

## 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, 5<sup>th</sup> October 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

30<sup>th</sup> September 2021

### A G E N D A

- 21/42. Apologies for absence
- 21/43. Declarations of Interest
- 21/44. Chair's announcements
- 21/45. Minutes of the meeting held on 3<sup>rd</sup> August 2021
- 21/46. Reports on outstanding matters
- 21/47. Residents' comments
- 21/48. Management update
  - To receive an update on managing the burial grounds
  - To receive an update on extending Perry Green Burial Ground
- 21/49. Financial
  - (i) Payments since last meeting
    - None
  - (ii) Financial Statement
    - To receive the current financial position
- 21/50. Urgent business
- 21/51. Confirmation of date of next meeting – Tuesday, 7<sup>th</sup> December 2021 – Much Hadham Village Hall.

## **MUCH HADHAM PARISH COUNCIL**

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 5<sup>th</sup> October 2021, in the Much Hadham Village Hall, at 6:52 pm.

<b><u>Members:</u></b>	*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.

### 21/42. APOLOGIES FOR ABSENCE

None.

### 21/43. DECLARATIONS OF INTEREST

None.

### 21/44. CHAIR'S ANNOUNCEMENTS

The Chair highlighted that a request had been made by two local students for volunteering work as part of their Bronze Duke of Edinburgh Award requirements. Consideration to be given to undertaking some work on the railings at St Andrew's Burial Ground, under the supervision of Cllr B O'Neill.

### 21/45. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 3<sup>rd</sup> August 2021 be accepted as a correct record of the proceedings and be signed by the Chair.

### 21/46. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

### 21/47. RESIDENTS' COMMENTS

None.

## 21/48. MANAGEMENT UPDATE

### Inspection

The Chair and Cllr Mrs K Hamilton had inspected the burial grounds on 27<sup>th</sup> September.

The following points were noted from the inspections:

#### St Andrew's Burial Ground:

- the grass was too long and more strimming was required, especially by the bottom of the boundary wall;
- work needs to be undertaken on the holly tree, perhaps to top the tree and raise the crown. As this tree is shared with the St Andrew's Church, proposed work will need to be discussed with the Rector. In addition, a self-seeded sapling needs to be removed from underneath the tree;
- solution for the entrance needs to be found and alternative contractors to be asked for potential solutions; and

#### Perry Green Burial Ground:

- grass cuttings had been added to the soil spoil pile and the contractor needs to be asked to remove from the site instead as the spoil pile is being removed as part of the extension work.

### Perry Green extension

Cllr Mrs J Liversage provided the following update on the Perry Green extension:

- a quote had been received to remove the trees and hedge at the end of the existing burial ground and to plant 500 new Hawthorn hedging whips with rabbit guards for £1,810 + VAT;
- a quote to seed the ground and harrow in the grass seed for £520 + VAT. This work would be undertaken once the farmer has cultivated the extension; and
- a quote to remove the soil spoil pile and create the carpark for a guide price of £2-3,000.

It was agreed to accept these quotes, with the proviso that the hedging whips be of mixed species and not just Hawthorn, to enable the extension to be progressed. The extension plan, detailed at Appendix A, was updated accordingly.

## 21/49. FINANCIAL

### (i) Payments since last meeting

None.

(ii) Financial Statement

The current financial position was noted (Appendix B).

21/50. URGENT BUSINESS

None.

21/51. DATE OF NEXT MEETING

Tuesday, 7<sup>th</sup> December 2021 at 6:45 pm in the Much Hadham Village Hall.

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There being no further business the meeting closed at 7:18 pm

Next Burial Ground inspection to be undertaken by the Clerk with the Cllr K Twort on Saturday 27<sup>th</sup> November 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 5 OCTOBER 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.

