

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, 7th December 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.



Fiona Forth
Clerk of the Council

2nd December 2021

A G E N D A

- 21/52. Apologies for absence
- 21/53. Declarations of Interest
- 21/54. Chair's announcements
- 21/55. Minutes of the meeting held on 5th October 2021
- 21/56. Reports on outstanding matters
- 21/57. Residents' comments
- 21/58. Management update
 - To receive an update on managing the burial grounds
 - To receive an update on extending Perry Green Burial Ground
- 21/59. Financial
 - (i) Payments since last meeting
 - None
 - (ii) Financial Statement
 - To receive the current financial position
- 21/60. Urgent business
- 21/61. Confirmation of date of next meeting – Tuesday, 1st February 2022 – Much Hadham Village Hall.

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 7th December 2021, in the Much Hadham Village Hall, at 6:48 pm.

<u>Members:</u>	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 2 members of the public.

21/52. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr Mrs K Hamilton and Cllr Mrs P Taylor. In the absence of Cllr Mrs P Taylor, Cllr Mrs J Liversage chaired the meeting.

21/53. DECLARATIONS OF INTEREST

None.

21/54. CHAIR'S ANNOUNCEMENTS

None.

21/55. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 5th October 2021 be accepted as a correct record of the proceedings and be signed by the Chair.

21/56. REPORTS ON OUTSTANDING MATTERS

An update on the following outstanding actions were noted:

- quote to top and shape the holly tree on the boundary of St Andrew's Burial Ground and St Andrew's Church still to be sought. It is expected that the cost of this work will be shared with Much Hadham Parochial Church Council; and
- the Burial Ground's maintenance contractor to be advised that waste from maintenance work cannot be added to the soil spoil pile at Perry Green Burial Ground as this is being removed.

Other outstanding matters covered by subsequent agenda items.

21/57. RESIDENTS' COMMENTS

None.

21/58. MANAGEMENT UPDATE

Inspection

Cllr K Twort and the Clerk had inspected the burial grounds on 29th November. Overall, the Burial Grounds looked good and it was noted that the extension work had started at Perry Green Burial Ground. However, at St Andrew's Burial Ground, the entrance way was difficult to navigate.

Following discussion, it was agreed to focus on identifying and costing a solution for the entrance to St Andrew's Burial Ground, with the issues associated with the gates being addressed after that. A number of contractors were identified to contact to obtain written costed solutions for the February 2022 meeting.

Perry Green extension (plan at Appendix A)

The Clerk highlighted that the inspection at Perry Green Burial Ground had noted that the whips had been planted on the boundary of the next extension and the trees, and associated foliage, had been cut down to enable access to the extension. The following work was still required:

- removal of the soil spoil pile;
- creation of the turning area;
- levelling and seeding the extension; and
- where the trees had been cut to gain access to the extension, further work was required to "flatten" the entrance.

Cllr K Twort agreed to contact the contractor regarding the soil spoil removal and the turning area. In addition, it was agreed that the access into the extension would be left for now.

21/59. FINANCIAL

(i) Payments since last meeting

None.

(ii) Financial Statement

The current financial position was noted (Appendix B). The Clerk highlighted that she expected the payments for the extension work at Perry Green Burial Ground would be paid at the January Parish Council meeting, currently anticipated to be approximately £5,330.

It was noted that consideration should be given in 2022 to installing the access into the extended part of Perry Green Burial Ground.

21/60. URGENT BUSINESS

None.

21/61. DATE OF NEXT MEETING

Tuesday, 1st February 2022 at 6:45 pm in the Much Hadham Village Hall.

There being no further business the meeting closed at 7:09 pm

Next Burial Ground inspection to be undertaken by the Clerk with Cllr B O'Neill on Tuesday 25th January 2022 at 9:00 am, starting at St Andrew's Burial Ground.

MUCH HADHAM PARISH COUNCIL – BURIAL AUTHORITY

PLAN AND BUDGET FOR EXTENDING THE BURIAL GROUND: MEETING 7 DECEMBER 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.

