

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 February 2020**, 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.



Fiona Forth
Clerk of the Council

30 January 2020

A G E N D A

- 20/1. Apologies for absence
- 20/2. Declarations of Interest
- 20/3. Chair's announcements
- 20/4. Minutes of the last meeting held on 3 December 2019
- 20/5. Reports on outstanding matters
- 20/6. Residents' comments
- 20/7. Management update
 - To receive an update on managing the burial grounds, to include:
 - inspection of burial grounds; and
 - Garden of Remembrance progress.
 - To approve the following quotes from Alexander Machinery Limited:
 - for Tree work (wild apple and eucalyptus) for £205 + VAT; and
 - for tidy up and potential clearance of soil spoil for £490 + VAT
- 20/8. Financial
 - (i) Payment of Accounts

| | | |
|-------------------|------------------------------|---------------|
| Weld Design | Repair to Perry Green Burial | £480.00 |
| | Ground fence | |
| MH Landscapes Ltd | Churchyard maintenance | £900.00 + VAT |
| | Jul – Dec 2019 | |
 - (ii) Financial Statement
 - To receive the current financial position
- 20/9. Urgent business
- 20/10. Confirmation of date of next meeting – Tuesday, 7 April 2020, in the Much Hadham Village Hall. Consider interim meeting to approve the Garden of Remembrance plan.

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority held on Tuesday, 4 February 2020, in the Much Hadham Village Hall Green Room, at 6:50 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 1 member of the public.

20/1. **APOLOGIES FOR ABSENCE**

No apologies were received from Cllr M MacPherson-Pottle so his absence was not approved.

20/2. **DECLARATIONS OF INTEREST**

None.

20/3. **CHAIR'S ANNOUNCEMENTS**

None.

20/4. **MINUTES OF THE LAST MEETING**

RESOLVED that the minutes of the last meeting held on 3 December 2019 be accepted as a correct record of the proceedings and be signed by the Chair.

20/5. **REPORTS ON OUTSTANDING MATTERS**

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

20/6. **RESIDENTS' COMMENTS**

A resident asked if they themselves could repair a memorial that had fallen to one side. The Clerk stated that the expectation is that any memorial repair is undertaken by a stonemason but if suitable skills are detailed in the request, it would be approved.

The Clerk also clarified that whilst the Parish Council is responsible for all activity within the burial grounds, families of those interred are expected to maintain grave spaces in accordance with the Regulations themselves or by using appropriate contractors.

20/7. MANAGEMENT UPDATE

Formal inspection

The Chair reported that she and the Clerk undertook the burial ground inspection on the 22nd January and found the grounds to be in a good state. It was noted that the repaired fence at the Perry Green Burial Ground looked good. It had also been identified that now was a good time for removing the dead ivy from the wall at St Andrew's Burial Ground.

The next inspection would be undertaken by Cllr K Twort, towards the end of March.

Garden of Remembrance

Cllr Mrs J Liversage provided an update on the proposed Garden of Remembrance at Perry Green. Ideas to date were discussed and it was agreed that a costed project plan would be presented to the next meeting for approval.

In addition to, and alongside this, the revised Burial Regulations and burial charges would also be included for approval on the next meeting agenda.

Maintenance work

Cllr Mrs J Liversage explained the background to the maintenance work quotes and after discussion, it was RESOLVED to approve the following quotes from Alexander Machinery Limited:

- for Tree work (wild apple and eucalyptus) for £205 + VAT; and
- for tidy up and potential clearance of soil spoil for £490 + VAT

In addition, initial suggestions were made for the treatment of soil spoil in future. Examples were a dedicated framed area, use of skip bags or behind moveable fence panels.

20/8. FINANCIAL

(i) Payment of Accounts

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

| | | |
|----------------------------|---|---------------|
| Mr K Lunniss (Weld Design) | Repair to Perry Green Burial Ground fence | £480.00 |
| MH Landscapes Ltd | Churchyard maintenance Jul - Dec 2019 | £900.00 + VAT |

(ii) Financial Statement

The current financial position was noted (Appendix A). The Clerk reminded those present that it is difficult to predict the income.

20/9. URGENT BUSINESS

None.

20/10. DATE OF NEXT MEETING

Tuesday, 7 April 2020 in the Much Hadham Village Hall, Green Room at 6:45 pm.

There being no further business the meeting closed at 7:24 pm

MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

YEAR ENDED 31 MARCH 2020

BUDGET TO ACTUAL COMPARISON AS AT 4 FEBRUARY 2020

| (Excludes VAT) | FULL YEAR | YEAR TO | COMMENT |
|--------------------------------|-----------------|-----------------|--|
| | 2020 | DATE | |
| | BUDGET | 2020 | |
| | £ | ACTUAL | £ |
| INCOME | | | |
| Burial | 2,200.00 | 4,130.00 | Hard to predict burials. This year have had one interment of ashes from out of the parish. |
| Memorial | 440.00 | 870.00 | Hard to predict memorials. As above, have had one memorial from out of the parish. |
| TOTAL INCOME | 2,640.00 | 5,000.00 | |
| EXPENDITURE | | | |
| Water | 100.00 | 72.00 | |
| Church yard maintenance | 1,800.00 | 1,800.00 | |
| Other maintenance | 500.00 | 480.00 | Repair of fence at Perry Green |
| Other | 100.00 | 230.00 | Membership of ICCM £95 + training course £135 |
| TOTAL EXPENDITURE | 2,500.00 | 2,582.00 | |
| ANNUAL RECONCILIATION | | | |
| Opening balance - 1 April 2018 | 17,037.46 | 17,037.46 | |
| Income | 2,640.00 | 5,000.00 | |
| Expenditure | - 2,500.00 | - 2,582.00 | |
| Closing balance | 17,177.46 | 19,455.46 | |