

# 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, 2<sup>nd</sup> August 2022**, 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*

Fiona Forth  
Clerk of the Council

28<sup>th</sup> July 2022

## A G E N D A

- 22/36. Apologies for absence
- 22/37. Declarations of Interest
- 22/38. Chair's announcements
- 22/39. Minutes of the meeting held on 7<sup>th</sup> June 2022
- 22/40. Reports on outstanding matters
- 22/41. Residents' comments
- 22/42. Management update
- To receive an update on managing the burial grounds
  - To receive an update on extending Perry Green Burial Ground
- 22/43. Financial
- (i) Payments since last meeting
    - Castle Water                      Water for St Andrew's Burial ground                      £35.19 + VAT
    - Castle Water                      Water for Perry Green Burial ground                      £36.22 + VAT
    - Alexander Machinery Ltd                      Perry Green Burial Ground extension work                      £770.00 + VAT
    - Country Garden Care Landscaping Ltd                      Entrance work at St Andrew's Burial Ground                      £650.00
  - (ii) Financial Statement
    - To receive the current financial position
- 22/44. Urgent business
- 22/45. Confirmation of date of next meeting – Tuesday, 4<sup>th</sup> October 2022 – Much Hadham Village Hall

## **MUCH HADHAM PARISH COUNCIL**

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 2<sup>nd</sup> August 2022, in the Much Hadham Village Hall, at 6:45 pm.

<b><u>Members:</u></b>	*Cllr Mrs K Hamilton	Cllr Mrs P Taylor (Chair)
	*Cllr Mrs J Liversage	*Cllr K Twort
	*Cllr B O'Neill	

\* denotes present

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

### 22/36. APOLOGIES FOR ABSENCE

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

### 22/37. DECLARATIONS OF INTEREST

None.

### 22/38. CHAIR'S ANNOUNCEMENTS

None.

### 22/39. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 7<sup>th</sup> June 2022 be accepted as a correct record of the proceedings and be signed by the Chair.

### 22/40. REPORTS ON OUTSTANDING MATTERS

The Clerk reported that the new bench for Perry Green Burial Ground was arriving tomorrow (3<sup>rd</sup> August). All other outstanding matters covered by subsequent agenda items.

### 22/41. RESIDENTS' COMMENTS

Although no residents were present, Cllrs had received messages of thanks from residents for the improvements made to the entrance way at St Andrew's Burial Ground.

## 22/42. MANAGEMENT UPDATE

### Inspection

Cllr K Twort and the Clerk had inspected the burial grounds on 23<sup>rd</sup> July and found that both Burial Grounds were in good condition as the grass had been recently cut.

It had been noted that the matting placed in the entrance way at St Andrew's Burial Ground had been lifted by moles and Cllr K Twort rectified this during the inspection. The Clerk will liaise with the contractor to identify if there is a way to pin the matting down, especially until the grass grows. In addition, it was noted that this would not cause a trip hazard as the area in question was not accessible when the gate is opened.

The Clerk also reported that:

- the noticeboard at Perry Green Burial Ground had been fixed by a local resident. The resident was thanked and would be reimbursed the cost of materials (£22.75) at the next Parish Council meeting;
- the tree work required had been discussed with the contractor and a quote would be provided; and
- the Perry Green Burial Ground plan has been updated to refer to it in "sections".

Finally, the Clerk would check with Cllr Mrs P Taylor that the contractor had been contacted to fix the gates at St Andrew's Burial Ground now that the entrance work had been completed.

### Perry Green extension (plan at Appendix A)

The Clerk reported that it had been noted during the inspection that the grass, and some weeds, were growing in the extended part of Perry Green Burial Ground. The contractor that had seeded the area had retained some seed for spreading in September.

In terms on the work required on the soil spoil, the turning area and the gap leading into the extended area, the Clerk reported that a quote was still awaited. Initially, it had been thought that a bonded gravel material would be suitable for the turning area but the contractor subsequently considered that this would not be appropriate and they were looking into alternative options. In addition, the Clerk had been given the name of another contractor, but they were not available to talk to for a few weeks.

