

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, 5th September 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

31st August 2023

A G E N D A

- 23/32. Apologies for absence
- 23/33. Declarations of Interest
- 23/34. Chair's announcements
- 23/35. Minutes of the meeting held on 6th June 2023
- 23/36. Reports on outstanding matters
- 23/37. Residents' comments
- 23/38. Management update
 - To receive an update on managing the burial grounds, including extending Perry Green Burial Ground
 - To approve a budget limit of £6,500 + VAT to progress the works in the Perry Green Burial Ground extension
- 23/39. Financial
 - (i) Payments since last meeting

RB Contractors	Perry Green Burial Ground	£4000.00
	extension work	
 - (ii) Financial Statement
 - To receive the current financial position
- 23/40. Urgent business
- 23/41. Confirmation of date of next meeting – Tuesday, 7th November 2023 – Much Hadham Village Hall

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 5th September 2023, in the Much Hadham Village Hall, at 6:51 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.

23/32. APOLOGIES FOR ABSENCE

None although Cllr P Taylor arrived after agenda item 23/36.

23/33. DECLARATIONS OF INTEREST

None.

23/34. CHAIR'S ANNOUNCEMENTS

None.

23/35. MINUTES OF THE LAST MEETING

Approval of minutes deferred to the next meeting due the corruption of the electronic file.

23/36. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

23/37. RESIDENTS' COMMENTS

None.

23/38. 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 O'Neill and the Clerk had inspected the burial grounds on 22nd August 2023 and the following points were noted:

- the existing part of Perry Green Burial Ground looked acceptable but the extension still requires a lot of work; and
- at St Andrew's Burial Ground, it was noted that the Holly tree still needed reducing and work is continuing to remove ivy etc from the boundary wall.

It was noted that going forward, until the Perry Green Burial Ground extension is complete, the Chair and Cllr J Liversage would undertake the burial inspections as they are leading on the extension work. Other Cllrs are welcomed to attend and the next inspection will be on Tuesday 24th October at 10 am, starting at St Andrew's Burial Ground.

In terms of the boundary wall at St Andrew's, it was agreed that the boundary needed to be defined and a meeting with church representatives on the way forward was still required. Subject to the Rector's approval, the Clerk offered to organise the meeting via the Rectory. It was noted that the first task would be to determine who owned the boundary wall.

Cllr B O'Neill also highlighted that he had mown a path to a grave regularly attended to by a family member. Consideration to be given to requesting that the maintenance contractor undertake this in future.

Perry Green extension

The Chair and Cllr J Liversage outlined the work that had been quoted by the maintenance contractor for the extension, essentially working to create a lawn similar to that in the existing part of the Burial Ground.

In addition, it was noted that:

- weeds were appearing in the new turning area which need to be dealt with; and
- need to identify who is responsible for the ditch and hedges between the Henry Moore Foundation (HMF) and the Burial Ground. The Chair agreed to follow this up with the HMF.

Following discussion, it was RESOLVED that a budget limit of £6,500 + VAT was approved to progress the works in the Perry Green Burial Ground extension.

23/39. FINANCIAL

(i) Payments since last meeting

The following payments had been made since the last meeting:

RB Contractors	Perry Green Burial Ground extension work	£4000.00
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(ii) Financial Statement

The current financial position was noted (Appendix B).

23/40. URGENT BUSINESS

None.

23/41. DATE OF NEXT MEETING

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

There being no further business the meeting closed at 7:17 pm

MUCH HADHAM PARISH COUNCIL – BURIAL AUTHORITY

PLAN AND BUDGET FOR EXTENDING THE BURIAL GROUND: MEETING 5 SEPTEMBER 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:

