

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, 1st June 2021**, in the **Much Hadham Village Hall**, at **6:45 pm**, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend. **COVID HOUSEKEEPING:** Please be advised that all attendees need to abide by current COVID regulations. Please request details using email address above or visit the Parish Council website.

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26th May 2021

A G E N D A

- 21/22. Apologies for absence
- 21/23. Declarations of Interest
- 21/24. Chair's announcements
- 21/25. Minutes of the meeting held on 6th April 2021
- 21/26. Reports on outstanding matters
- 21/27. Residents' comments
- 21/28. Management update
 - To receive an update on managing the burial grounds
 - To consider the next steps for extending Perry Green Burial Ground
- 21/29. Financial
 - (i) Payment of Accounts
 - None
 - (ii) Financial Statement
 - To receive the current financial position
- 21/30. Urgent business
- 21/31. Confirmation of date of next meeting – Tuesday, 3rd August 2021 – Much Hadham Village Hall.

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 1st June 2021, in the Much Hadham Village Hall, at 6:50 pm.

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

* denotes present

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

21/22. APOLOGIES FOR ABSENCE

None.

21/23. DECLARATIONS OF INTEREST

None.

21/24. CHAIR'S ANNOUNCEMENTS

None.

21/25. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 6th April 2021 be accepted as a correct record of the proceedings and be signed by the Chair.

21/26. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

21/27. RESIDENTS' COMMENTS

None.

21/28. MANAGEMENT UPDATE

Inspection

Cllr Mrs J Liversage and the Clerk had inspected the burial grounds prior to the meeting. The grass needed cutting at both grounds, but it is possible that the inspection was undertaken prior to the next scheduled maintenance visit.

At St Andrew's Burial Ground, it was noted that Cllr B O'Neill had done a great job of removing the ivy from the boundary wall. Further work at St Andrew's was needed to remove the self-seeded sycamore tree from under the holly tree as well as the ivy from the low brick wall between the burial ground and the churchyard. It will be confirmed with the Rector that clearing this low brick wall is acceptable to the Parochial Church Council.

Finally, Cllr Mrs J Liversage stated that she was expecting the quote for the work on the metal gate and entrance way at St Andrew's Burial ground on Wednesday 2nd June.

Perry Green extension

Prior to the meeting, the Clerk had issued a revised plan for the Perry Green extension.

Following discussion, it was agreed to extend the burial ground by one third of the land remaining, 44 m. Quotes are to be obtained now so that the work can be undertaken after the 2021 harvest. For all future burials, the grave is to be dug in a rectangular shape, as opposed to the 6-sided coffin shape being used recently, and any excess soil spoil is to be removed from the site, as in the future, no soil spoil pile will be allowed. The Clerk is to ensure that funeral directors are made aware of these new requirements.

The updated plan is detailed in Appendix A.

21/29. FINANCIAL

(i) Payment of Accounts

None.

(ii) Financial Statement

The current financial position was noted (Appendix B).

21/30. URGENT BUSINESS

None.

21/31. DATE OF NEXT MEETING

Tuesday, 3rd August 2021 at 6:45 pm in the Much Hadham Village Hall.

There being no further business the meeting closed at 7:21 pm

Next Burial Ground inspection to be undertaken by the Clerk with Cllr Mrs K Hamilton and Cllr B O'Neill on Tuesday 20th July at 10 am, starting at St Andrew's Burial Ground.

MUCH HADHAM PARISH COUNCIL – BURIAL AUTHORITY

PLAN AND BUDGET FOR EXTENDING THE BURIAL GROUND: MEETING 1 JUNE 2021 (UPDATED AFTER MEETING)

Given the existing rate of usage, the extended part of the burial ground to be operational by 2027 although be prepared to access earlier if needs be.