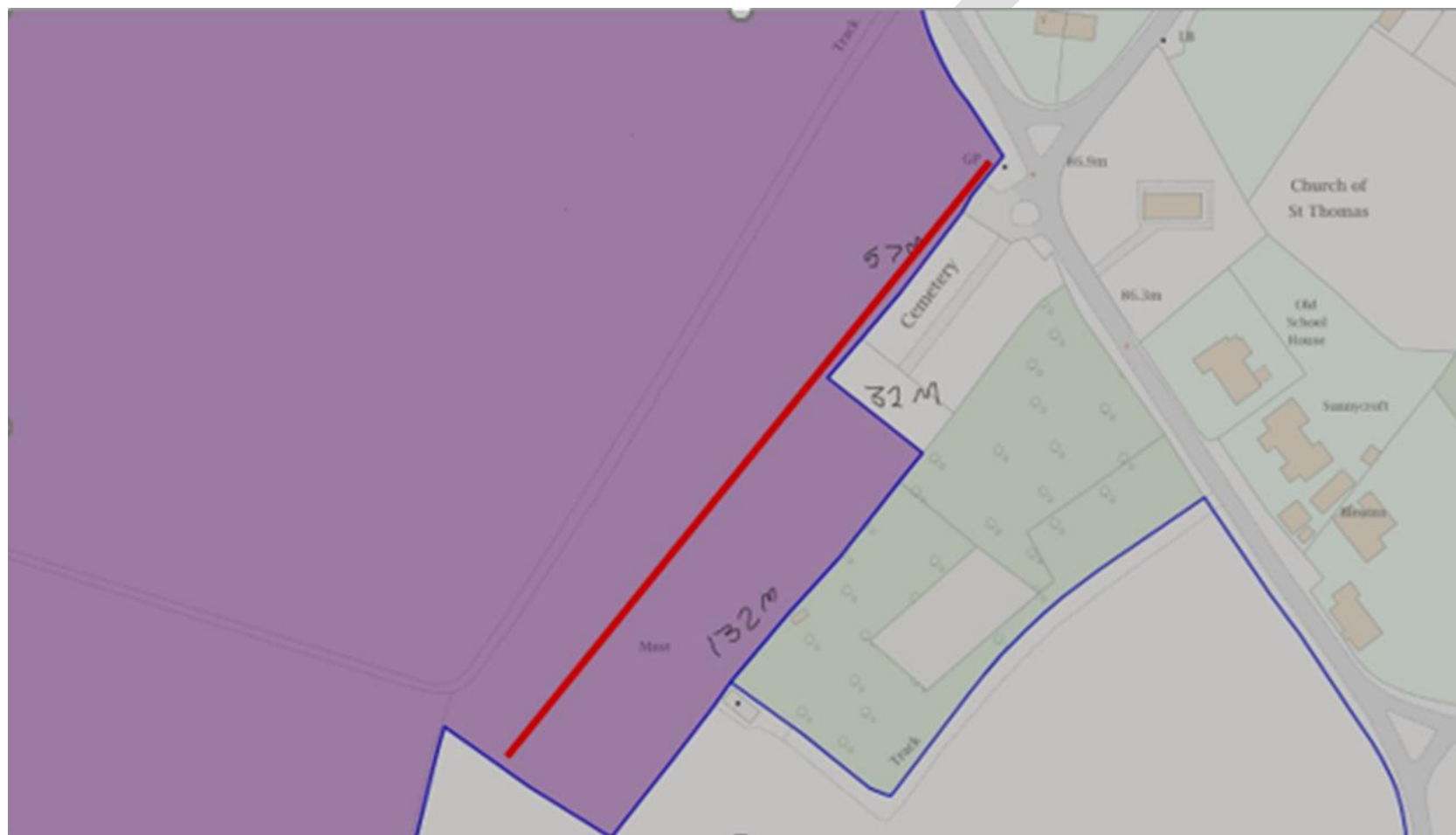
Notes:

- 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**

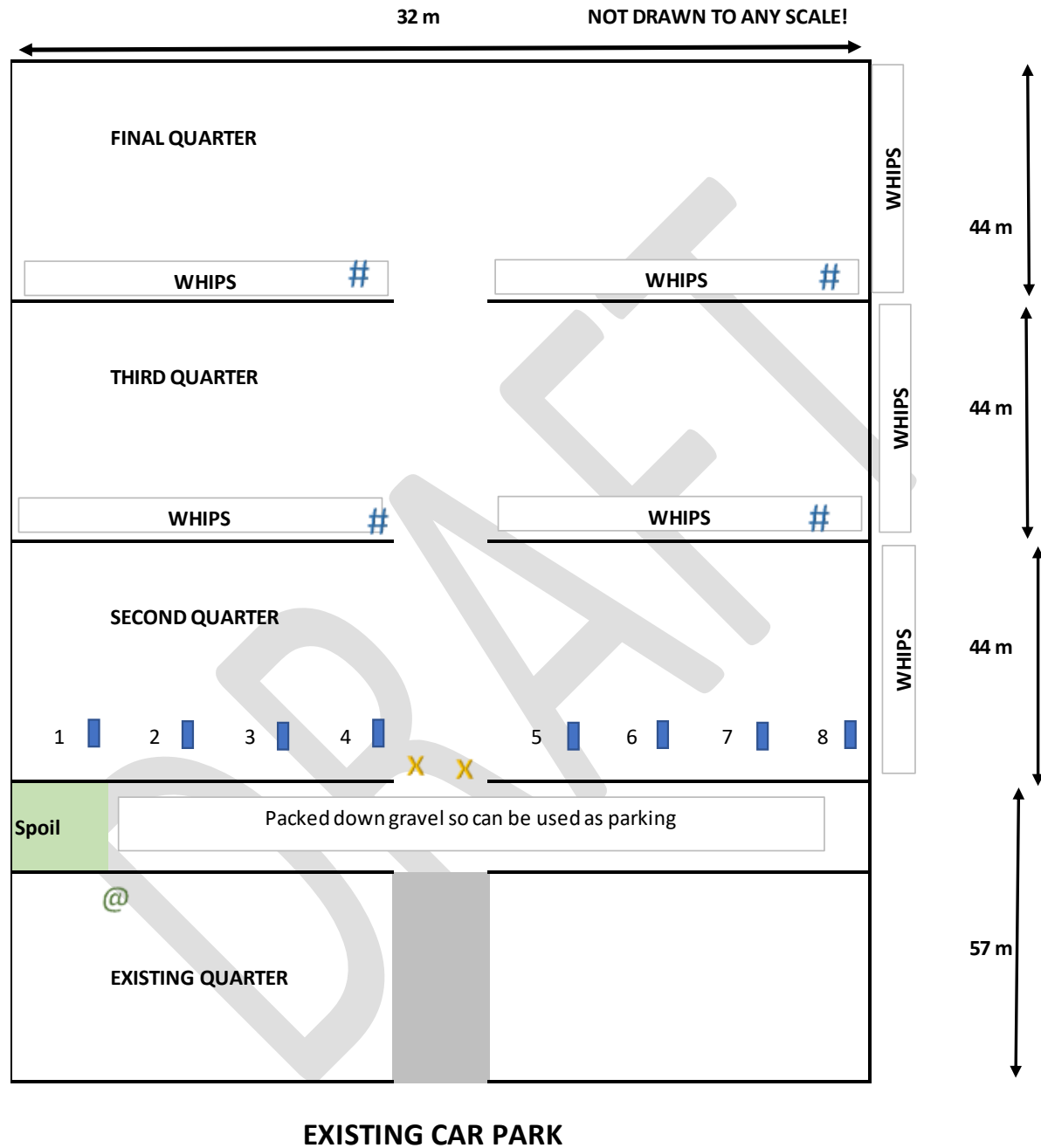
	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
1	Determine length of burial ground extension	Burial Authority	1 June 2021	Nil	Burial Ground to be extended by one third of the land remaining, 44 m. Minute ref: 21/28.	Yes
2	Formally notify farmer of the intention to extend the burial ground.	Clerk	4 June 2021	Nil	Letter sent to the farmer 8 th June 2021.	Yes
<i>Note – the following actions link to the rough plan detailed in Appendix 2</i>						
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	Trees have been removed but further work required to flatten the access to the extension.	No

	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
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 during 2022.	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



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 7 DECEMBER 2021

(Excludes VAT)

	FULL YEAR	YEAR TO DATE	
	2022	2022	
	BUDGET	ACTUAL	
	£	£	COMMENT
INCOME			
Burial	2,200.00	2,010.00	
Memorial	440.00	210.00	
TOTAL INCOME	2,640.00	2,220.00	
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	2,510.00	918.71	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2021	24,744.29	24,744.29	
Income	2,640.00	2,220.00	
Expenditure	- 2,510.00	- 918.71	
Closing balance	24,874.29	26,045.58	