

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, 6th December 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

1st December 2022

A G E N D A

- 22/56. Apologies for absence
- 22/57. Declarations of Interest
- 22/58. Chair's announcements
- 22/59. Minutes of the meeting held on 4th October 2022
- 22/60. Reports on outstanding matters
- 22/61. Residents' comments
- 22/62. Management update
 - To receive an update on managing the burial grounds, including extending Perry Green Burial Ground
- 22/63. Financial
 - (i) Payments since last meeting
 - MH Landscapes Ltd Burial Ground maintenance £450 + VAT
 - Jul – Sep 2022
 - (ii) Financial Statement
 - To receive the current financial position
- 22/64. Urgent business
- 22/65. Confirmation of date of next meeting – Tuesday, 7th February 2022 – Much Hadham Village Hall

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 6th December 2022, in the Much Hadham Village Hall, at 6:50 pm.

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

* denotes present

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

22/56. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr B Bird.

22/57. DECLARATIONS OF INTEREST

None.

22/58. CHAIR'S ANNOUNCEMENTS

None.

22/59. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 4th October 2022 be accepted as a correct record of the proceedings and be signed by the Chair.

22/60. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

22/61. RESIDENTS' COMMENTS

None.

22/62. MANAGEMENT UPDATE

Note – management update reflects the findings of the Burial Ground inspections and work required for the Perry Green extension.

The Chair and the Clerk had inspected the burial grounds on 25th November 2022, a nice sunny day, but cold and damp. The following points were highlighted as a result of the inspection and subsequent discussions:

St Andrew's Burial Ground

- a lot of leaves and grass a bit long, but all looked nice and tidy, and the back wall is in very good condition;
- work on the holly tree has not been undertaken as yet. The contractor will notify when it is planned/done;
- the wheelie bins sit in front of the left hand gate leaf, as it has the firm plastic base but slabs, supplied by Cllr B O'Neill, will be placed down for the bins in future;
- Weld Design will be dealing with the gates in the New Year, around February/March;
- little wall between the Burial Ground and the church discussed. As ivy is being removed, some bricks are falling down and repairing it could be an extensive job. Cllr B O'Neill is talking to the church about this;

Perry Green Burial Ground

- also looking good with the grass being a reasonable length to walk on. It was noted that a lot of people are tending graves with flowers, but not much else, which is good to see;
- in the Garden of Remembrance, the memorial tablet for the existing interment is awaited and plots for two more interments neatly marked off;
- groundwork requirements have been discussed with a local contractor and definitive, written, prices sought for doing the groundwork next year;
- the extension is looking a bit rough and ready. It looks like it could do with a roll or it will be very uneven for years to come. Perhaps advice from a landscaper could be sought;
- some areas of grass have not grown in the extension at all, but the ground is soggy, and not worth re-seeding at this time of year;
- the front left corner of the extension has standing water, so may need to be avoided when the extension is used for interments;
- the new bench is set quite far back, and very cold and dank in the winter when the other side of the Burial Ground was in sunshine. Suggestion made regarding moving the bench to the sunnier side but Cllr J Liversage noted that a resident had commented that it was lovely to be able to sit in the shade during the summer months;
- removal of the tree stump on the right hand side needs to be progressed;
- bin shed – inspection highlighted that the roof is extremely heavy, and the floor is completely rotten and broken up. Agreed that the roof should be removed (actioned by Cllr B Bird before the meeting) and the floor replaced so that the wheelie bins can be “hidden” within the structure but be more easily accessible. Cllr B O'Neill has paving slabs available for the base;
- gate and railings all looked in excellent condition; and

- agreed that a site visit was required to consider the access “road” into the extension, potentially involving a civil engineer considering drainage problems have been identified.

22/63. FINANCIAL

(i) Payments since last meeting

The following payments had been made since the last meeting:

MH Landscapes Ltd	Burial Ground maintenance	£450 + VAT
	Jul – Sep 2022	

(ii) Financial Statement

The current financial position was noted (Appendix B).

22/64. URGENT BUSINESS

None.

22/65. DATE OF NEXT MEETING

Tuesday, 7th February 2023 at 6:45 pm in the Much Hadham Village Hall.

There being no further business the meeting closed at 7:11 pm

Next Burial Ground inspection to be undertaken by the Clerk with Cllr K Hamilton on a date to be arranged after the meeting.

