

# MUCH HADHAM PARISH COUNCIL

Fiona Forth  
Clerk of the Council  
Tel: 01279 861869  
e-mail: [fionaforthmhpc@gmail.com](mailto: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, 7<sup>th</sup> February 2023**, 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.

*FmForth*

Fiona Forth  
Clerk of the Council

2<sup>nd</sup> February 2023

## A G E N D A

- 23/1. Apologies for absence
- 23/2. Declarations of Interest
- 23/3. Chair's announcements
- 23/4. Minutes of the meeting held on 6<sup>th</sup> December 2022
- 23/5. Reports on outstanding matters
- 23/6. Residents' comments
- 23/7. Burial charges
  - To review existing burial charges and consider if any increase is required
- 23/8. Management update
  - To receive an update on managing the burial grounds, including extending Perry Green Burial Ground
  - To consider and approve quote for work at Perry Green Burial Ground for £4,500
- 23/9. Financial
  - (i) Payments since last meeting

Alexander Machinery Ltd	Holly tree St Andrew's Burial Ground	£190 + VAT
Castle Water	Water for Perry Green Burial Ground	£41.17 + VAT
Castle Water	Water for St Andrew's Burial ground	£36.02 + VAT
Mr K Lunniss (Welddesign)	Repair entrance gates at St Andrew's Burial Ground	£680
  - (ii) Financial Statement
    - To receive the current financial position
- 23/10. Urgent business
- 23/11. Confirmation of date of next meeting – Tuesday, 4<sup>th</sup> April 2023 – Much Hadham Village Hall

## **MUCH HADHAM PARISH COUNCIL**

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 7<sup>th</sup> February 2023, in the Much Hadham Village Hall, at 6:47 pm.

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

### 23/1. **APOLOGIES FOR ABSENCE**

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

### 23/2. **DECLARATIONS OF INTEREST**

None.

### 23/3. **CHAIR'S ANNOUNCEMENTS**

None.

### 23/4. **MINUTES OF THE LAST MEETING**

RESOLVED that the minutes of the last meeting held on 6<sup>th</sup> December 2022 be accepted as a correct record of the proceedings and be signed by the Chair.

### 23/5. **REPORTS ON OUTSTANDING MATTERS**

Outstanding matters covered by subsequent agenda items.

### 23/6. **RESIDENTS' COMMENTS**

None.

### 23/7. **BURIAL CHARGES**

Following discussion, it was RESOLVED that no increase to the burial charges was required.

## 23/8. MANAGEMENT UPDATE

*Note – management update reflects the findings of the Burial Ground inspections and work required for the Perry Green extension (extension plan is detailed in Appendix A).*

Cllr K Hamilton and the Clerk had inspected the burial grounds on 26<sup>th</sup> January 2023.

Cllr K Hamilton reported that the Burial Grounds looked good. The following specific points were noted:

- the repaired entrance gates at St Andrew's Burial Ground looked good. It was noted that a corner of the matting was lifting which would need to be reinstated;
- the paving slabs, to sit the bins on, are onsite at both Burial Grounds to be installed;
- the holly tree at St Andrew's Burial Ground requires some more work, particularly on the Burial Ground side: some more shaping and the crown lifted;
- compliment received from person tending a grave at Perry Green Burial Ground; and
- more work is required on the Perry Green Burial Ground extension – see discussion below.

In terms of the out-of-date Burial Regulations displayed, the Clerk will circulate the proposed summary of the new Regulations to be used.

### Perry Green extension

Cllr J Liversage stated that the condition of the Perry Green extension was unsatisfactory, and she reported the salient points from a recent discussion with the previous user of this area of land. Further discussions are to take place, primarily with the contractor who laid the extension to grass. The original request in June 2021, for the return of the land, and the required condition, would be followed up.

In addition, it was agreed that quotes from landscapers should be sought to rectify the grassing of the extension.

The Chair outlined the quote received for the proposed ground works to the hard standing area between sections 1 and 2 of the Perry Green Burial Ground, specifically:

- regrade existing material on site;
- relevel end and move subsoil into low spot on the field;
- take out part of hedge, leave trees;
- drain as needed at parking area;
- membrane, using existing regraded base materials; and
- top up with road plainings.

