

MUCH HADHAM PARISH COUNCIL

Fiona Forth
Clerk of the Council
Tel: 01279 861869
e-mail: fionaforthmhpc@gmail.com

40 Calverley Close
Bishop's Stortford
Herts
CM23 4JJ

Notice is hereby given that the meeting of the Much Hadham Parish Council **Burial Authority** will be held on **Tuesday, 3rd August 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.

F.M. Forth

Fiona Forth
Clerk of the Council

29th July 2021

A G E N D A

- 21/32. Apologies for absence
- 21/33. Declarations of Interest
- 21/34. Chair's announcements
- 21/35. Minutes of the meeting held on 1st June 2021
- 21/36. Reports on outstanding matters
- 21/37. Residents' comments
- 21/38. Management update
 - To receive an update on managing the burial grounds
 - To receive an update on extending Perry Green Burial Ground
- 21/39. Financial
 - (i) Payment of Accounts

Castle Water	Water for St Andrew's Burial Ground	£37.76 + VAT
--------------	--	--------------
 - (ii) Financial Statement
 - To receive the current financial position
- 21/40. Urgent business
- 21/41. Confirmation of date of next meeting – Tuesday, 5th October 2021 – Much Hadham Village Hall.

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 3rd August 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.

21/32. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr B O'Neill.

21/33. DECLARATIONS OF INTEREST

None.

21/34. CHAIR'S ANNOUNCEMENTS

The Chair highlighted that a resident had been in touch regarding the grass at St Andrew's Burial Ground and it was confirmed that the grass was being cut there in the next day or so. It was noted that the grass cutting had been delayed due to the wet weather.

21/35. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 1st June 2021 be accepted as a correct record of the proceedings and be signed by the Chair.

21/36. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

21/37. RESIDENTS' COMMENTS

None.

21/38. MANAGEMENT UPDATE

Inspection

Cllr Mrs K Hamilton and Cllr B O'Neill had inspected the burial grounds with the Clerk on 20th July. It was noted that both Burial grounds needed a good cut and some grave spaces needed attention. It was expected that the recent bad weather had delayed action.

The entrance to St Andrew's Burial Ground was discussed and quotes from other contractors to be sought.

Perry Green extension

The next steps for extending Perry Green Burial Ground were discussed and agreed contractors would be contacted to obtain quotes for the work required per the extension plan (Appendix A)

21/39. FINANCIAL

(i) Payment of Accounts

Castle Water	Water for St Andrew's Burial Ground	£37.76 + VAT
--------------	-------------------------------------	--------------

Note: paid by direct debit

(ii) Financial Statement

The current financial position was noted (Appendix B).

21/40. URGENT BUSINESS

None.

21/41. DATE OF NEXT MEETING

Tuesday, 5th October 2021 at 6:45 pm in the Much Hadham Village Hall.

There being no further business the meeting closed at 7:20 pm

Next Burial Ground inspection to be undertaken by the Clerk with the Chair and Cllr Mrs K Hamilton on Friday 24th September at 12:15 pm, 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.