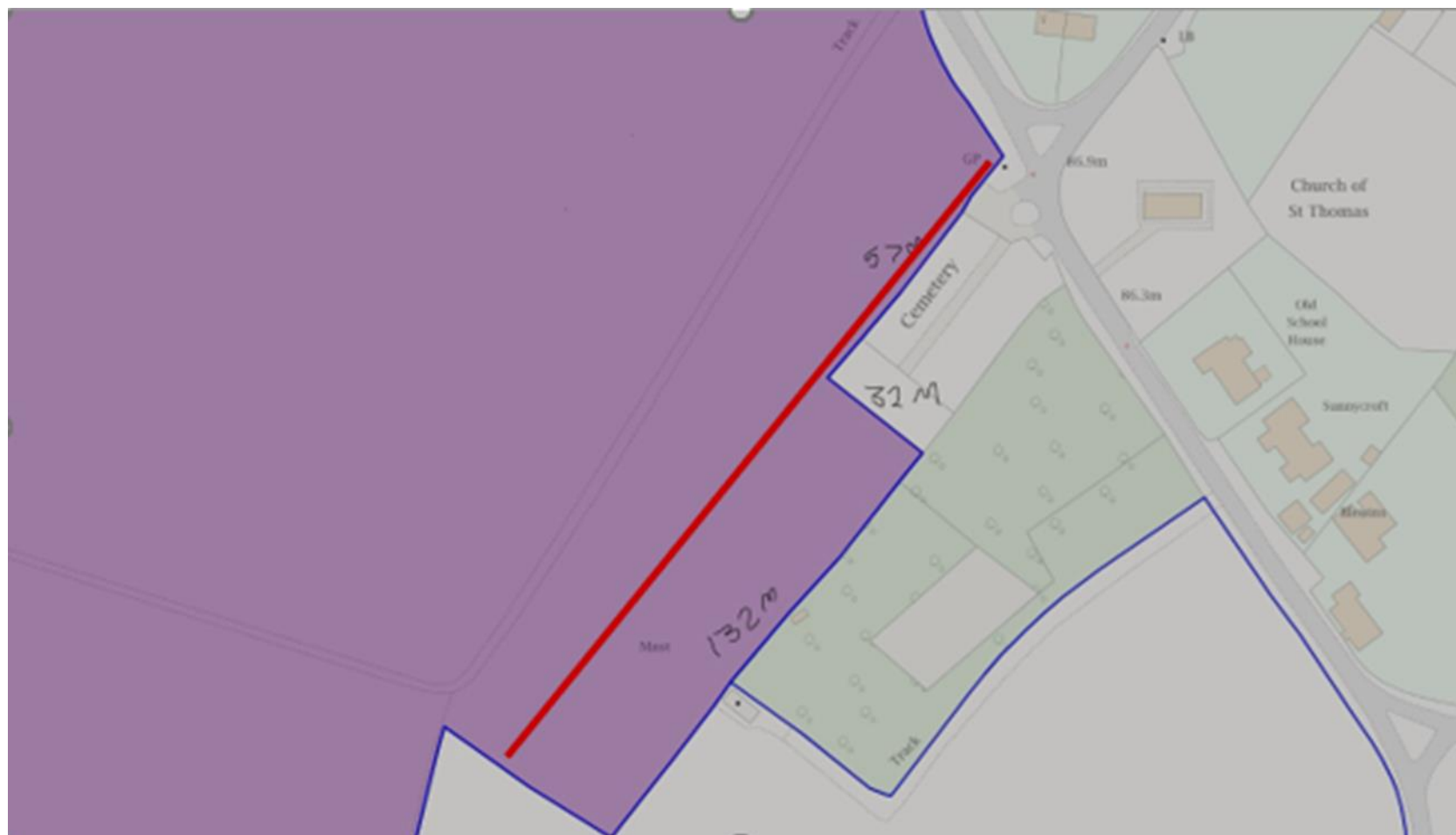
- Planning permission was given for the entirety of the burial ground site on 19th August 1959.
- Soil spoil from digging graves no longer to be piled up on site. Funeral Directors to be informed that this needs to be removed after each burial.
- Currently, 12 new plots available in existing ground – 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
Note – the following actions link to the rough plan detailed in Appendix 2						
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

