

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, 7th November 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.

Fiona Forth

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Clerk of the Council

2nd November 2023

A G E N D A

- 23/42. Apologies for absence
- 23/43. Declarations of Interest
- 23/44. Chair's announcements
- 23/45. Minutes of the meeting held on 6th June 2023 and 5th September 2023
- 23/46. Reports on outstanding matters
- 23/47. Residents' comments
- 23/48. Management update
 - To receive an update on managing the burial grounds, including extending Perry Green Burial Ground
- 23/49. Financial
 - (i) Payments since last meeting
 - None
 - (ii) Financial Statement
 - To receive the current financial position
- 23/50. Urgent business
- 23/51. Confirmation of date of next meeting – Tuesday, 6th February 2024 – Much Hadham Village Hall

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 7th November 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 no members of the public.

23/42. APOLOGIES FOR ABSENCE

None

23/43. DECLARATIONS OF INTEREST

None.

23/44. CHAIR'S ANNOUNCEMENTS

None.

23/45. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the meeting held on 6th June 2023 be accepted as a correct record of the proceedings and be signed by the Chair.

RESOLVED that the minutes of the last meeting held on 5th September 2023 be accepted as a correct record of the proceedings and be signed by the Chair.

23/46. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

23/47. RESIDENTS' COMMENTS

None.

23/48. MANAGEMENT UPDATE

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

The Chair and Cllr J Liversage inspected the burial grounds on the 24th October 2023.

The following points were noted and discussed:

St Andrew's

- very wet morning, and the grass was a bit long, but to be expected at this time of year, and after all the recent rain, a cut would not have been possible. In addition, no issues were noted in accessing the Coleshill and Luck graves;
- with thanks to Cllr B O'Neill, the low wall separating the Burial Ground from St Andrew's Church was looking tidy and cared for. There are still areas where the ivy could be removed and weeds on the Burial Ground side appeared worse than on the churchyard side. The intention remains to get the Friends of St Andrew's Church involved, probably once the low wall has been fully cleared and the new Rector is in post;

Perry Green

- the whole area was looking neat and tidy. The grave that had been extended to the verge still requires a piece of turf inserting, the width of the grave and at least 25cm deep. Cllr B Bird agreed to undertake this;
- the extension area had been levelled and ploughed, and the hedges cut, and the new hedge weeded. Further work will be carried out over the winter, ready for sowing grass, and infilling the new hedge. Cllr B Bird agreed to collect the remaining seed from the contractor from the first seeding of the extension; and
- the Burial Regulations on display to be replaced with the latest version, including an amendment that ash burials will take always place in the Garden of Remembrance unless interment is into an existing grave space.

23/49. FINANCIAL

(i) Payments since last meeting

None.

The contractor for the Burial Ground maintenance to be asked to supply invoices for work done as none have been received for some time.

(ii) Financial Statement

The current financial position was noted (Appendix B). It was noted that the comments in relation to income were incorrect.

Note – comments now correct.

23/50. URGENT BUSINESS

None.

23/51. DATE OF NEXT MEETING

Tuesday, 6th February 2024 at 6:45 pm in the Much Hadham Village Hall.

There being no further business the meeting closed at 7:06 pm

Next Burial Ground inspection to be undertaken by the Clerk with the Chair and Cllr J Liversage on either Friday 12th January or Tuesday 16th January 2024, starting at St Andrew's Burial Ground at a time to be agreed after the meeting.

MUCH HADHAM PARISH COUNCIL – BURIAL AUTHORITY

PLAN AND BUDGET FOR EXTENDING THE BURIAL GROUND: MEETING 7 NOVEMBER 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:

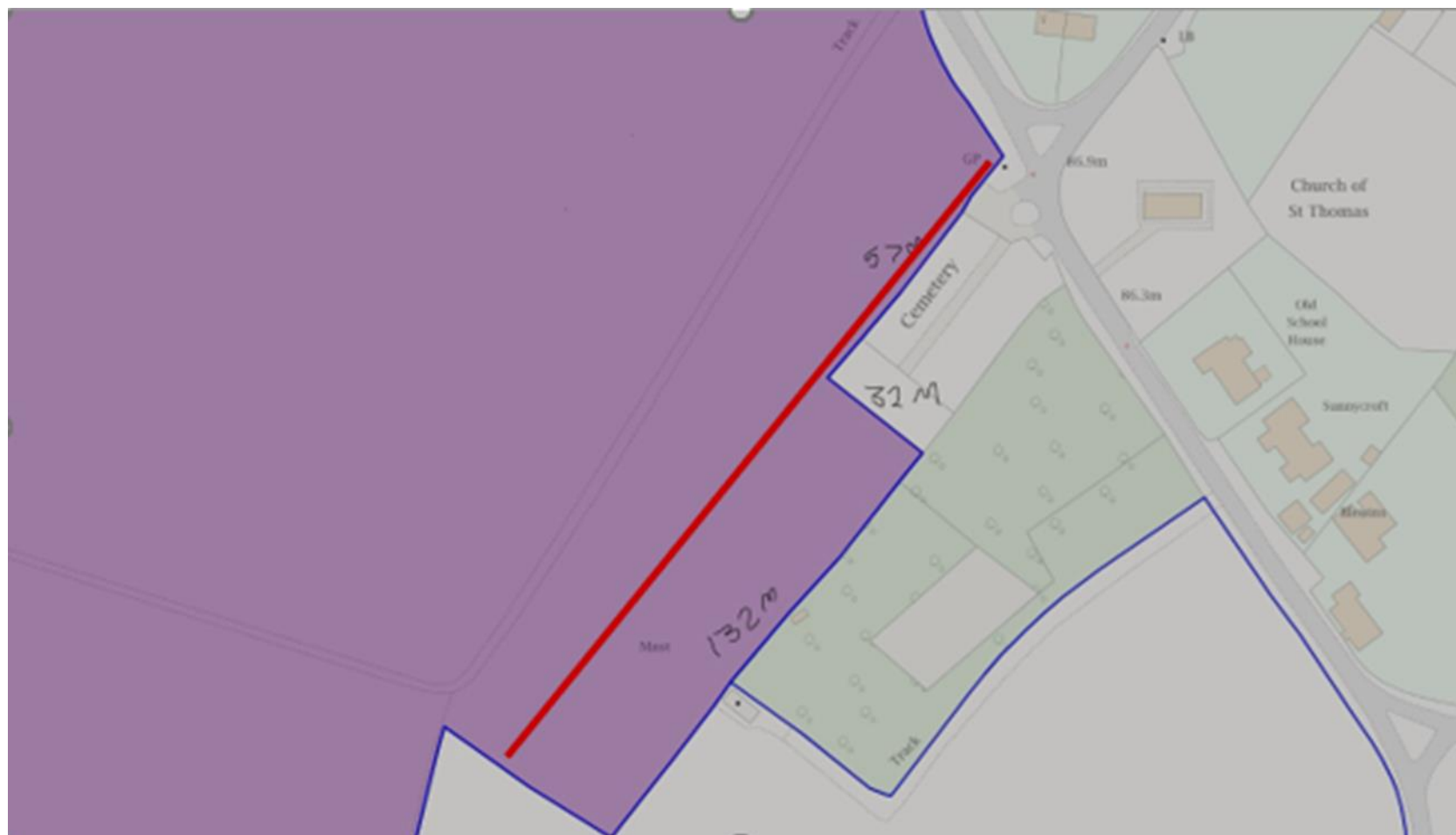
- Planning permission was given for the entirety of the burial ground site on 19th August 1959.
- Soil spoil from digging graves no longer to be piled up on site. Funeral Directors to be informed that this needs to be removed after each burial.
- Currently, 12 new plots available in existing ground –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