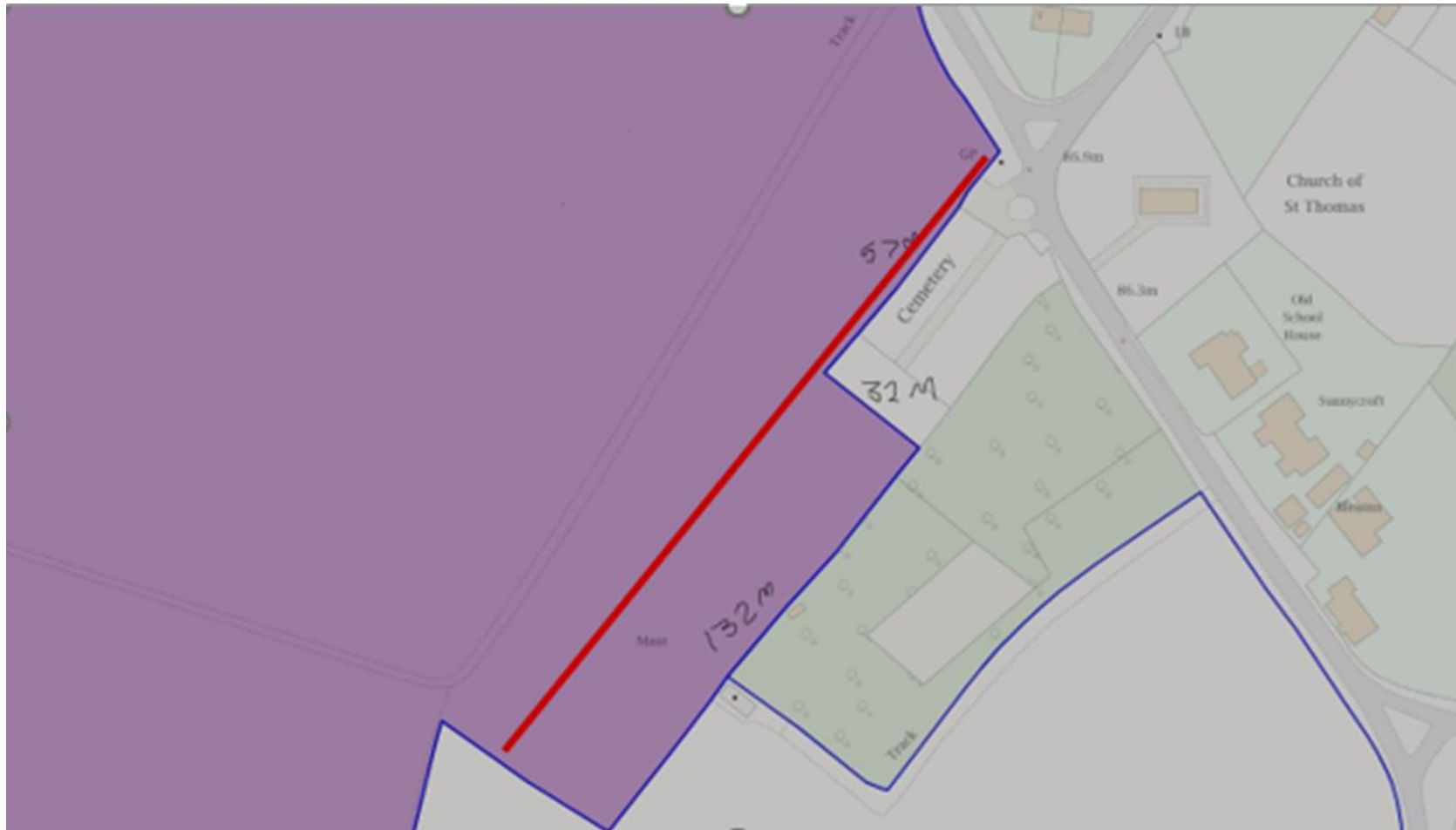
Notes:

