

## MUCH HADHAM PARISH COUNCIL

Fiona Forth  
Clerk of the Council  
Tel: 01279 861869  
e-mail: [fionaforthmhpc@gmail.com](mailto:fionaforthmhpc@gmail.com)

40 Calverley Close  
Bishop's Stortford  
Herts  
CM23 4JJ

Notice is hereby given that the **virtual** meeting of the Much Hadham Parish Council **Burial Authority** will be held on **Tuesday, 1<sup>st</sup> December 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

26<sup>th</sup> November 2020

### A G E N D A

- 20/45. Apologies for absence
- 20/46. Declarations of Interest
- 20/47. Chair's announcements
- 20/48. Minutes of the meeting held on 6 October 2020
- 20/49. Reports on outstanding matters
- 20/50. Residents' comments
- 20/51. Management update
  - To receive an update on managing the burial grounds
- 20/52. Burial Ground extension
  - To revisit the plan and budget for extending Perry Green Burial Ground
- 20/53. Financial
  - (i) Payment of Accounts
    - None
  - (ii) Financial Statement
    - To receive the current financial position
- 20/54. Urgent business
- 20/55. Confirmation of date of next meeting – Tuesday, 2<sup>nd</sup> February 2021 – arrangements to be confirmed

## **MUCH HADHAM PARISH COUNCIL**

MINUTES of the Much Hadham Burial Authority virtual meeting held on Tuesday, 1<sup>st</sup> December 2020, at 6:46 pm.

<u>Members:</u>	*Cllr Mrs J Liversage	*Cllr Mrs P Taylor (Chairman)
	*Cllr B O'Neill	*Cllr K Twort

\* denotes present

In attendance: F Forth, Clerk and 1 member of the public.

### 20/45. APOLOGIES FOR ABSENCE

None.

### 20/46. DECLARATIONS OF INTEREST

None.

### 20/47. CHAIR'S ANNOUNCEMENTS

The Chair welcomed Cllr Mrs K Hamilton to the meeting, highlighting that she was observing the meeting and may become part of the Burial Authority in the future.

### 20/48. MINUTES OF THE LAST MEETINGS

RESOLVED that the minutes of the last meeting held on 6 October 2020 be accepted as a correct record of the proceedings and be signed by the Chair.

### 20/49. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

### 20/50. RESIDENTS' COMMENTS

None.

### 20/51. MANAGEMENT UPDATE

Cllr B O'Neill and the Clerk had inspected the burial grounds prior to the meeting and reported that the Burial Grounds were looking ok.

After that visit, Cllr B O'Neill reported that he had revisited St Andrew's Burial Ground to inspect the entrance gate and fence more closely, noting that the bottom of the gate was rusty. In addition, he stated that he would visit this Burial Ground on a regular basis to remove the ivy from the wall. It was noted that this Burial Ground could do with some attention: holes required filling in the ground, and much of the area required levelling with a roller, as well as improvements to the railings.

The Chair reported that she had received a quote from Weld Design that day which detailed the following work:

**PERRY GREEN RAILINGS PAINTING**

- approx. 33 metres lg
- to grind off any loose paint and rust and spot prime with zinc phosphate primer
- to sand down existing paint and apply 2x coats black gloss top coat = £585

**MUCH HADHAM (ST ANDREWS) GRAVEYARD GATE ENTRANCE**

- to dig out approx. 3000x2000 mm to entrance area and level
- insert new plastic support grid infilled with 10mm pee shingle and lay back retained grass top and level down with roller = £540

**MUCH HADHAM (ST ANDREWS) GRAVEYARD RAILINGS**

- to fix 24no 2.5mm galvanized plates 1800x300 to base of railings painted black either by welding or fixing with saddle brackets = £1320

Note – all prices quoted are + VAT

In discussion, the following points were made:

- Brace Engineering had suggested that the gate at St Andrew's did not need to be replaced but be improved with the fencing immediately each side straightened. In addition, Brace Engineering would be able to quote for the groundwork inside the gate;
- Grasscrete was considered a better option for inside the gate at St Andrew's so it could be mowed over;
- any groundwork undertaken inside the gate at St Andrew's should be continued outside the gate up to the existing path; and
- a working party could help with the railings.

Following this discussion, it was agreed that all members of the Burial Authority would participate in the next inspection of the Burial Grounds with the Clerk to enable an on-site discussion to take place. Inspection planned for 16<sup>th</sup> January 2021 at 10am.

#### 20/52. BURIAL GROUND EXTENSION

The plan for extending the Perry Green Burial Ground was discussed. The key points were:

- consecrating the extension to be added to the project plan;
- Cllr Mrs J Liversage to discuss the farming timetable with the farmers with a view to the Clerk issuing a formal letter notifying the Burial Authority's intent to extend the Burial Ground;
- expectation that the extension will be for 30 metres which will provide for approximately 80 spaces;  
[Note – does not include any further Garden of Remembrance]
- at the current usage rate, the existing burial ground has sufficient spaces for a few more years, as well as the Garden of Remembrance;
- a number of tree stumps could be ground out in the existing burial ground section which would provide a few further spaces; and
- consideration to be given to leaving the soil spoil in the same location but sympathetically screening it off, or potentially switching sides or ensure it is fully removed on a regular basis.

#### 20/53. FINANCIAL

##### (i) Payment of Accounts

None.

##### (ii) Financial Statement

The current financial position was noted (Appendix A). The Clerk highlighted that the new Register for Ash Burials, for the Garden of Remembrance, had been received.

[Note – invoice would be paid at the January Parish Council meeting]

#### 20/54. URGENT BUSINESS

None.

#### 20/55. DATE OF NEXT MEETING

Tuesday, 2<sup>nd</sup> February 2021 at 6:45 pm. Arrangements to be confirmed but likely to be in the same format as tonight.

---

There being no further business the meeting closed at 7:22 pm

# MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

## YEAR ENDED 31 MARCH 2021

### BUDGET TO ACTUAL COMPARISON AS AT 1 DECEMBER 2020

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2021 BUDGET £	2021 ACTUAL £	
<b>INCOME</b>			
Burial	2,200.00	7,590.00	Actual includes a non-resident burial (£5,500)
Memorial	440.00	492.00	
<b>TOTAL INCOME</b>	<b>2,640.00</b>	<b>8,082.00</b>	
<b>EXPENDITURE</b>			
Water	100.00	55.63	£30 credit received 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	8,082.00	
Expenditure	- 2,500.00	- 1,050.63	
Closing balance	<b>18,882.76</b>	<b>25,774.13</b>	