Following discussion, RESOLVED to approve quote for work at Perry Green Burial Ground for £4,500. The contractor will be asked to provide a map for any pipework laid.  
The Chair stated that this work will be undertaken in the spring.

23/9. FINANCIAL

(i) Payments since last meeting

The following payments had been made since the last meeting:

Alexander Machinery Ltd	Holly tree St Andrew's Burial Ground	£190 + VAT
Castle Water	Water for Perry Green Burial Ground	£41.17 + VAT
Castle Water	Water for St Andrew's Burial ground	£36.02 + VAT
Mr K Lunniss (Welddesign)	Repair entrance gates at St Andrew's Burial Ground	£680

(ii) Financial Statement

The current financial position was noted (Appendix B).

23/10. URGENT BUSINESS

None.

23/11. DATE OF NEXT MEETING

Tuesday, 4<sup>th</sup> April 2023 at 6:45 pm in the Much Hadham Village Hall.

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There being no further business the meeting closed at 7:30 pm

Next Burial Ground inspection to be undertaken by the Clerk with Cllrs B Bird and J Liversage during week commencing 20<sup>th</sup> March. The date for the inspection will be arranged after the meeting.

## MUCH HADHAM PARISH COUNCIL – BURIAL AUTHORITY

### PLAN AND BUDGET FOR EXTENDING THE BURIAL GROUND: MEETING 7 FEBRUARY 2023 (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:

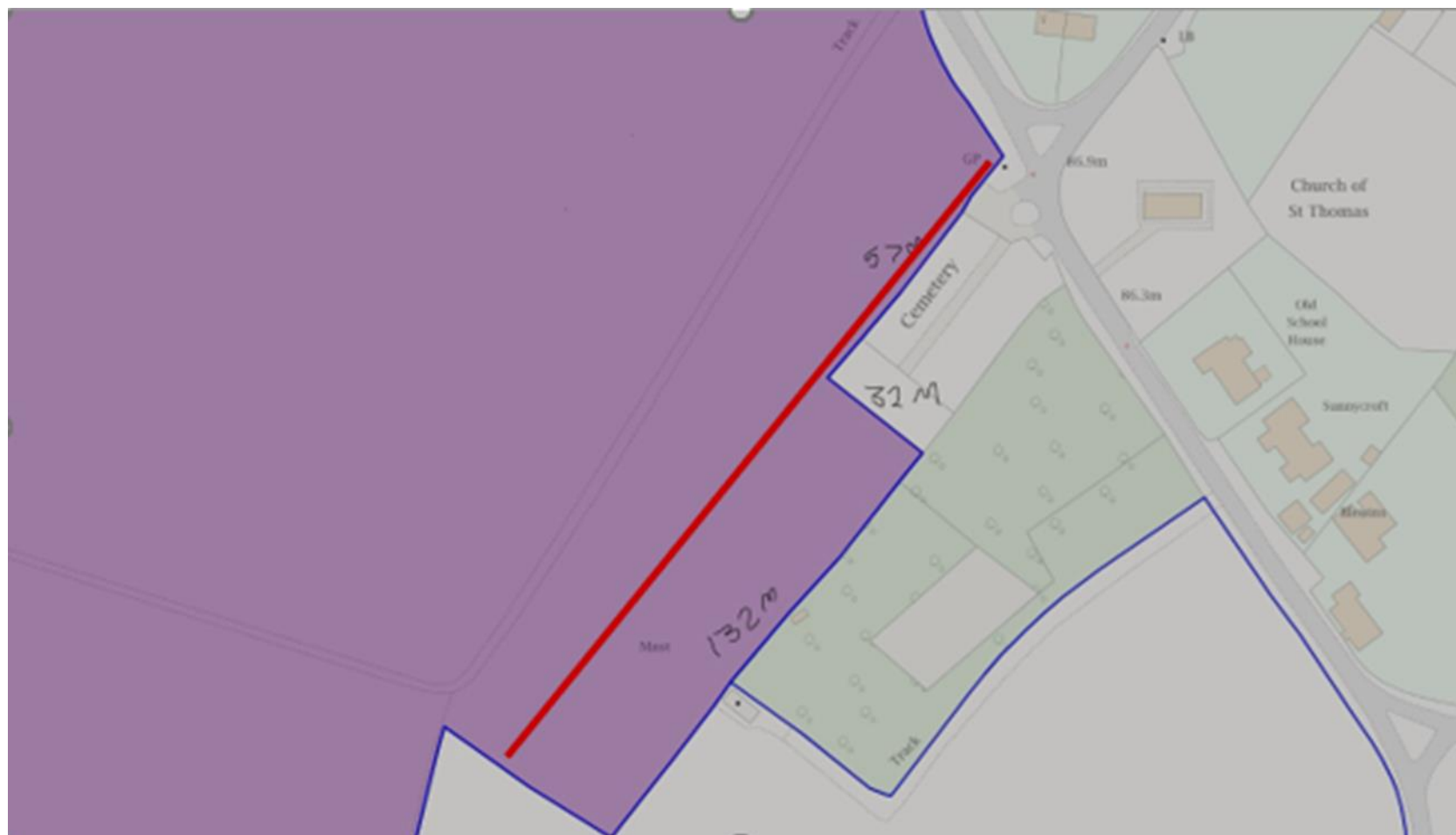
- Planning permission was given for the entirety of the burial ground site on 19<sup>th</sup> August 1959.
- Soil spoil from digging graves no longer to be piled up on site. Funeral Directors to be informed that this needs to be removed after each burial.
- Currently, 12 new plots available in existing ground – no tree stumps to be removed: on lefthand side, covered by seat and on righthand side, prone to flooding.

