

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, 4th April 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.

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Clerk of the Council

30th March 2023

A G E N D A

- 23/12. Apologies for absence
- 23/13. Declarations of Interest
- 23/14. Chair's announcements
- 23/15. Minutes of the meeting held on 7th February 2022
- 23/16. Reports on outstanding matters
- 23/17. Residents' comments
- 23/18. Management update
 - To receive an update on managing the burial grounds, including extending Perry Green Burial Ground
 - To delegate authority to the Burial Authority members to approve quotes by email for works related to the extension at Perry Green Burial Ground
- 23/19. Financial
 - (i) Payments since last meeting
 - MH Landscapes Ltd Burial Ground maintenance £450 + VAT
 - Oct – Dec 2022
 - (ii) Financial Statement
 - To receive the current financial position
- 23/20. Urgent business
- 23/21. Confirmation of date of next meeting – Tuesday, 6th June 2023 – Much Hadham Village Hall

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 4th April 2023, 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 1 member of the public.

23/12. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr K Hamilton.

23/13. DECLARATIONS OF INTEREST

None.

23/14. CHAIR'S ANNOUNCEMENTS

None.

23/15. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 7th February 2023 be accepted as a correct record of the proceedings and be signed by the Chair.

23/16. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items. The Clerk apologised for not circulating the proposed shortened version of the Burial Regulations for displaying.

23/17. RESIDENTS' COMMENTS

None.

23/18. 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 B Bird, Cllr J Liversage and the Clerk had inspected the burial grounds on 23rd March 2023 and reported that the Burial Grounds looked fine. In discussion, the following specific points were noted:

St Andrew's Burial Ground:

- whilst acknowledging the work undertaken by Cllr B O'Neill in relation to removing the ivy from the boundary wall, it was noted that significant work was now required to either reinstate the wall or find an alternative solution to mark the boundary. At previous meetings, it had been recorded that potentially the Friends of St Andrew's Church may be interested in tackling this project. It was agreed that the Chair would organise a site visit with representatives from the Church, the Friends and Holy Cross to agree a way forward. It was noted that it was unclear whether the wall was owned by the Church or the Parish Council, and that using paving slabs to mark the boundary could result in a health and safety risk for the Burial Authority;
- the Holly tree requires more work, specifically to lift the crown and remove some of the lower branches/self-seeded trees underneath;
- the entrance looks good and it was considered that no further work was required to the railings;
- the tree behind the Coleshill and Luck graves, is to be kept cut-back, although consideration was given to removing this tree completely;
- the paving slabs for the bins to rest on still need to be laid;

Perry Green Burial Ground:

- the gravedigger to be reminded that graves need to be dug in a rectangular shape;
- a family have lengthened a grave space to remove the grass between the proper end of the grave space and the kerbing for the central driveway. The Clerk will ask the family to reinstate the grass;
- the paving slabs underneath the bins have been laid well, thanks to Cllr B Bird, but the fixing of the wooden shelter needs to be strengthened as it was blown over in the recent strong winds. Cllr B Bird agreed to undertake this;
- the carpark is being used regularly by a local resident to park their work van. Cllr B Bird agreed to address this; and
- more work was required on the Perry Green Burial Ground extension – see discussion below.

In addition, during discussion, it was felt that the Burial Regulations needed to be clear that any interment of cremated human remains could only be placed in an existing grave, subject to the limit of 4 such interments, otherwise the Garden of Remembrance must be used. The Regulations will be formally amended accordingly at the next meeting.

Perry Green extension

Cllr J Liversage summarised the previous actions that had been expected in relation to the Perry Green Burial Ground extension. One of the difficulties with the past actions was that the contractors involved had not communicated effectively with each other.

Following the burial ground inspection, a further quote had been received to undertake all the work required for the extension, excluding the laying of grass, as difficulties had been encountered in getting a quote for the “landscaping” element of the extension. This included the work covered by the quote accepted at the February meeting as well as laying an access route.

It was agreed that:

- the Chair would talk to the contractor whose quote had been accepted to identify if the contractor would like to expand their quote to cover the landscaping element and access route; and
- Cllr B Bird would identify if the contractor quoting for the entire job would extend their quote to cover laying the grass, or identify another contractor from whom a quote could be sought.

Finally, in order to ensure that work could proceed promptly, it was RESOLVED to delegate authority to the Burial Authority members to approve quotes by email for works related to the extension at Perry Green Burial Ground.

23/19. FINANCIAL

(i) Payments since last meeting

The following payment was anticipated:

MH Landscapes Ltd	Burial Ground maintenance	£450 + VAT
	Oct – Dec 2022	

(ii) Financial Statement

The final financial position for 202/23 was noted (Appendix B). The Clerk reported that no report for the current financial year had been prepared as the only transactions to date were the anticipated payment noted above and a receipt for a non-resident ash burial (£1,715) taking place this coming Sunday.

23/20. URGENT BUSINESS

None.

