

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 June 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.

FM Forth

Fiona Forth
Clerk of the Council

1st June 2023

AGENDA

- | | | | |
|--------|--|-------------------------|-----|
| 23/22. | Apologies for absence | | |
| 23/23. | Declarations of Interest | | |
| 23/24. | Chair's announcements | | |
| 23/25. | Minutes of the meeting held on 4 th April 2023 | | |
| 23/26. | Reports on outstanding matters | | |
| 23/27. | Residents' comments | | |
| 23/28. | Management update
To receive an update on managing the burial grounds, including extending Perry Green Burial Ground
To approve amending the Burial Regulations to state that all interments of cremated human remains must be in the Garden of Remembrance unless interment is into an existing burial plot | | |
| 23/29. | Financial | | |
| | (i) Payments since last meeting | | |
| | ICCM | Membership fee relating | £95 |
| | | To cemetery management | |
| | (ii) Financial Statement | | |
| | To receive the current financial position | | |
| 23/30. | Urgent business | | |
| 23/31. | Confirmation of date of next meeting – Tuesday, 5 th September 2023 – Much Hadham Village Hall | | |

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 6th June 2023, in the Much Hadham Village Hall, at 6:53 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.

23/22. APOLOGIES FOR ABSENCE

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

In addition, Cllr P Taylor arrived late and the meeting was chaired by Cllr J Liversage until her arrival.

23/23. DECLARATIONS OF INTEREST

None.

23/24. CHAIR'S ANNOUNCEMENTS

None.

23/25. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 4th April 2023 be accepted as a correct record of the proceedings and be signed by the Chair.

23/26. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

23/27. RESIDENTS' COMMENTS

On behalf of a resident, Cllr K Hamilton highlighted that the resident was encountering difficulties accessing a family grave in St Andrew's Burial Ground. It was noted that the grass is cut using a strimmer in this Burial Ground as access is not suitable for a lawn mower.

23/28. MANAGEMENT UPDATE

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

Cllr K Twort and the Clerk had inspected the burial grounds on 23rd May 2023. Considering the time of year, the Burial Grounds looked good and the following points were noted:

St Andrew's Burial Ground

- attempt made to organise a site meeting with church representatives to discuss the boundary wall which needs to be followed up;
- consideration still needed as to whether further work is required on the Holly tree;
- paving slabs for bins placed during inspection;

Perry Green Burial Ground

- work van is no longer being parked in the car park;
- the wooden shelter for the bins has been repaired;
- reinstatement of grass at the foot of one grave still required;
- gravedigger has been requested that graves need to be dug in a rectangular shape in future; and
- work still required on the extension – see below.

Following discussion, RESOLVED to approve amending the Burial Regulations to state that all interments of cremated human remains must be in the Garden of Remembrance unless interment is into an existing burial plot.

Perry Green extension

Cllr J Liversage reported that the Burial Ground maintenance contractor had provided guidance on what was required to improve the extended section, highlighting that advice previously received may have been ill conceived. An initial cut of the grass in the extended section has been completed and it was agreed that clarity was required in relation to the work to be undertaken by the maintenance contractor. An amended estimate to be provided on work now required, by the approved contractor undertaking the groundwork on the hard standing area between sections 1 and 2 of the Burial Ground.

23/29. FINANCIAL

(i) Payments since last meeting

The following payments had been made since the last meeting:

ICCM	Membership fee relating To cemetery management	£95
------	---	-----

The Clerk confirmed that the outstanding Much Hadham Landscapes Ltd invoices had been received.

(ii) Financial Statement

The current financial position was noted (Appendix B).

23/30. URGENT BUSINESS

None.

23/31. DATE OF NEXT MEETING

Tuesday, 5th September 2023 at 6:45 pm in the Much Hadham Village Hall with updates prior to Parish Council meetings if required.

There being no further business the meeting closed at 7:37 pm

Next Burial Ground inspection to be undertaken by the Clerk with Cllr B O'Neill, the date and time of which to be arranged after the meeting.

