

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, 2nd February 2021, 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.

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Clerk of the Council

28th January 2021

A G E N D A

- 21/1. Apologies for absence
- 21/2. Declarations of Interest
- 21/3. Chair's announcements
- 21/4. Minutes of the meeting held on 1 December 2020
- 21/5. Reports on outstanding matters
- 21/6. Residents' comments
- 21/7. Management update
 - To receive an update on managing the burial grounds
 - To delegate authority to approve maintenance work to the gates and railings, not to exceed £5,000 + VAT, to the Chair plus 1 other Cllr and the Clerk
- 21/8. Perry Green Burial Ground extension
 - To revisit the plan and budget for extending Perry Green Burial Ground
- 21/9. Financial
 - (i) Payment of Accounts
 - MH Landscapes Ltd Churchyard maintenance £900.00 + VAT
 - Jul – Dec 2020
 - (ii) Financial Statement
 - To receive the current financial position
- 21/10. Urgent business
- 21/11. Confirmation of date of next meeting – Tuesday, 6th April 2021 – arrangements to be confirmed

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority virtual meeting held on Tuesday, 2nd February 2021, at 6:49 pm.

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

* denotes present

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

21/1. APOLOGIES FOR ABSENCE

None.

21/2. DECLARATIONS OF INTEREST

None.

21/3. CHAIR'S ANNOUNCEMENTS

The Chair thanked those present for undertaking the Burial Ground inspection, despite the wet weather, on the Saturday preceding the meeting.

21/4. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 1 December 2020 be accepted as a correct record of the proceedings and be signed by the Chair.

21/5. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

21/6. RESIDENTS' COMMENTS

None.

21/7. MANAGEMENT UPDATE

As noted previously, all members participated in the burial ground inspections prior to the meeting. It was noted that the burial grounds were in a good condition although boggy due to the bad weather.

Following discussion, it was agreed that the quote from Weld Design, reported at the last meeting (Minute ref: 20/51), to paint the railings at Perry Green Burial Ground for £585 be accepted. However, it was agreed that further quotes were required to improve the gate and railings at St Andrew's Burial Ground.

RESOLVED to delegate authority to approve maintenance work to the gates and railings, not to exceed £5,000 + VAT, to the Chair, Cllrs Mrs J Liversage and the Clerk.

21/8. PERRY GREEN BURIAL GROUND EXTENSION

The plan for extending the Perry Green Burial Ground was discussed.

It was highlighted that notice would need to be given to the farmer prior to the year end as the farming timetable was plant in March for harvest in September. Clarity was to be sought on how the land should be returned to the Burial Authority, for example, rolled and laid to grass? It may be possible for the farmer to undertake this on behalf of the Burial Authority.

Decisions are also required on the following matters:

- the length of the extension – 15 metres or 30 metres;
- whether to install a hedge or fence;
- what to do with the existing area where the soil spoil is given that there appears to be a layer of hard core in that area;
- whether to grind out tree stumps on the left-hand side; and
- whether to include a further Garden of Remembrance.

In addition, further detail is required on the extension plan, including costs.

21/9. 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 Jul – Dec 2020	£900.00 + VAT
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(ii) Financial Statement

The current financial position was noted (Appendix A).

21/10. URGENT BUSINESS

None.

21/11. DATE OF NEXT MEETING

Tuesday, 6th April 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 7:25 pm

MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

YEAR ENDED 31 MARCH 2021

BUDGET TO ACTUAL COMPARISON AS AT 2 FEBRUARY 2021

(Excludes VAT)	FULL YEAR 2021 BUDGET £	YEAR TO DATE 2021 ACTUAL £	COMMENT
INCOME			
Burial	2,200.00	7,590.00	Actual includes a non-resident burial (£5,500)
Memorial	440.00	492.00	
TOTAL INCOME	<u>2,640.00</u>	<u>8,082.00</u>	
EXPENDITURE			
Water	100.00	74.53	£30 credit received as result of Castle Water's failure to deal with complaint within timescales.
Church yard maintenance	1,800.00	1,800.00	
Other maintenance	500.00	-	
Other	100.00	695.69	ICCM membership £95; Register £163; Bench £417; Fountain pen + ink £21
TOTAL EXPENDITURE	<u>2,500.00</u>	<u>2,570.22</u>	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2020	18,742.76	18,742.76	
Income	2,640.00	8,082.00	
Expenditure	- 2,500.00	- 2,570.22	
Closing balance	<u>18,882.76</u>	<u>24,254.54</u>	