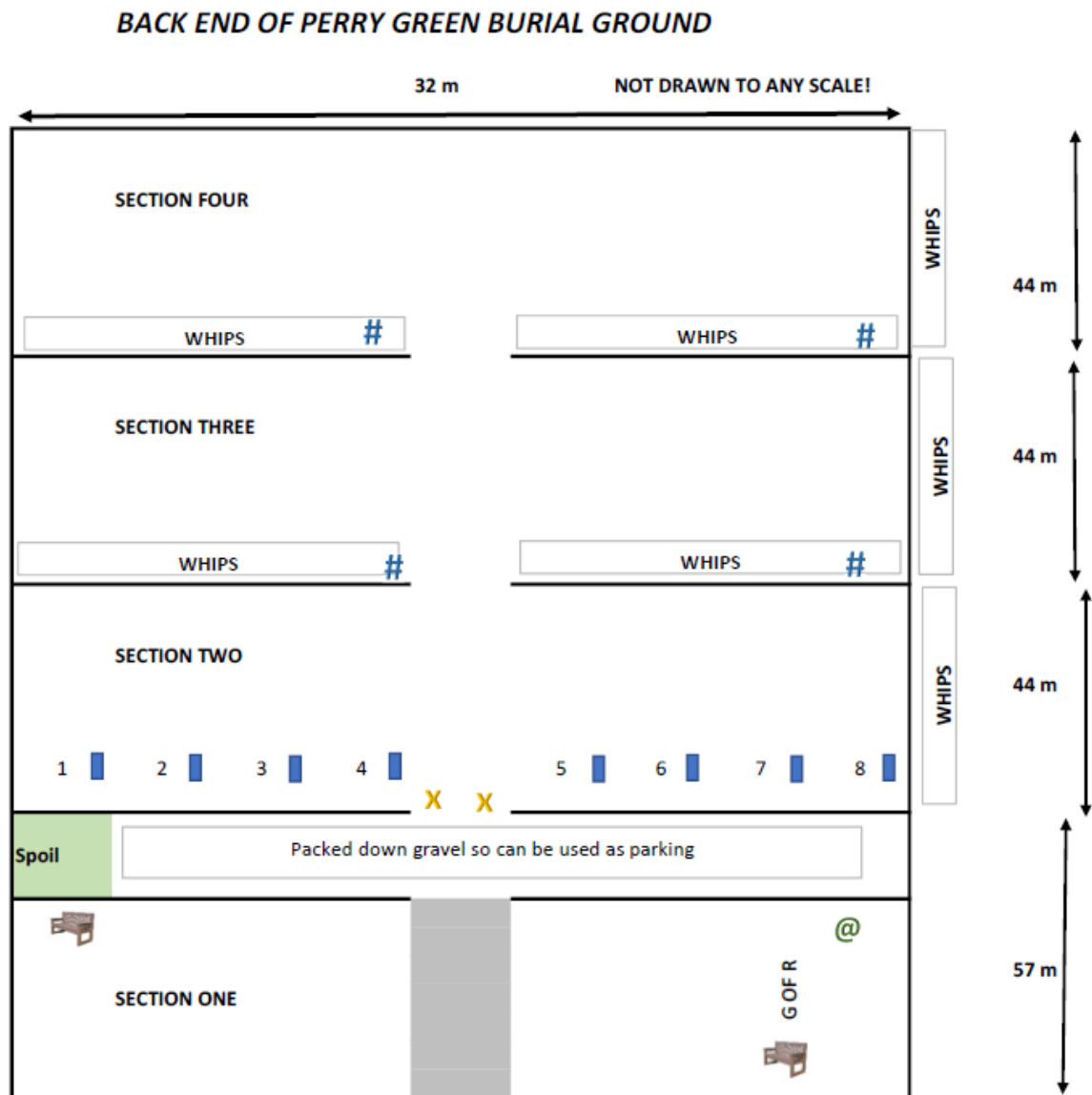
	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
		Chair	After 2021 harvest	2. Part of £4,500	2. Quote accepted to flatten the access to the extension at 7 th February 2023 meeting Note – a further quote obtained to undertake all works relating to the extension. Contractor to be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



EXISTING CAR PARK

- X Remove trees
- # Larger tree
- @ Grind out stump here

MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

YEAR ENDED 31 MARCH 2024

BUDGET TO ACTUAL COMPARISON AS AT 7 NOVEMBER 2023

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2024	2024	
	BUDGET £	ACTUAL £	
INCOME			
Burial	2,200.00	2,335.00	Includes non-resident ashes burial
Memorial	440.00	-	
TOTAL INCOME	2,640.00	2,335.00	
EXPENDITURE			
Water	150.00	88.66	ICCM membership £95
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	
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>	