	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>Note – the following actions link to the rough plan detailed in Appendix 2</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	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
		Chair	After 2021 harvest	2. Part of £4,500	2. Quote accepted to flatten the access to the extension at 7 <sup>th</sup> February 2023 meeting	No
4	Remove spoil through gap created in after item 3 completed.	Chair	After 2021 harvest	Part of £4,500	Quote accepted at 7 <sup>th</sup> February 2023 meeting to have spoil removed, primarily will be used to fill sunken section of extension – where recent flooding occurred.	No
5	Gravel bottom end of existing third, ensuring tamped down so not loose. Note – area has been identified as unusable for graves.	Chair	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 Cllr J Liversage Farmer	After 2021 harvest	1. £520 + VAT 2. Not yet known	1. 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 <sup>th</sup> April 2022. Some seed held back for sowing after the summer in case poor growing. 2. Further work required as the extension is not in a fit state to be used. This will be followed up with the contractor as well as seeking quotes from landscapers.	Partly

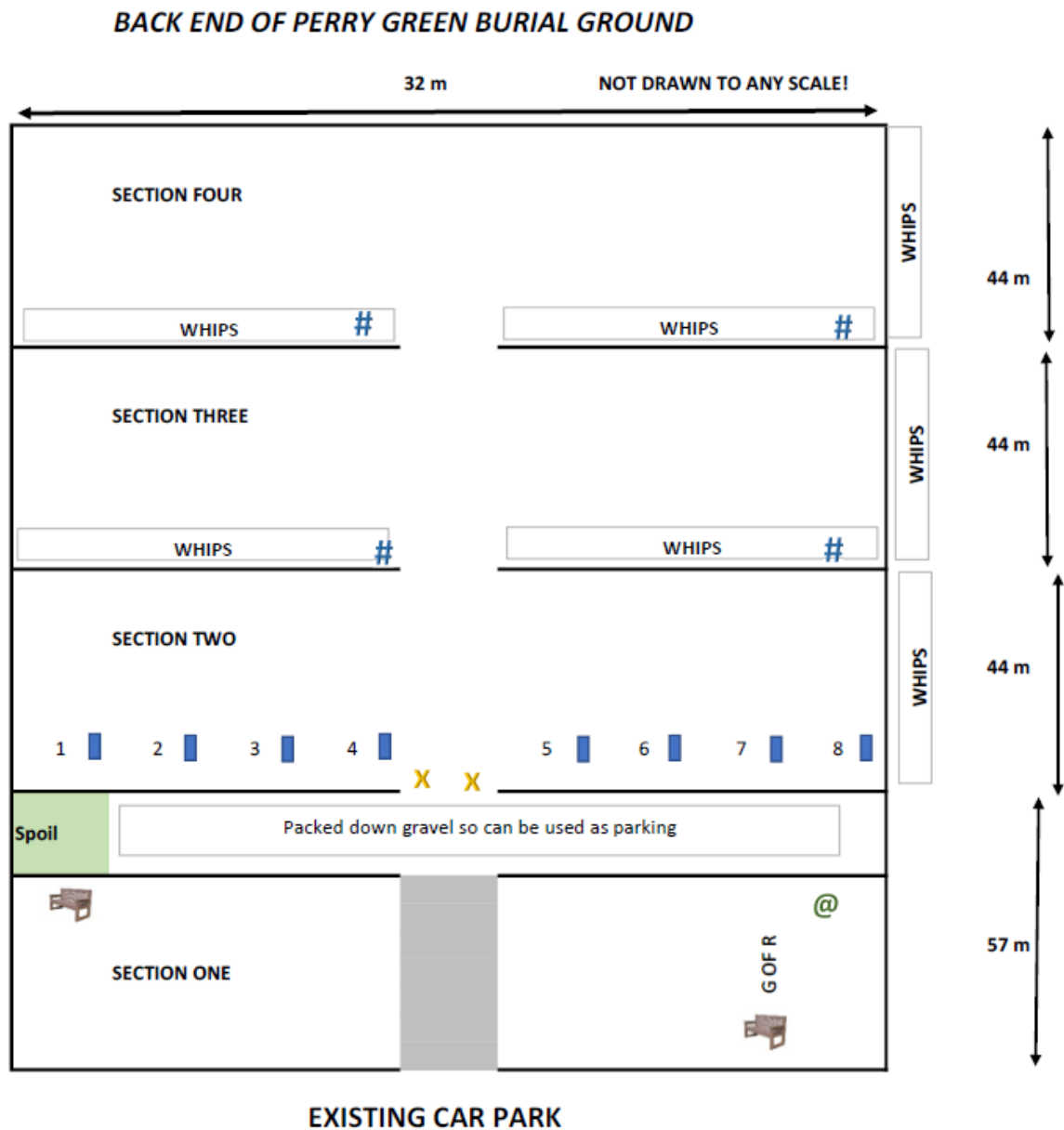
	<b>Action</b>	<b>Responsibility</b>	<b>Deadline</b>	<b>Cost</b>	<b>Current position</b>	<b>Complete? Yes/No</b>