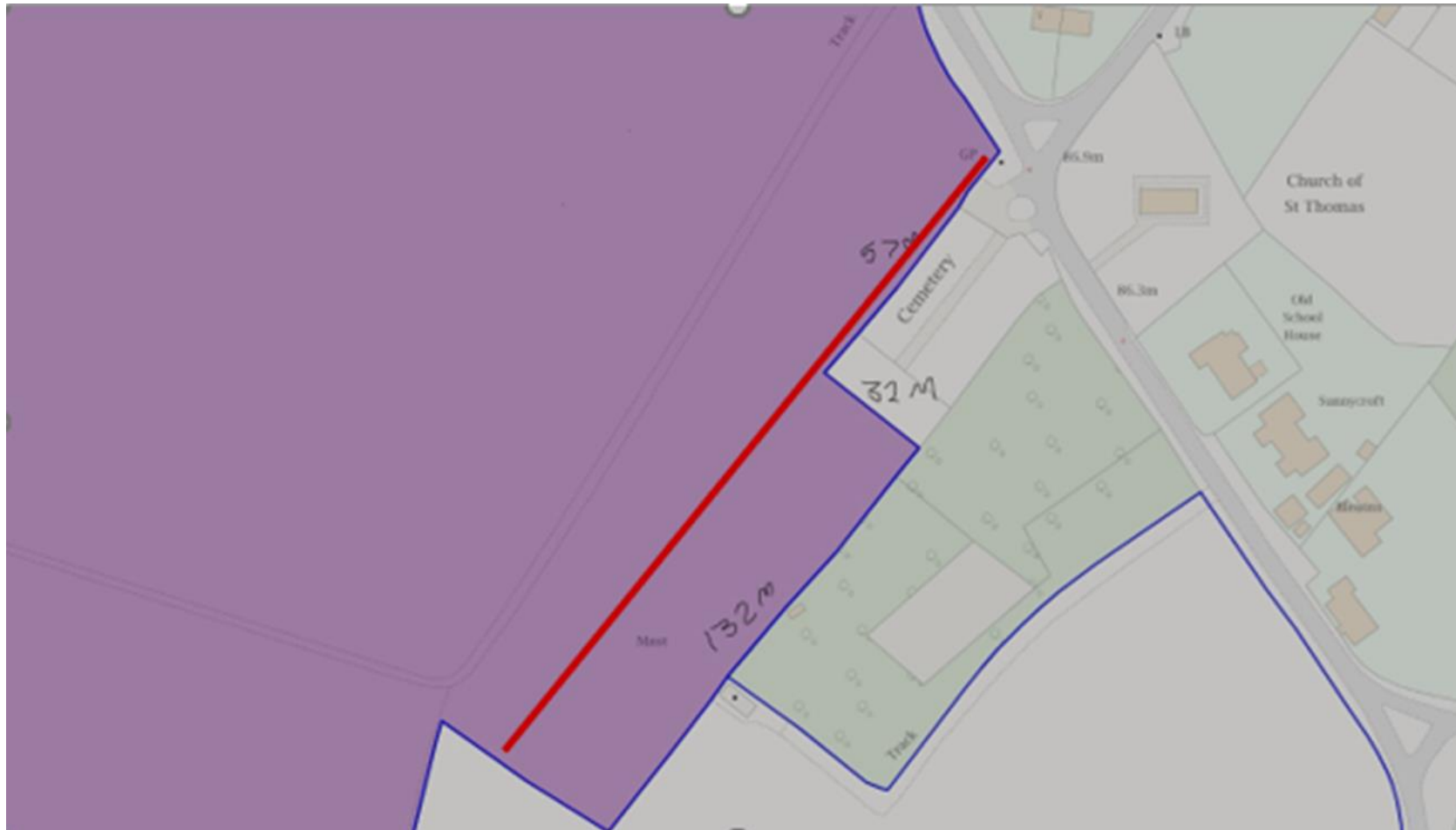
Notes:

- 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

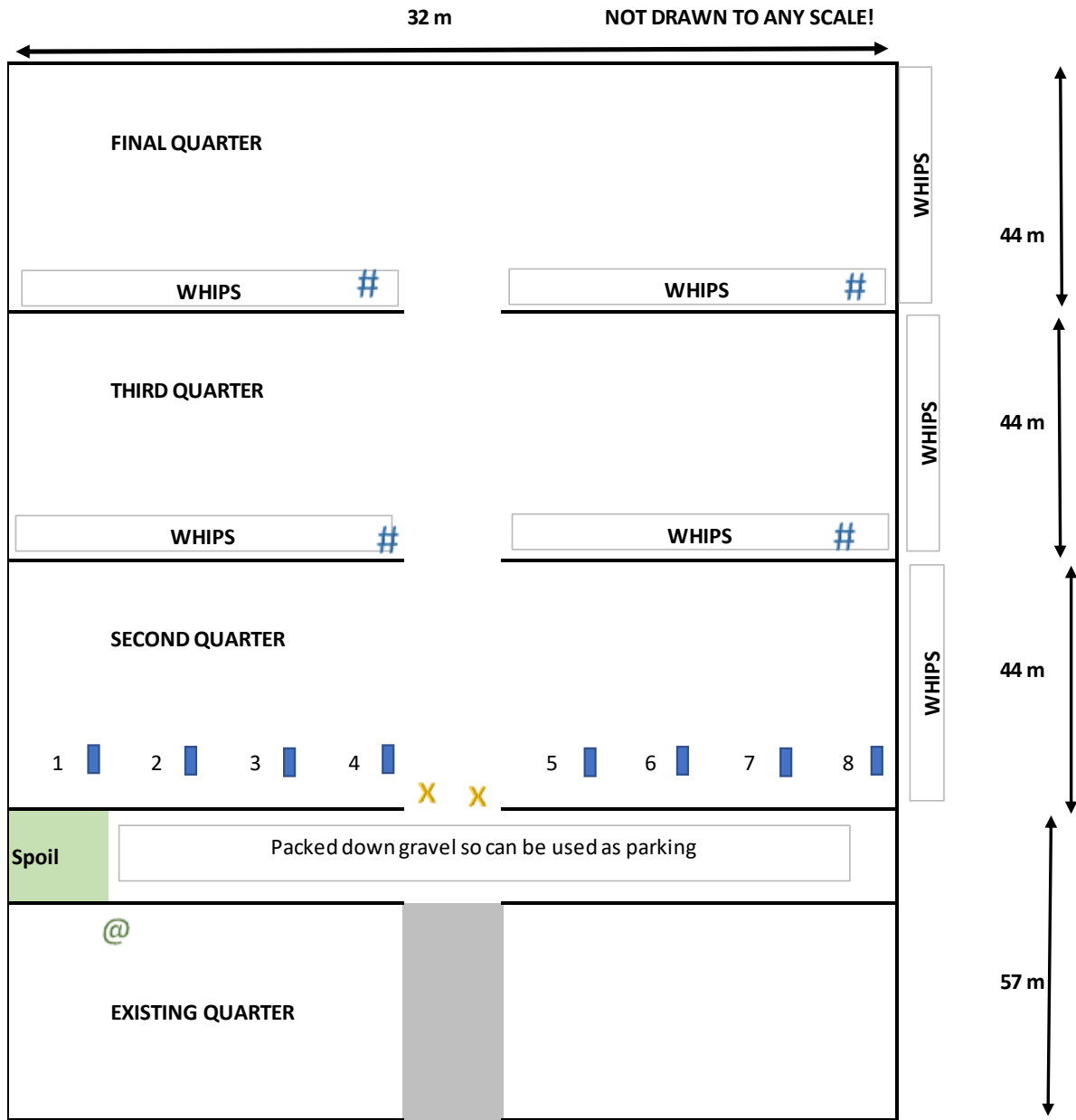
I am writing on behalf of Much Hadham Parish Council's Burial Authority. At its meeting on 1st June 2021, the Burial Authority agreed that it would extend the Perry Green Burial Ground by 44m, in effect one third of the amount of land remaining. Please consider this letter as formal notification of this 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 3 AUGUST 2021

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2021 BUDGET £	2021 ACTUAL £	
INCOME			
Burial	2,200.00	330.00	
Memorial	440.00	-	
TOTAL INCOME	<u>2,640.00</u>	<u>330.00</u>	
EXPENDITURE			
Water	110.00	73.71	
Church yard maintenance	1,800.00	450.00	
Other maintenance	500.00	300.00	
Other	100.00	95.00	
TOTAL EXPENDITURE	<u>2,510.00</u>	<u>918.71</u>	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2021	24,744.29	24,744.29	
Income	2,640.00	330.00	
Expenditure	- 2,510.00	- 918.71	
Closing balance	<u>24,874.29</u>	<u>24,155.58</u>	