23/21. DATE OF NEXT MEETING

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

There being no further business the meeting closed at 7:24 pm

Next Burial Ground inspection to be undertaken by the Clerk with Cllr K Twort during the week commencing 22nd May. 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 4 APRIL 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:

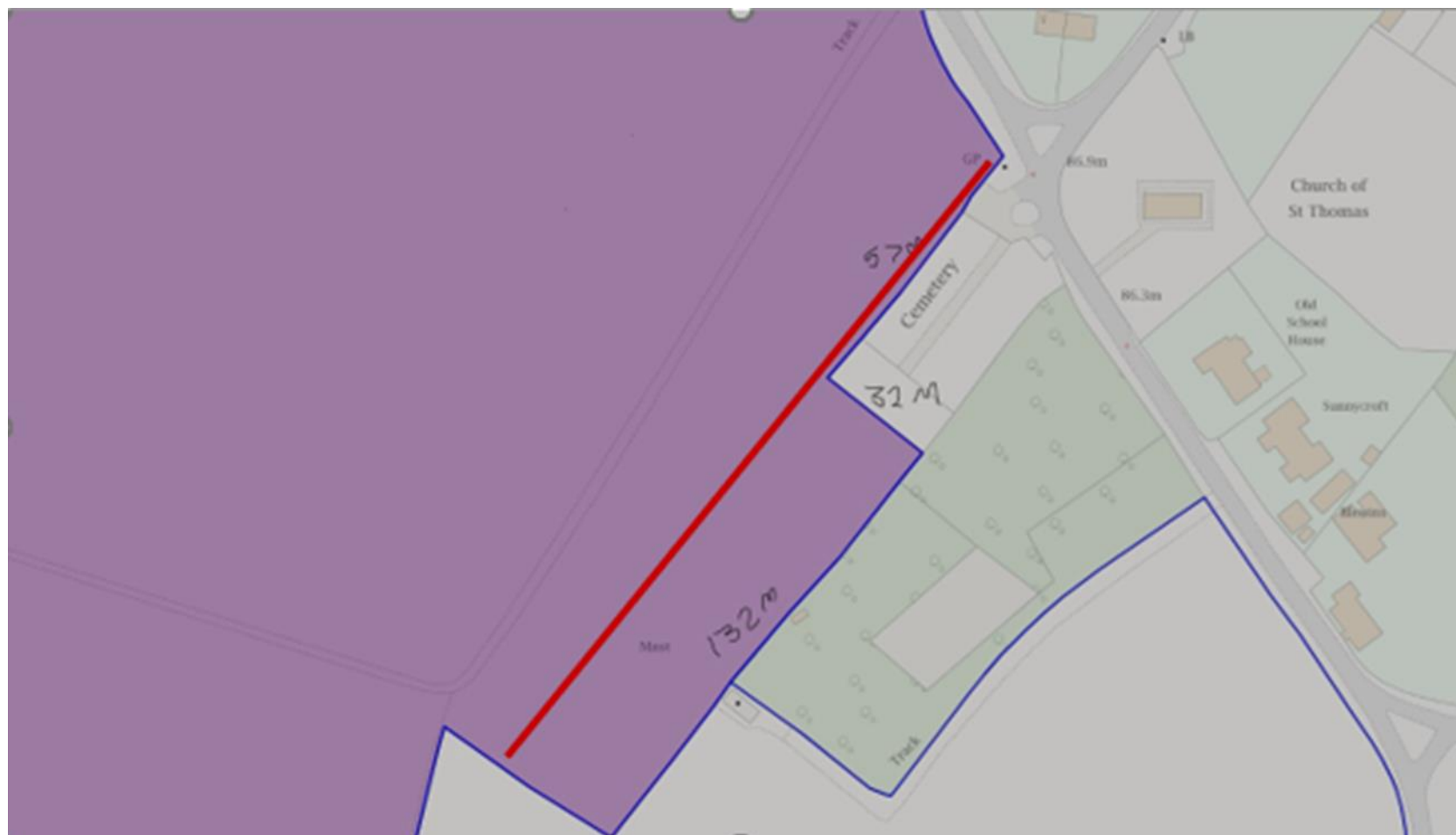
- Planning permission was given for the entirety of the burial ground site on 19th August 1959.
- Soil spoil from digging graves no longer to be piled up on site. Funeral Directors to be informed that this needs to be removed after each burial.
- Currently, 12 new plots available in existing ground – 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 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