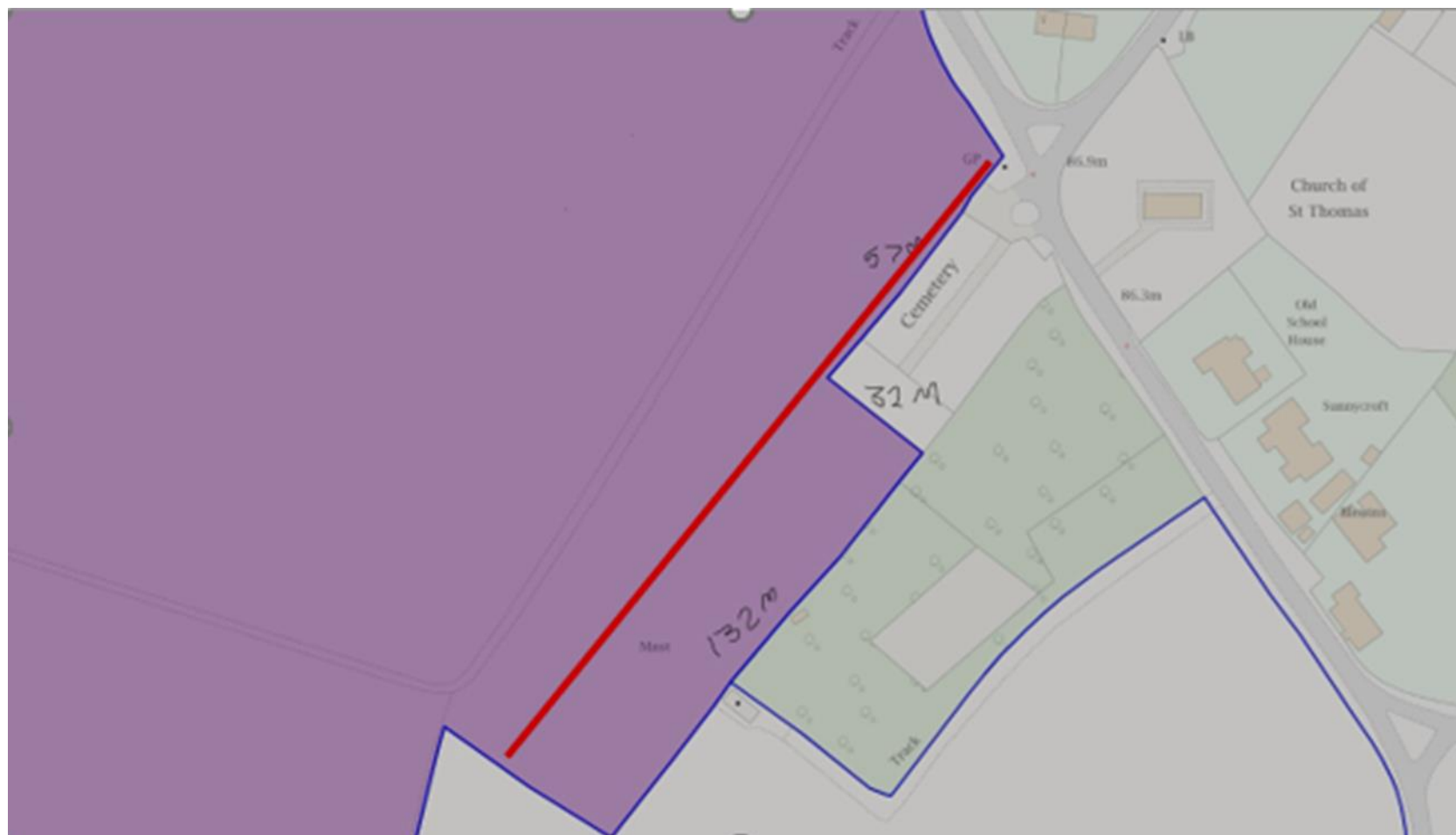
#### Notes:

- Planning permission was given for the entirety of the burial ground site on 19<sup>th</sup> 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**

