs J Liversage outlined the membership of the working party and made the following points:

- area to be used is the strip between graves on the right-hand side, a couple of graves spaces in, as well as the area over the hedge in the bottom right hand corner;
- the monument will be a plaque set in the ground so can be mown over, which will be standardised in terms of size, stone type, wording and font;
- there will be an area to walk on either side; and
- enhancements for this area will be a moveable planter and an additional bench.

Further work is being done to draw up a plan, identify costs and a suitable fee.

In discussion, it was noted that a memorial wall is not suitable for the burial ground at Perry Green.

#### 19/52. FEEDBACK FROM TRAINING COURSE

Prior to the meeting, the Clerk had circulated the key points from the “Cemetery Management and Compliance” training course that she had attended in September. As a result of this course, the Burial Regulations would be re-drafted to ensure they are clear and compliant.

19/53. FINANCIAL

(i) Payment of Accounts

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

Affinity Water	Water – St Andrew’s	£15.54 + VAT
Affinity Water	Water – Perry Green	£20.93 + VAT
Note – payments due to be paid by direct debit on 3 <sup>rd</sup> October		

(ii) Financial Statement

The current financial position was noted (Appendix A).

19/54. URGENT BUSINESS

None.

19/55. DATE OF NEXT MEETING

Tuesday, 3<sup>rd</sup> December 2019 in the Much Hadham Village Hall, Green Room at 6:45 pm. An additional meeting will be held prior to the November Parish Council meeting at 7:15pm.

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There being no further business the meeting closed at 7:28 pm

# MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

## YEAR ENDED 31 MARCH 2020

### BUDGET TO ACTUAL COMPARISON AS AT 1 OCTOBER 2019

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2020 BUDGET £	2020 ACTUAL £	
<b>INCOME</b>			
Burial	2,200.00	2,260.00	
Memorial	440.00	180.00	
<b>TOTAL INCOME</b>	<b>2,640.00</b>	<b>2,440.00</b>	
<b>EXPENDITURE</b>			
Water	100.00	72.00	
Church yard maintenance	1,800.00	900.00	
Other maintenance	500.00	-	
Other	100.00	230.00	Membership of ICCM £95 + training course £135
<b>TOTAL EXPENDITURE</b>	<b>2,500.00</b>	<b>1,202.00</b>	
<b>ANNUAL RECONCILIATION</b>			
Opening balance - 1 April 2018	17,037.46	17,037.46	
Income	2,640.00	2,440.00	
Expenditure	- 2,500.00	- 1,202.00	
Closing balance	<u>17,177.46</u>	<u>18,275.46</u>	