- Planning permission was given for the entirety of the burial ground site on 19th August 1959.
- Soil spoil from digging graves no longer to be piled up on site. Funeral Directors to be informed that this needs to be removed after each burial.
- Currently, 12 new plots available in existing ground – subject to grinding out tree stump. **Clerk to obtain quote**

	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
1	Determine length of burial ground extension	Burial Authority	1 June 2021	Nil	Estimated amount of burial ground remaining is 132 m – see Appendix 1. Numerous discussions on amount to take back ranging from 30 m, 40 m all it. Maintenance cost for current ground in use is £500 pa. Suggest take back 50% of remainder so burial ground broken into thirds – handy for referring to in plans, registers etc. Decided to extend by 44 m, one third of amount remaining.	Yes
2	Formally notify farmer of the intention to extend the burial ground.	Clerk	4 June 2021	Nil	Letter drafted – See Appendix 2 Letter sent 8th June 2021	Yes

	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
Note – the following actions link to the rough plan detailed in Appendix 3						
3	Remove 2 trees at the bottom of the existing burial ground to enable access to the second third.	Clerk	After 2021 harvest	?	Quote to be obtained Cllr Mrs J Liversage to obtain quote	No
4	Remove spoil through gap created in after item 3 completed.	Clerk	After 2021 harvest	?	Quote to be obtained Cllr Mrs J Liversage to obtain quote	No
5	Gravel bottom end of existing third, ensuring tamped down so not loose. Note – area has been identified as unusable for graves.	Clerk	After 2021 harvest	?	Quote to be obtained Cllr Mrs J Liversage to obtain quote	No
6	Level ground and put to grass after item 5 complete.	Clerk Farmer	After 2021 harvest	?	Unclear if there will be a cost associated with this.	No
7	Plant whips along side and bottom of second third.	Clerk	Early September 2021	?	Quote to be obtained. 5 whips per m. Cllr Mrs J Liversage to obtain quote	No
8	Plant two trees along bottom of second third – for aesthetic purposes	Clerk	?	?	Type of trees to be identified along with costs.	No
9	Install “road” through second third using tamped down gravel so not loose.	Clerk	?	?	Quote to be obtained	No
10	Identify in ground must be consecrated or only should be consecrated. If must, arrange consecration	Clerk	2021 Before 1 st use in 2027	Nil?		No