Cllr B O'Neill raised whether the Burial Authority should consider making water available in the extended section. Following discussion, it was agreed that the existing tap was sufficient, together with small watering cans, as the expectation is that Burial Ground users do not need to use much water. The Clerk highlighted that most of the water charges are standing charges as opposed to water used.

## 22/43. FINANCIAL

### (i) Payments since last meeting

The following payments had been made since the last meeting:

Castle Water	Water for St Andrew's Burial Ground	£35.19 + VAT
Castle Water	Water for Perry Green Burial Ground	£36.22 + VAT
Alexander Machinery Ltd	Perry Green Burial Ground extension work	£770.00 + VAT
Country Garden Care Landscaping Ltd	Entrance work at St Andrew's Burial Ground	£650.00

### (ii) Financial Statement

The current financial position was noted (Appendix B).

It was agreed that the Clerk would obtain a quote for installing the "drive" in the extended section of Perry Green Burial Ground when obtaining the quote for the turning area.

## 22/44. URGENT BUSINESS

None.

## 22/45. DATE OF NEXT MEETING

Tuesday, 4<sup>th</sup> October 2022 at 6:45 pm in the Much Hadham Village Hall.

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There being no further business the meeting closed at 7:10 pm

Next Burial Ground inspection to be undertaken by the Clerk with Cllr B O'Neill, on Friday, 23<sup>rd</sup> 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 2 AUGUST 2022 (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:

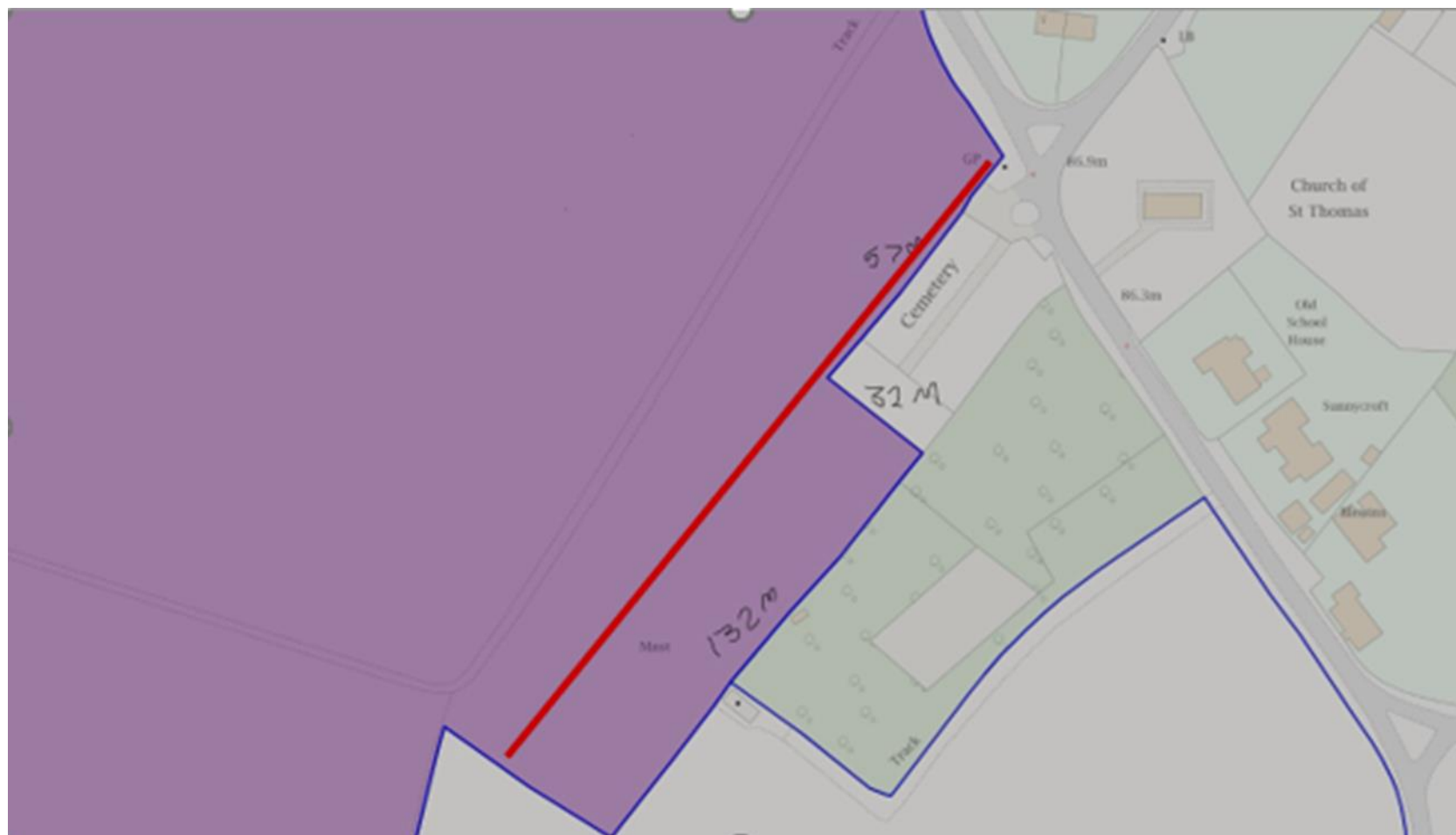
- Planning permission was given for the entirety of the burial ground site on 19<sup>th</sup> August 1959.
- Soil spoil from digging graves no longer to be piled up on site. Funeral Directors to be informed that this needs to be removed after each burial.
- Currently, 12 new plots available in existing 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. £1,810 + VAT – includes cost for item 7 2. Not yet known	1. Trees have been removed but further work required to flatten the access to the extension. 2. Quote still required to flatten the access. Clerk and Cllr Mrs K Hamilton met with a contractor on 13 <sup>th</sup> June and quote awaited.	Yes  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	Not yet known	Quote accepted to remove the soil spoil pile and create the carpark for a guide price of £2-3,000. As no longer possible to remove the soil spoil pile (as whips have been planted), new quote being sought to create a grassy knoll. Clerk and Cllr Mrs K Hamilton met with a contractor on 13 <sup>th</sup> June and quote awaited.	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. Clerk and Cllr Mrs K Hamilton met with a contractor on 13 <sup>th</sup> June and quote awaited.	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. Additional cost agreed of £200-250 for the hire of a rotavator and work undertaken on 8th April. Some seed held back for sowing after the summer in case poor growing.	Partly
7	Plant whips along side and bottom of second third.	Clerk	Early September 2021	See item 3	Whips have been planted.	Yes
8	Plant two trees along bottom of second third – for aesthetic purposes	Clerk	2023	Not yet known	Type of trees to be identified along with costs.	No