7	Plant whips along side and bottom of second third.	Clerk	Early September 2021	See item 3	Whips have been planted.	Yes
8	Plant two trees along bottom of second third – for aesthetic purposes	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 2023.	No
10	Decide if any of the ground should be consecrated. If so, 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



# MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

## YEAR ENDED 31 MARCH 2023

### BUDGET TO ACTUAL COMPARISON AS AT 7 FEBRUARY 2023

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2023 BUDGET £	2023 ACTUAL £	
<b>INCOME</b>			
Burial	2,200.00	6,515.00	Includes non-resident burial
Memorial	440.00	1,295.00	Includes 2 non-resident memorials
<b>TOTAL INCOME</b>	<b>2,640.00</b>	<b>7,810.00</b>	
<b>EXPENDITURE</b>			
Water	150.00	148.60	
Burial Ground maintenance	1,800.00	1,350.00	
Other maintenance	500.00	208.96	
Perry Green Burial Ground extension	-	770.00	
Other	100.00	1,903.53	ICCM membership £95 + Entrance work at St Andrew's £650 + new bench £478.53 + gate repair at St Andrew's £680
<b>TOTAL EXPENDITURE</b>	<b>2,550.00</b>	<b>4,381.09</b>	
<b>ANNUAL RECONCILIATION</b>			
Opening balance - 1 April 2022	19,514.29	29,970.81	
Income	2,640.00	7,810.00	
Expenditure	- 2,550.00	- 4,381.09	
Closing balance	<u>19,604.29</u>	<u>33,399.72</u>	