MUCH HADHAM PARISH COUNCIL – BURIAL AUTHORITY

PLAN AND BUDGET FOR EXTENDING THE BURIAL GROUND: MEETING 6 DECEMBER 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:

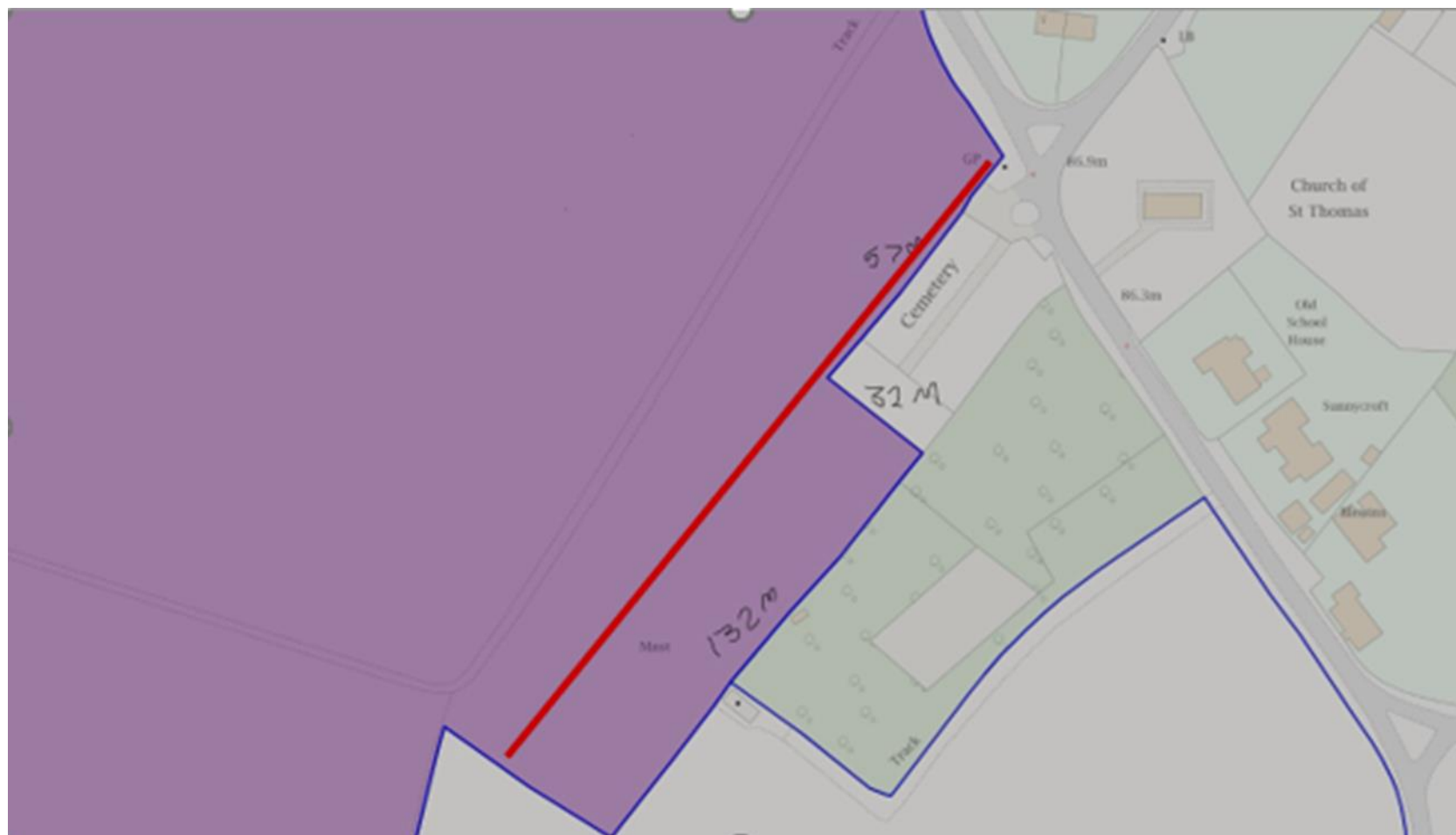
- Planning permission was given for the entirety of the burial ground site on 19th August 1959.
- Soil spoil from digging graves no longer to be piled up on site. Funeral Directors to be informed that this needs to be removed after each burial.
- Currently, 12 new plots available in existing ground – 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. £1,810 + VAT – includes cost for item 7	1. Trees have been removed but further work required to flatten the access to the extension.	Yes