MUCH HADHAM PARISH COUNCIL – BURIAL AUTHORITY

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

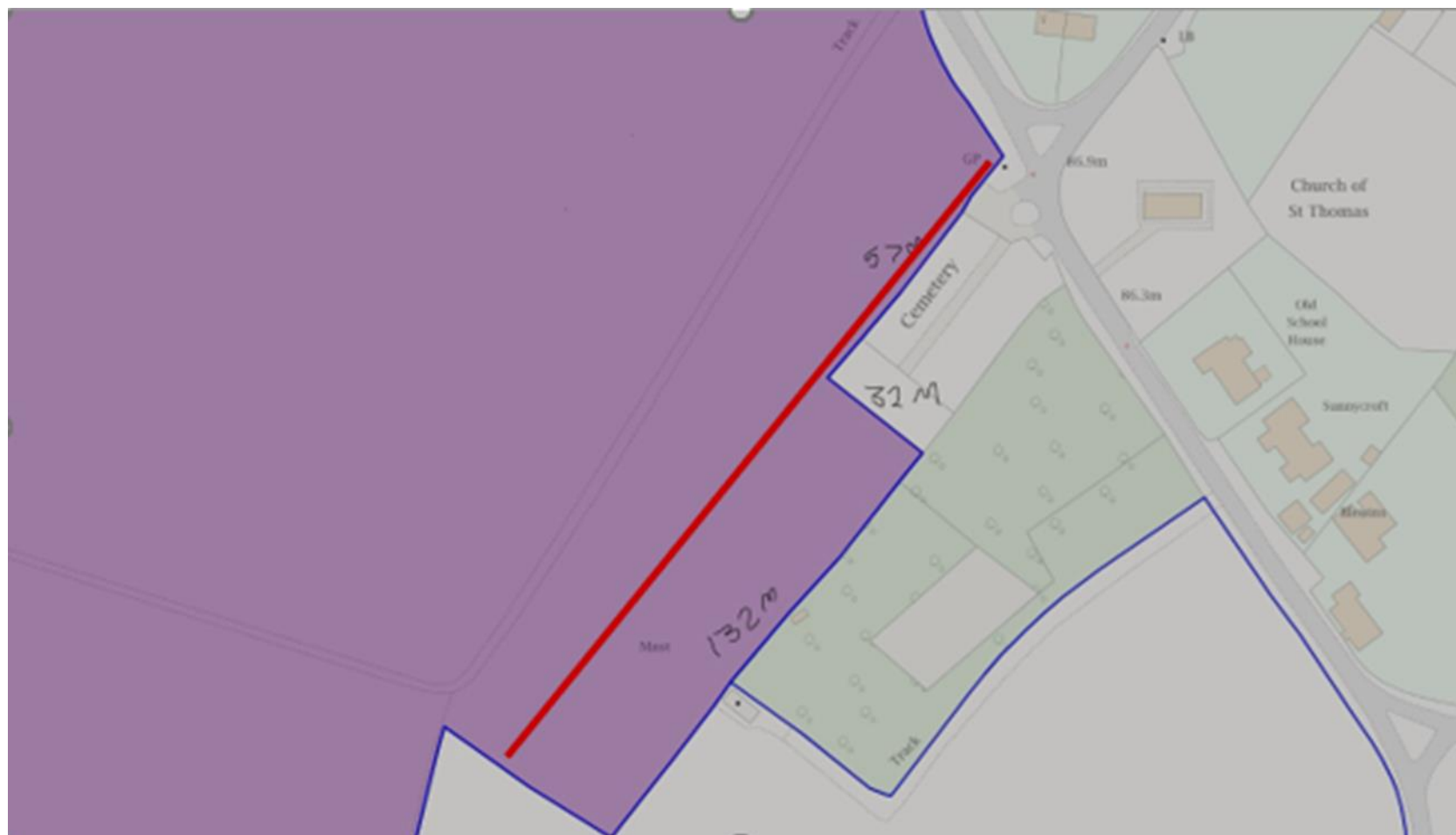
- Planning permission was given for the entirety of the burial ground site on 19th August 1959.
- Soil spoil from digging graves no longer to be piled up on site. Funeral Directors to be informed that this needs to be removed after each burial.
- Currently, 12 new plots available in existing ground –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