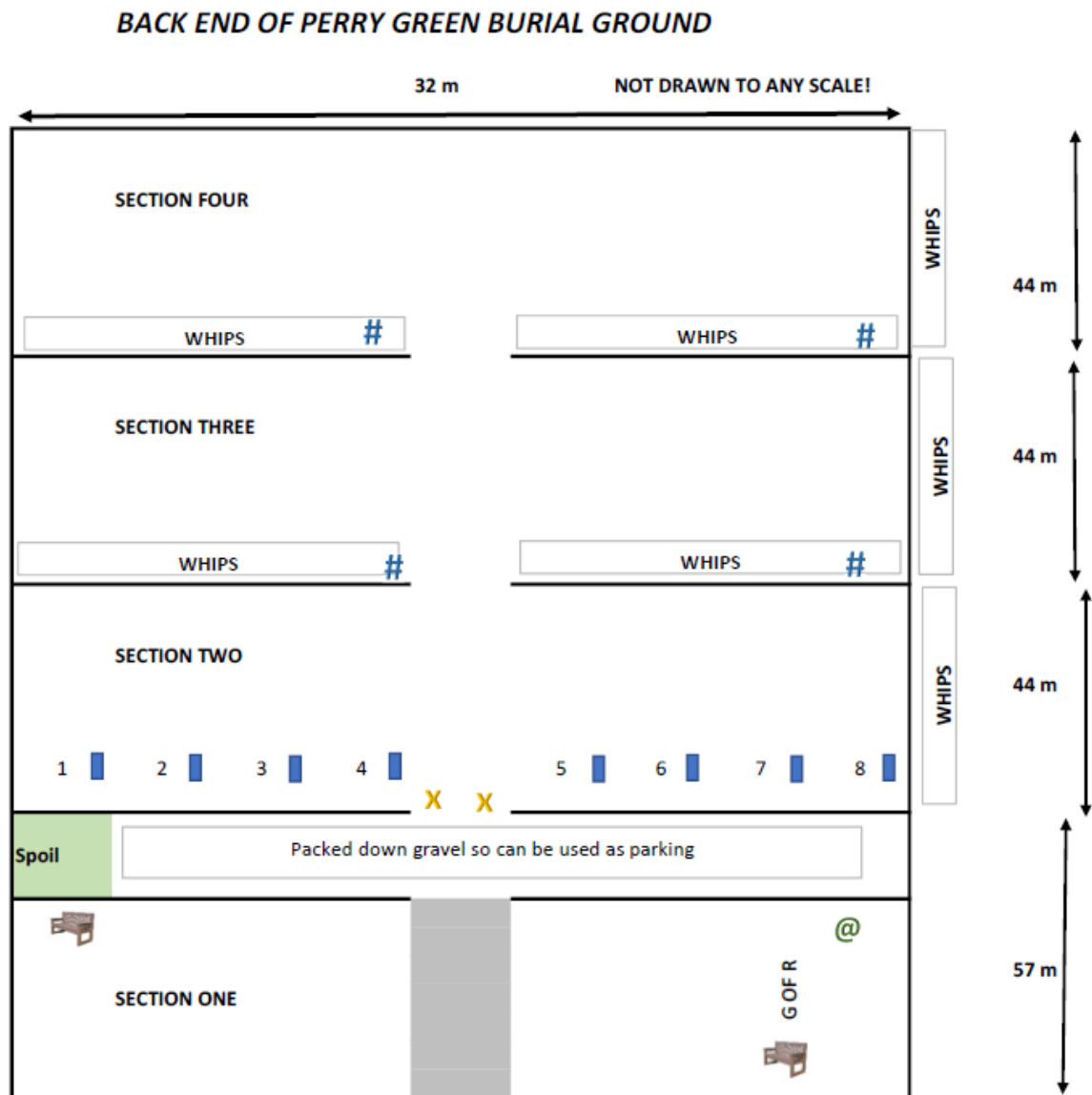
	<b>Action</b>	<b>Responsibility</b>	<b>Deadline</b>	<b>Cost</b>	<b>Current position</b>	<b>Complete? Yes/No</b>
9	Install “road” through second third using tamped down gravel so not loose.	Clerk	2024	Not yet known	Quote to be obtained during 2022.	No
10	Identify in ground must be consecrated or only should be consecrated. If must, arrange consecration	Clerk	2021  Before 1 <sup>st</sup> use in 2027	Nil?		No