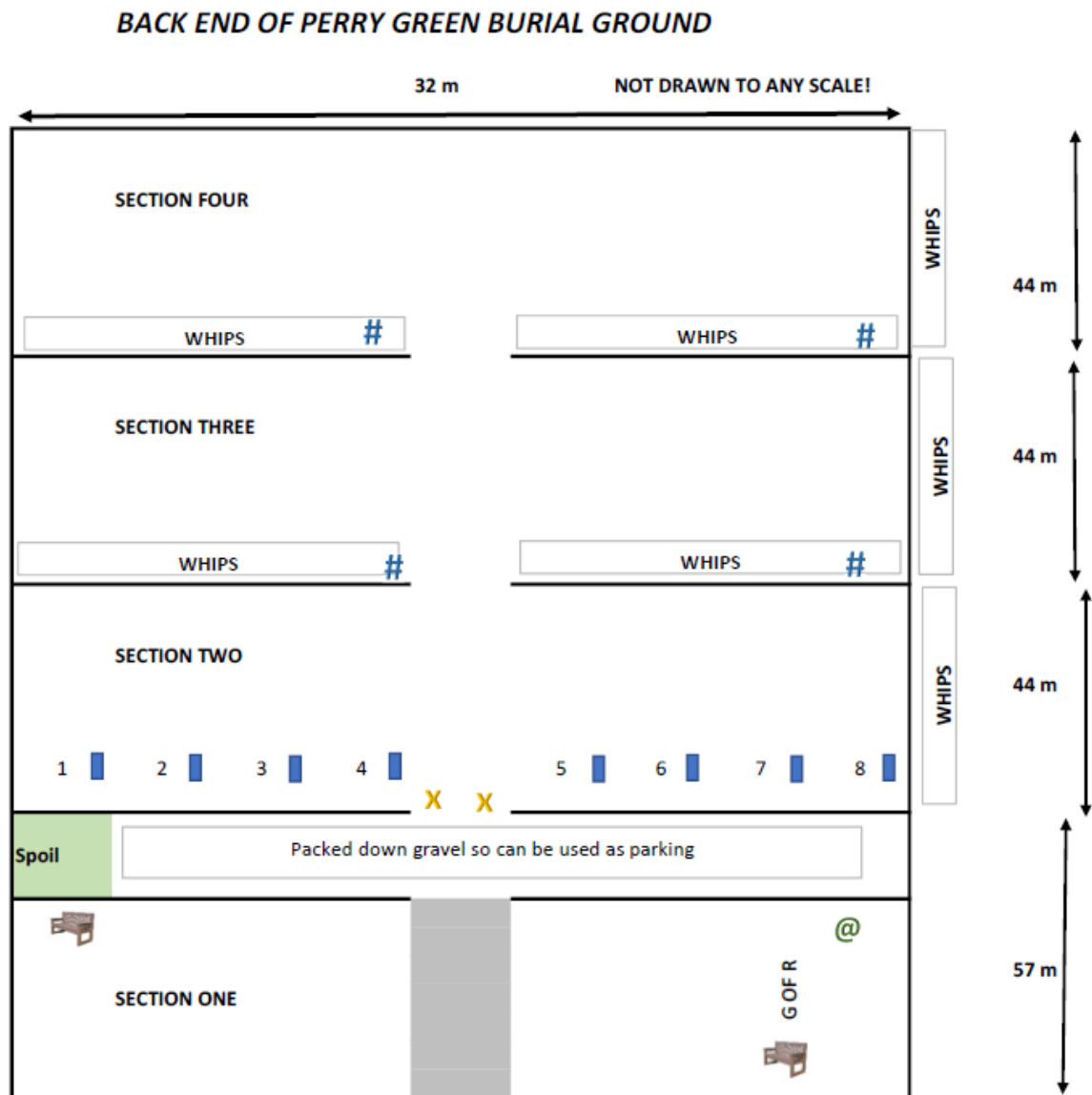
	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
		Clerk	After 2021 harvest	2. Not yet known	2. Quote still required to flatten the access. Clerk and Cllr K Hamilton met with a contractor on 13 th June and quote awaited. Chair also seeking quote.	No
4	Remove spoil through gap created 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 K Hamilton met with a contractor on 13 th June and quote awaited. Chair also seeking 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	See item 4	Included as part of item 4 above. Clerk and Cllr K Hamilton met with a contractor on 13 th June and quote awaited. Chair also seeking quote.	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 8 th April. Some seed held back for sowing after the summer in case poor growing.	Partly

	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
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
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	Decide if any of the ground should be consecrated. If so, arrange consecration	Clerk	2021 Before 1 st use in 2027	Nil?		No

PERRY GREEN BURIAL GROUND – ESTIMATES OF SIZE USED AND REMAINING



ROUGH PLAN



- 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 6 DECEMBER 2022

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2023 BUDGET £	2023 ACTUAL £	
INCOME			
Burial	2,200.00	5,895.00	Includes non-resident burial
Memorial	440.00	1,295.00	Includes 2 non-resident memorials
TOTAL INCOME	2,640.00	7,190.00	
EXPENDITURE			
Water	150.00	71.41	
Burial Ground maintenance	1,800.00	1,350.00	
Other maintenance	500.00	18.96	
Perry Green Burial Ground extension	-	770.00	
Other	100.00	1,223.53	ICCM membership £95 + Entrance work at St Andrew's £650 + new bench £478.53
TOTAL EXPENDITURE	2,550.00	3,433.90	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2022	19,514.29	29,970.81	
Income	2,640.00	7,190.00	
Expenditure	- 2,550.00	- 3,433.90	
Closing balance	19,604.29	33,726.91	