PERRY GREEN BURIAL GROUND – ESTIMATES OF SIZE USED AND REMAINING



TEXT OF LETTER TO FARMER

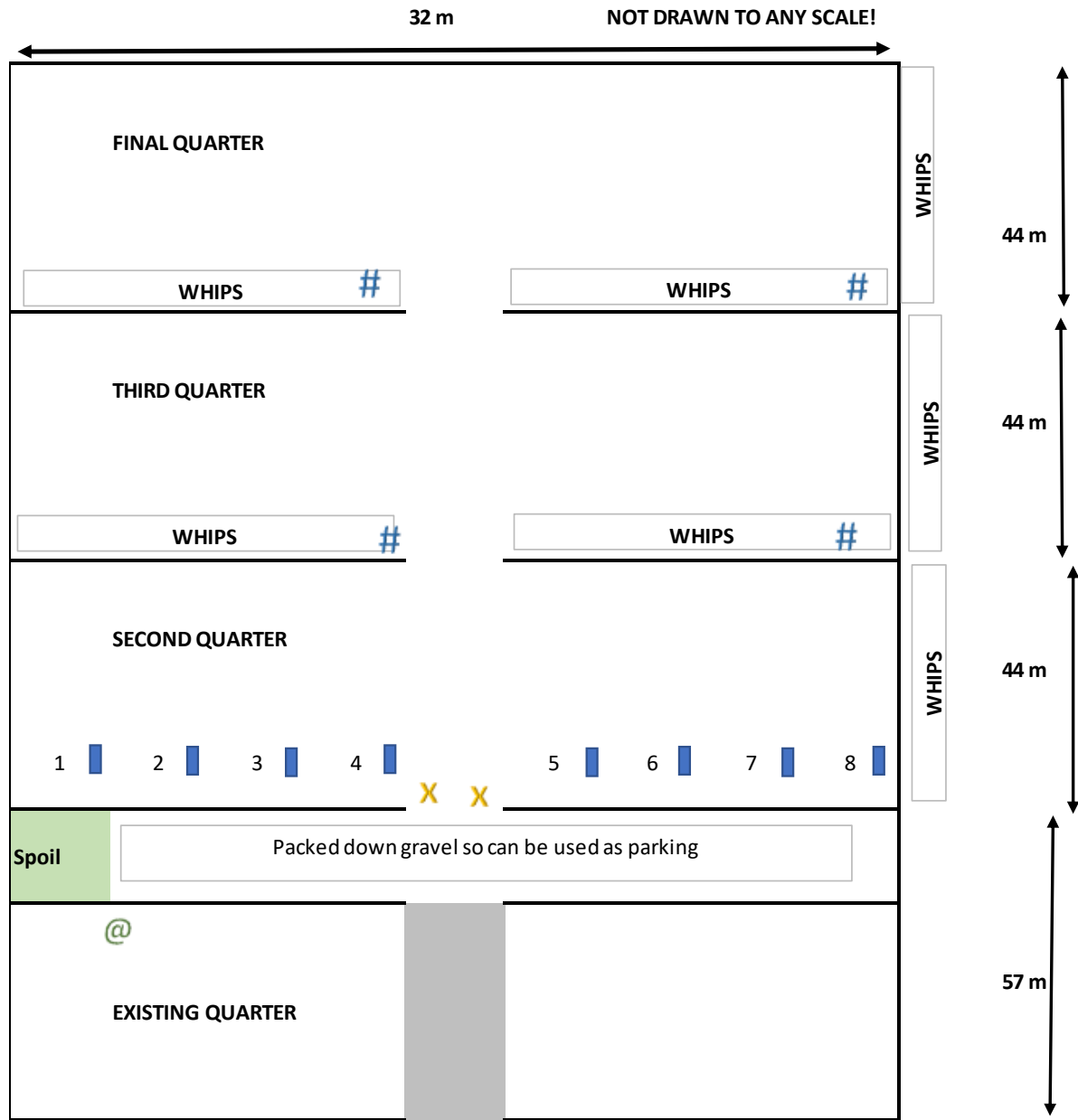
I am writing on behalf of Much Hadham Parish Council's Burial Authority. At its meeting on 1st June 2021, the Burial Authority agreed that it would extend the Perry Green Burial Ground by 44m, in effect one third of the amount of land remaining. Please consider this letter as formal notification of this intention.

The Burial Authority would be grateful if the land being returned to it could be made level and seeded with tough grass at the earliest suitable opportunity.

If you have any questions or need anything further, please contact me.

ROUGH PLAN

BACK END OF PERRY GREEN BURIAL GROUND



EXISTING CAR PARK

- X** Remove trees
- #** Larger tree
- @** Grind out stump here
- Headstones

MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

YEAR ENDED 31 MARCH 2021

BUDGET TO ACTUAL COMPARISON AS AT 1 JUNE 2021

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2021 BUDGET £	2021 ACTUAL £	
INCOME			
Burial	2,200.00	-	
Memorial	440.00	-	
TOTAL INCOME	2,640.00	-	
EXPENDITURE			
Water	110.00	-	
Church yard maintenance	1,800.00	-	
Other maintenance	500.00	300.00	
Other	100.00	95.00	
TOTAL EXPENDITURE	2,510.00	395.00	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2021	24,744.29	24,744.29	
Income	2,640.00	-	
Expenditure	- 2,510.00	- 395.00	
Closing balance	<u>24,874.29</u>	<u>24,349.29</u>	