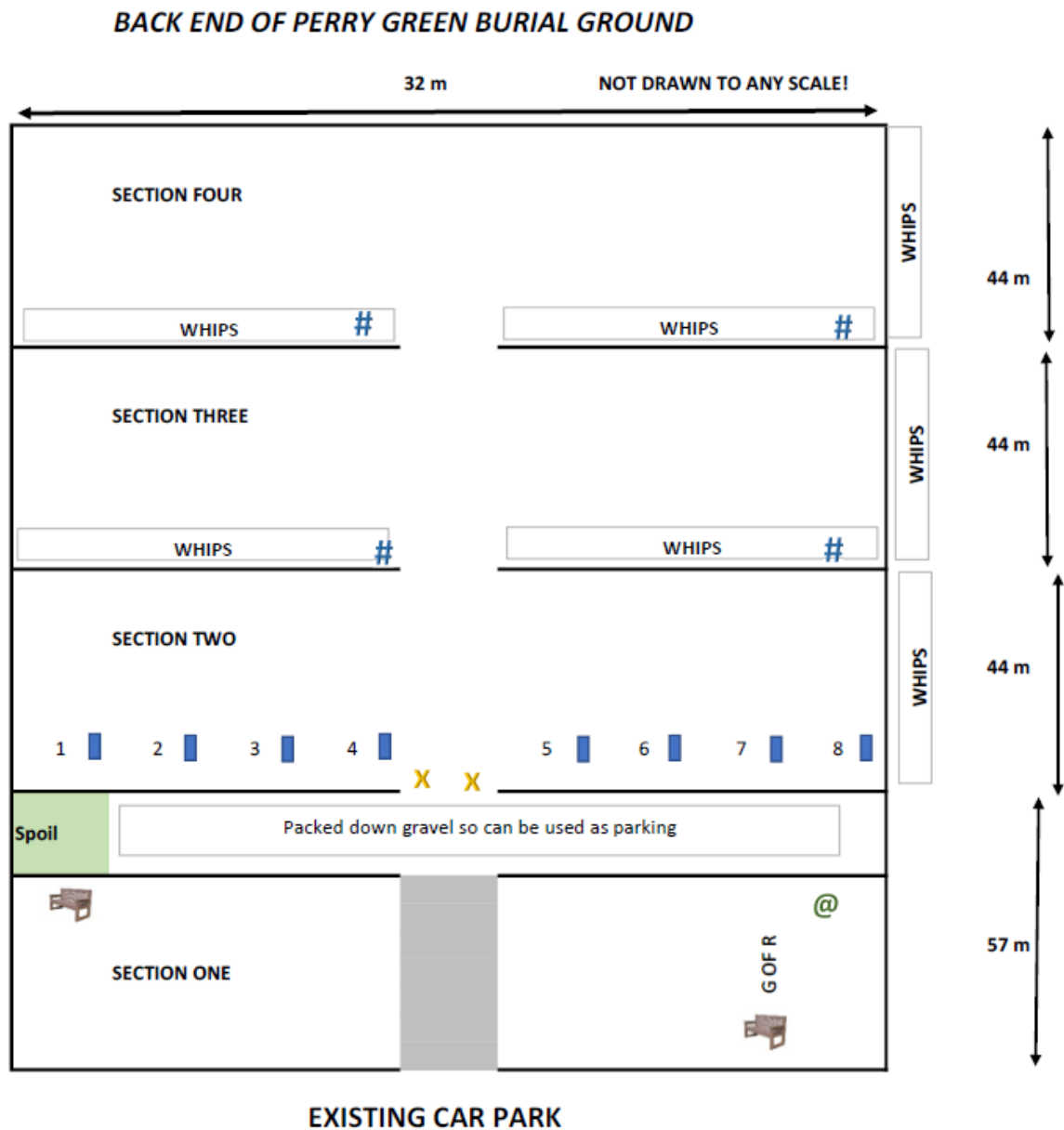
	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
		Chair	After 2021 harvest	2. Part of £4,500	2. Quote accepted to flatten the access to the extension at 7 th February 2023 meeting Note – a further quote obtained to undertake all works relating to the extension. Contractor to be 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 5 SEPTEMBER 2023

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2024	2024	
	BUDGET £	ACTUAL £	
INCOME			
Burial	2,200.00	2,335.00	Includes non-resident burial
Memorial	440.00	-	Includes 2 non-resident memorials
TOTAL INCOME	2,640.00	2,335.00	
EXPENDITURE			
Water	150.00	88.66	
Burial Ground maintenance	1,800.00	900.00	
Other maintenance	500.00	-	
Perry Green Burial Ground extension	-	4,000.00	
Other	100.00	95.00	ICCM membership £95
TOTAL EXPENDITURE	2,550.00	5,083.66	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2023	29,810.81	33,469.72	
Income	2,640.00	2,335.00	
Expenditure	- 2,550.00	- 5,083.66	
Closing balance	<u>29,900.81</u>	<u>30,721.06</u>	