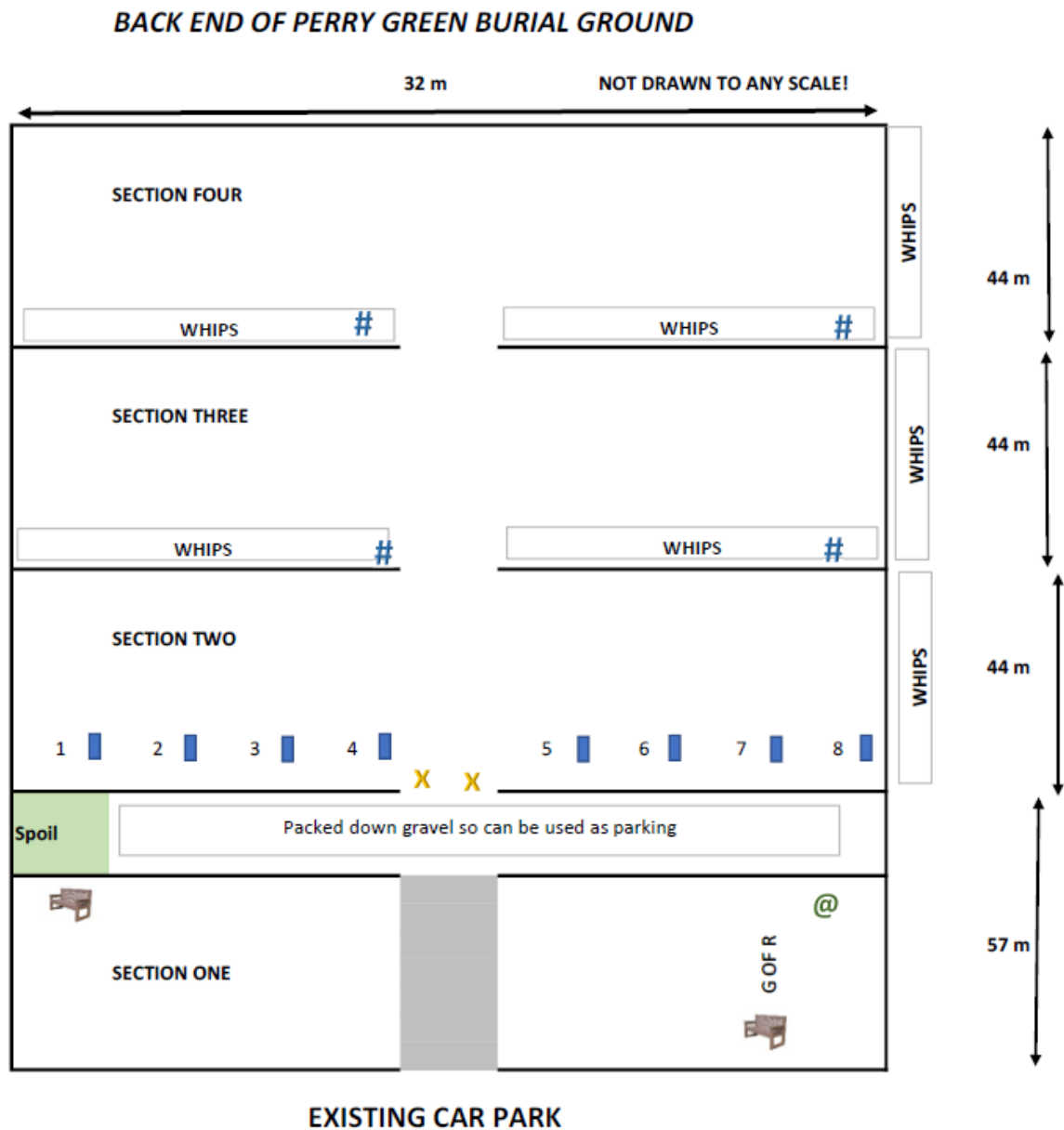
	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
		Chair	After 2021 harvest	2. Part of £4,500	2. Quote accepted to flatten the access to the extension at 7 th February 2023 meeting Note – a further quote obtained to undertake all works relating to the extension. Contractor to be 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



MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

YEAR ENDED 31 MARCH 2024

BUDGET TO ACTUAL COMPARISON AS AT 6 JUNE 2023

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2024	2024	
	BUDGET £	ACTUAL £	
INCOME			
Burial	2,200.00	1,715.00	Includes non-resident burial
Memorial	440.00	-	Includes 2 non-resident memorials
TOTAL INCOME	2,640.00	1,715.00	
EXPENDITURE			
Water	150.00	-	
Burial Ground maintenance	1,800.00	450.00	
Other maintenance	500.00	-	
Perry Green Burial Ground extension	-	-	
Other	100.00	95.00	ICCM membership £95
TOTAL EXPENDITURE	2,550.00	545.00	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2023	29,810.81	33,469.72	
Income	2,640.00	1,715.00	
Expenditure	- 2,550.00	- 545.00	
Closing balance	<u>29,900.81</u>	<u>34,639.72</u>	