

## MUCH HADHAM PARISH COUNCIL

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Notice is hereby given that the **virtual** meeting of the Much Hadham Parish Council **Burial Authority** will be held on **Tuesday, 4 August 2020, 6:45 pm**, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

For access to this virtual meeting, please request details using email address above or visit the Parish Council website.

*F M Forth*

Fiona Forth  
Clerk of the Council

30 July 2020

### A G E N D A

- 20/23. Apologies for absence
- 20/24. Declarations of Interest
- 20/25. Chair's announcements
- 20/26. Minutes of the last meeting held on 9 June 2020
- 20/27. Reports on outstanding matters
- 20/28. Residents' comments
- 20/29. Management update  
To receive an update on managing the burial grounds
- 20/30. Burial charges  
To approve the burial ground charges for the remainder of the financial year
- 20/31. Financial
- (i) Payment of Accounts
- |                   |  |               |
|-------------------|--|---------------|
| MH Landscapes Ltd | Churchyard maintenance<br>Apr – Jun 2020 | £450.00 + VAT |
| Affinity Water    | Water – St Andrew's                      | £16.66 + VAT  |
| Affinity Water    | Water – Perry Green                      | £21.27 + VAT  |
- Note – payments paid by direct debit on 25<sup>th</sup> June.
- (ii) Financial Statement  
To receive the current financial position
- 20/32. Urgent business
- 20/33. Confirmation of date of next meeting – Tuesday, 6 October 2020 – arrangements to be confirmed

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority virtual meeting held on Tuesday, 4<sup>th</sup> August 2020, at 6:47 pm.

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

\* denotes present

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

### 20/23. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr Mrs J Liversage.

### 20/24. DECLARATIONS OF INTEREST

None.

### 20/25. CHAIR'S ANNOUNCEMENTS

None.

### 20/26. MINUTES OF THE LAST MEETING

Approval of the minutes of the last meeting held on 9 June 2020 was deferred until the next meeting.

### 20/27. REPORTS ON OUTSTANDING MATTERS

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

### 20/28. RESIDENTS' COMMENTS

None.

### 20/29. MANAGEMENT UPDATE

The Clerk reported that no formal inspection had been undertaken prior to the meeting given the current circumstances but a recent visit had not identified any issues at the Perry Green Burial Ground.

Cllr B O'Neill commented that he had also been there recently and felt that space was becoming limited. It was agreed that the plan to extend the burial ground, approved a number of years ago, would be re-visited at the next meeting.

It was agreed that Cllr K Twort would inspect the Burial Grounds with the Clerk prior to the next meeting.

#### 20/30. BURIAL CHARGES

At the last meeting, it was agreed that the Clerk would provide more information to demonstrate how charges for each activity, and the split between resident and non-resident, were determined and compared to other burial grounds.

The Clerk demonstrated how Much Hadham's charges are comparable to the nearest neighbours of Bishop's Stortford and Ware. The following changes to the existing charges were proposed:

- Right to erect a new Memorial – increase of £30 for both resident and non-resident; and
- Cremated remains – Non-resident – increase of £30.

Following a discussion of the new Garden of Remembrance charges, it was agreed that the charges should be split between the costs relating to the interment and costs relating to the memorial tablet.

RESOLVED to approve the burial ground charges for the remainder of the financial year.

Note – approved burial charges detailed at Appendix A.

#### 20/31. FINANCIAL

##### (i) Payment of Accounts

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

MH Landscapes Ltd	Churchyard maintenance Apr – Jun 2020	£450.00 + VAT
Castle Water	Water – St Andrew's	£16.66 + VAT
Castle Water	Water – Perry Green	£21.27 + VAT

Note – payments made by direct debit on 25<sup>th</sup> June 2020.

(ii) Financial Statement

The current financial position was noted (Appendix B). The Clerk explained how the credit in respect of the water bill had occurred. In addition, she highlighted that the receipt of £5,500, for a non-resident burial from April, was being chased.

20/32. URGENT BUSINESS

None.

20/33. DATE OF NEXT MEETING

Tuesday, 6<sup>th</sup> October 2020 at 6:45 pm. Arrangements to be confirmed but likely to be in the same format as tonight.

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There being no further business the meeting closed at 7:15 pm

**MUCH HADHAM PARISH COUNCIL – BURIAL CHARGES**

Effective from 5 August 2020, the scale of charges will be as follows:

**Burial**

Interment into new grave – Resident	£550
Interment into new grave - Non-resident	£5,500
Interment into re-opened grave – Resident	£330
Interment into re-opened – Non-resident	£1,980
Right to erect a new Memorial – Resident	£140
Right to erect a new Memorial – Non-resident	£360
Right to add an inscription to a Memorial – Resident	£70
Right to add an inscription to a Memorial – Non-resident	£70
Cremated remains – Resident	£280
Cremated remains – Non-resident	£1,680

**Garden of Remembrance**

Garden of Remembrance – Resident:	
• interment fee + gravedigger	£410
• memorial tablet + inscription (overall 50 letters max) – estimated	£360
Garden of Remembrance – Non-resident:	
• interment fee + gravedigger	£1,810
• memorial tablet + inscription (overall 50 letters max) – estimated	£360
Garden of Remembrance - Re-open – Resident:	
• interment fee + gravedigger	£410
• memorial tablet inscription (overall 50 letters max) – estimated	£180
Garden of Remembrance - Re-open – Non-resident:	
• interment fee + gravedigger	£1,810
• memorial tablet inscription (overall 50 letters max) – estimated	£180

Note – for the Garden of Remembrance, this is for the interment of the ashes together with the inscribed memorial tablet. Price reflects a service provided by the Parish Council so that you can feel supported at such a difficult time.

**Administration charge** £50

(For circumstances not covered by above)

**For the purposes of the above burial charges, a ‘resident’ is defined as a person who:**

- was born in the parish;
- has resided in the parish for a minimum total of 20 years, consecutively or not; or
- has resided in the parish for the last 5 years.

If a person does not meet any of the above criteria, then the non-resident rates would be applicable.

# MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

## YEAR ENDED 31 MARCH 2021

### BUDGET TO ACTUAL COMPARISON AS AT 4 AUGUST 2020

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2021 BUDGET £	2021 ACTUAL £	
<b>INCOME</b>			
Burial	2,200.00	1,760.00	
Memorial	440.00	-	
<b>TOTAL INCOME</b>	<b>2,640.00</b>	<b>1,760.00</b>	
<b>EXPENDITURE</b>			
Water	100.00	55.63	£30 credit due as result of Castle Water's failure to deal with complaint within timescales.
Church yard maintenance	1,800.00	900.00	
Other maintenance	500.00	-	
Other	100.00	95.00	
<b>TOTAL EXPENDITURE</b>	<b>2,500.00</b>	<b>1,050.63</b>	
<b>ANNUAL RECONCILIATION</b>			
Opening balance - 1 April 2020	18,742.76	18,742.76	
Income	2,640.00	1,760.00	
Expenditure	- 2,500.00	- 1,050.63	
Closing balance	<b>18,882.76</b>	<b>19,452.13</b>	