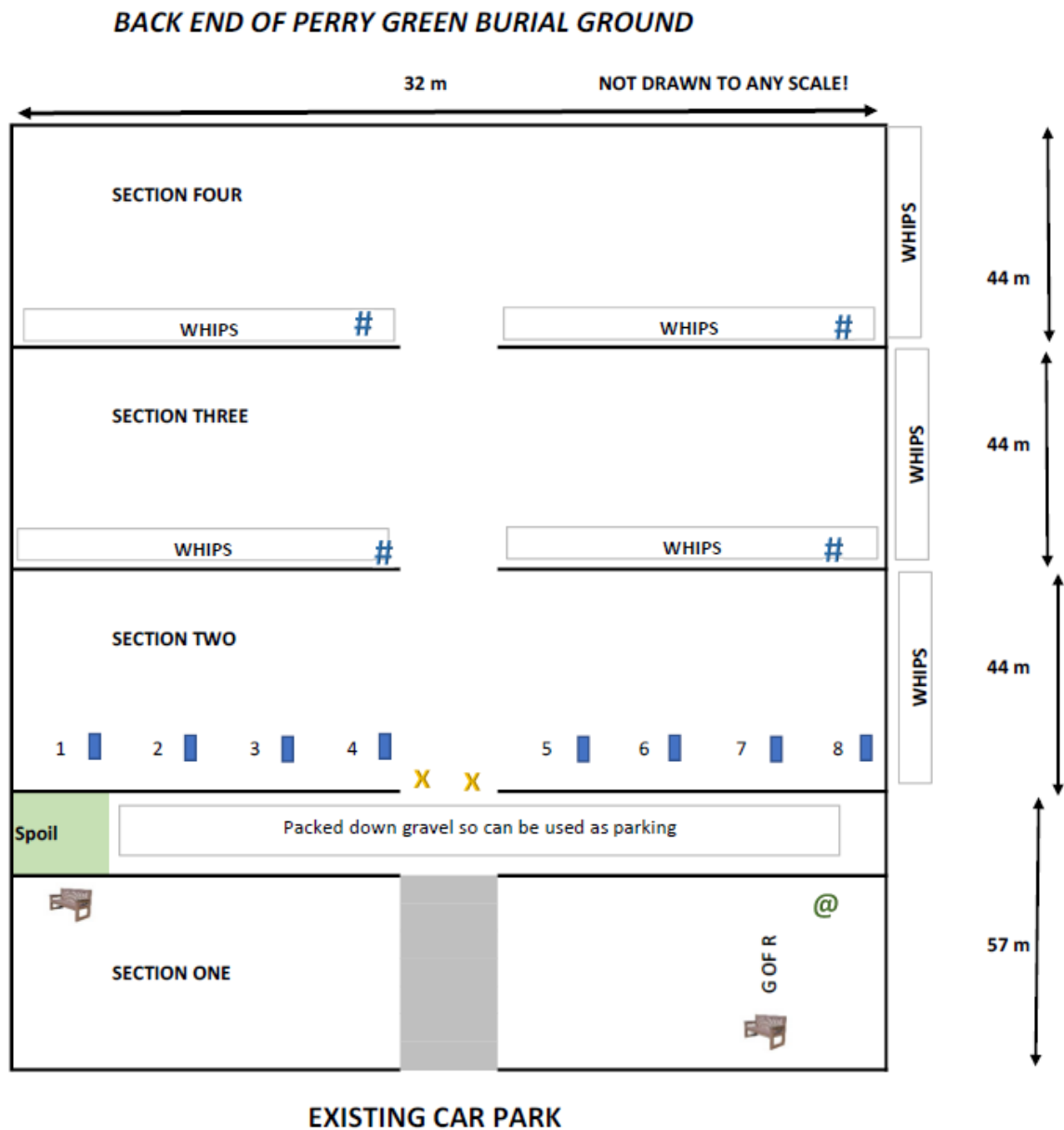
	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
		Chair	After 2021 harvest	2. Part of £4,500	2. Quote accepted to flatten the access to the extension at 7 th February 2023 meeting Note – a further quote obtained to undertake all works relating to the extension. Contractor to be asked if they would like to expand their quote to cover landscaping and access route.	No
4	Remove spoil through gap created in after item 3 completed.	Chair	After 2021 harvest	Part of £4,500	Quote accepted at 7 th February 2023 meeting to have spoil removed, primarily will be used to fill sunken section of extension – where recent flooding occurred. See comment above	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 th April 2022. Some seed held back for sowing after the summer in case poor growing.	Partly

	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
6					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
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. See 3 above – a new quote has been received which includes this	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 - FINAL

(Excludes VAT)	FULL YEAR	YEAR TO DATE	
	2023	2023	
	BUDGET	ACTUAL	
	£	£	COMMENT
INCOME			
Burial	2,200.00	6,515.00	Includes non-resident burial
Memorial	440.00	1,365.00	Includes 2 non-resident memorials
TOTAL INCOME	2,640.00	7,880.00	
EXPENDITURE			
Water	150.00	148.60	
Burial Ground maintenance	1,800.00	1,350.00	Quarterly bill for Oct - Dec 22 not received for payment until Apr 23
Other maintenance	500.00	208.96	Trim Holly Tree at St Andrew's (£190) + Perry Green noticeboard repair (£18.96)
Perry Green Burial Ground extension	-	770.00	Harrow + seed extension
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
TOTAL EXPENDITURE	2,550.00	4,381.09	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2022	19,514.29	29,970.81	
Income	2,640.00	7,880.00	
Expenditure	- 2,550.00	- 4,381.09	
Closing balance	19,604.29	33,469.72	