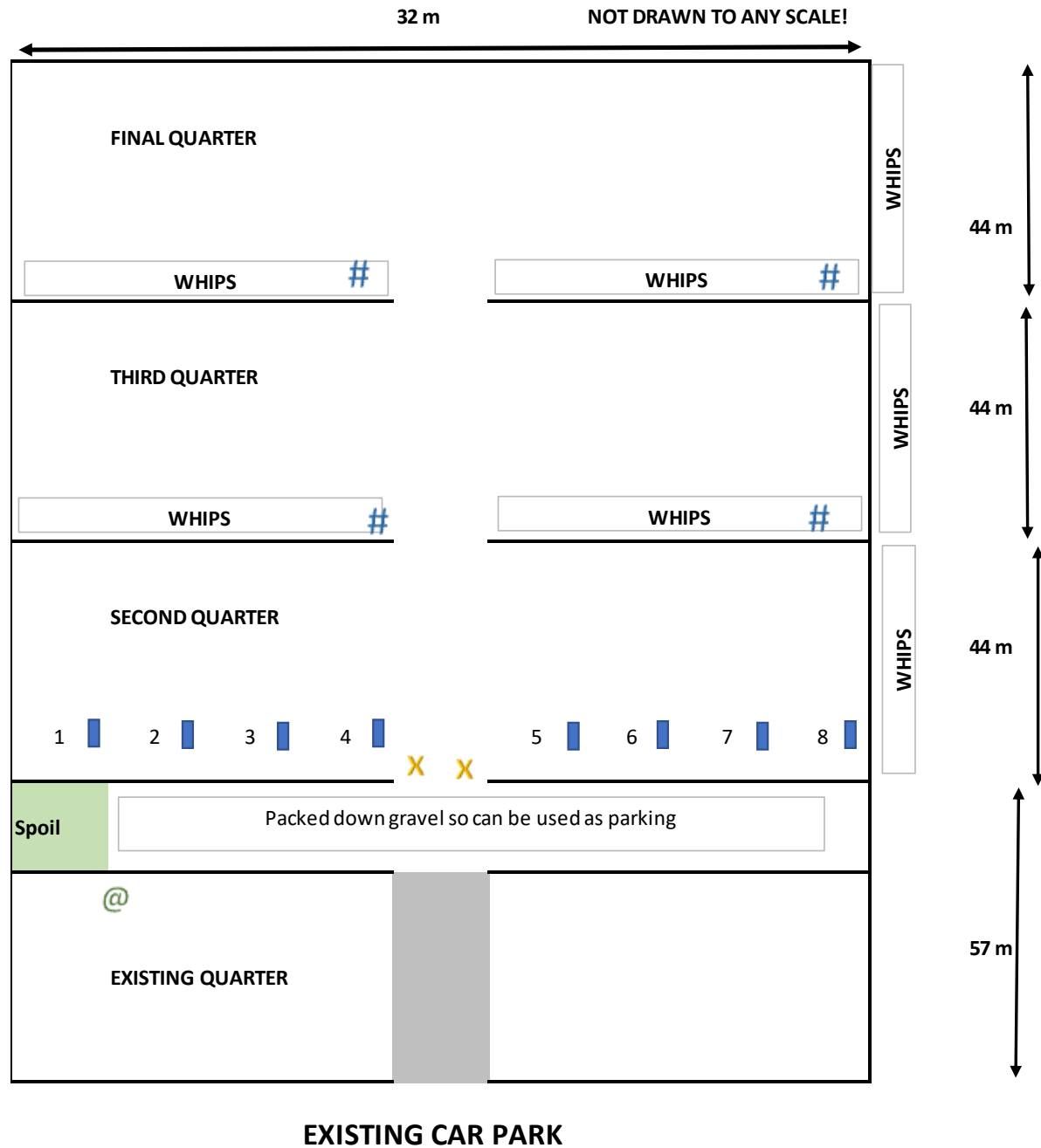
	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
1	Determine length of burial ground extension	Burial Authority	1 June 2021	Nil	Burial Ground to be extended by one third of the land remaining, 44 m. Minute ref: 21/28.	Yes
2	Formally notify farmer of the intention to extend the burial ground.	Clerk	4 June 2021	Nil	Letter sent to the farmer 8 <sup>th</sup> June 2021.	Yes
<b><i>Note – the following actions link to the rough plan detailed in Appendix 2</i></b>						
3	Remove 2 trees at the bottom of the existing burial ground to enable access to the second third.	Clerk	After 2021 harvest	£1,810 + VAT – includes cost for item 7	Quote accepted to remove these trees and linked hedges, together with planting new Hawthorn hedging whips around the boundary of the extension for £1,810 + VAT. Proviso that hedging whips be of mixed species and not just Hawthorn.	No

	<b>Action</b>	<b>Responsibility</b>	<b>Deadline</b>	<b>Cost</b>	<b>Current position</b>	<b>Complete? Yes/No</b>
4	Remove spoil through gap created in after item 3 completed.	Clerk	After 2021 harvest	£Guide price of £2,000 - £3,000	Quote accepted to remove the soil spoil pile and create the carpark for a guide price of £2-3,000.	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	See item 4	Included as part of item 4 above	No
6	Level ground and put to grass after item 5 complete.	Clerk Farmer	After 2021 harvest	£520 + VAT	Quote accepted to seed the ground and harrow in the grass seed for £520 + VAT	No
7	Plant whips along side and bottom of second third.	Clerk	Early September 2021	See item 3	Included as part of item 3 above	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 <sup>st</sup> use in 2027	Nil?		No

PERRY GREEN BURIAL GROUND – ESTIMATES OF SIZE USED AND REMAINING



## ROUGH PLAN

**BACK END OF PERRY GREEN BURIAL GROUND**

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



# MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

## YEAR ENDED 31 MARCH 2022

### BUDGET TO ACTUAL COMPARISON AS AT 5 OCTOBER 2021

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2022	2022	
	BUDGET £	ACTUAL £	
<b>INCOME</b>			
Burial	2,200.00	330.00	
Memorial	440.00	210.00	
<b>TOTAL INCOME</b>	<b>2,640.00</b>	<b>540.00</b>	
<b>EXPENDITURE</b>			
Water	110.00	73.71	
Church yard maintenance	1,800.00	450.00	
Other maintenance	500.00	300.00	
Other	100.00	95.00	
<b>TOTAL EXPENDITURE</b>	<b>2,510.00</b>	<b>918.71</b>	
<b>ANNUAL RECONCILIATION</b>			
Opening balance - 1 April 2021	24,744.29	24,744.29	
Income	2,640.00	540.00	
Expenditure	- 2,510.00	- 918.71	
Closing balance	<u>24,874.29</u>	<u>24,365.58</u>	