PERRY GREEN BURIAL GROUND – ESTIMATES OF SIZE USED AND REMAINING





ROUGH PLAN



EXISTING CAR PARK

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

# MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

## YEAR ENDED 31 MARCH 2023

### BUDGET TO ACTUAL COMPARISON AS AT 2 AUGUST 2022

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2023	2023	
	BUDGET	ACTUAL	
	£	£	
<b>INCOME</b>			
Burial	2,200.00	285.00	
Memorial	440.00	280.00	
<b>TOTAL INCOME</b>	<b>2,640.00</b>	<b>565.00</b>	
<b>EXPENDITURE</b>			
Water	150.00	71.41	
Burial Ground maintenance	1,800.00	450.00	
Other maintenance	500.00	-	
Perry Green Burial Ground extension	-	770.00	
Other	100.00	745.00	ICCM membership £95 + Entrance work at St Andrew's £650
<b>TOTAL EXPENDITURE</b>	<b>2,550.00</b>	<b>2,036.41</b>	
<b>ANNUAL RECONCILIATION</b>			
Opening balance - 1 April 2022	19,514.29	29,970.81	
Income	2,640.00	565.00	
Expenditure	- 2,550.00	- 2,036.41	
Closing balance	<u>19,604.29</u>	<u>28,499.40</u>	