

MUCH HADHAM PARISH COUNCIL

Notice is hereby given that the meeting of the Much Hadham Parish Council **Burial Authority** will be held on **Tuesday, 11th November 2025**, in the **Pavilion, Much Hadham Recreation Ground**, at **6:45 pm**, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

V Mazza

Victoria Mazza, Clerk of the Council

Email: clerk@muchhadhamparishcouncil.co.uk

6th November 2025

A G E N D A

- 25/43. Apologies for absence 25/44. Declarations of Interest 25/45. Chair's announcements
- 25/46. Minutes of the meeting held on 2nd September 2025
- 25/47. Reports on outstanding matters
- 25/48. Residents' comments
- 25/49. Management update
 - To receive an update on managing the burial grounds, including extending Perry Green Burial Ground
 - To note list of interments and memorial applications since last meeting
- 25/50. St Andrew's Burial Ground – Tree Work
 - To review and approve works to the overgrown Hawthorn tree overshadowing the Coleshill grave, in the sum of £380
- 25/51. Burial Authority Fees
 - To review the Fees regarding interment into a re-opened plot for a burial and ashes grave.
- 25/52. Financial
 - (i) Payments since last meeting
 - None
 - (ii) Financial Statement
 - To receive the current financial position
- 25/53. Urgent business
- 25/54. Confirmation of date of next meeting – Tuesday, 3rd February 2026 – Much Hadham Village Hall

Perry Green Burial Ground

- Found to be looking neat and tidy. The extension is looking smart, and the first interment neat and tidy.
- Cllr J Liversage would obtain a quote from Much Hadham Landscapes for the extra hedging whips required to narrow the “roadway gap” through to the extension, (where trees had been removed).
- The corner of the grass area by the parking bays had been laid with hardcore so it could be driven over. It was noted a large log had been laid over this area, which was deemed unnecessary, and a possible cause of damage to a vehicle.
- With regard to the new “roadway” in the extension, the type of roadway was yet to be agreed, but initial estimates for a similar type to the existing, (for a vehicle/hearse) versus a path purely for pedestrians/trolley use, would be obtained now. It was agreed that quotes would be obtained in 2026, for budgeting purposes for action in 2027/28.
- It was agreed that the graves in the extension should be laid out in a similar pattern to the existing area, ie. Starting at plot no. 250 on the northern side, the graves would be laid across the path to the southern side, and continue in that vein, row by row westwards.
- The Chair had noted official documents were missing from the records of interments and memorial applications. Also, the numbering of the plots in the new Garden of Remembrance area was queried. It was agreed to use numbering MG1, MG2 etc. The Chair would investigate further and add the ashes plots to the digital “map” of the cemetery.
*[Since the meeting, for the record, the ashes plots are now identified as follows:
MG1 – Elizabeth & Walter Bayford (October 2023)
MG2 – Lauren Law (September 2022)
MG3 – Annie Marsters (September 2024)
MG4 – Susan Carver (March 2025)]*
- During her recent visit, the Chair had noticed a “compost bin” on the ground outside the cemetery fence, and wondered if anyone had any idea about its provenance.

St Andrew’s Burial Ground

- Looking as neat and tidy as it can due to the sinkage of graves, and undulations of the ground. It was noted that generally it looks better in the winter, when the grass does not grow.
- The low wall between the burial ground and St Andrew’s churchyard was much improved since the removal of ivy and reinstatement of many bricks. It was not perfect, but served its purpose and looked neat and tidy.
- It was agreed that though the Holly Tree did not look particular good since being halved in height and width, it should be left for a year before making any further decisions.
- The railings were looking extremely tatty, and could do with some refurbishment. The entrance gate and posts had been improved a few years ago, but the railings are in poor condition. It was thought a good rub down and coat of Hammerite would suffice. A discussion was held about obtaining community volunteers to do this job, but a quote may need to be obtained from a contractor regarding redecoration, full restoration, or indeed replacement.

The Chair was extremely concerned that an up-to-date Register of Burials had not appeared in the files and documents obtained from the previous clerk when she left. The Chair would attend at the Parish Church office and ask previous clerk for more information. It was also noted that documentation for interments and headstones was missing from the hard copy files from about 2022. A search of the laptop and emails would be undertaken, and a list of missing documentation should be compiled.

Despite repeated requests for further information from Much Hadham Landscapes regarding their last invoice for March-June 2025, no invoice had been paid since March. The contractor had confirmed to the clerk that “the eight visits for 2025 for the churchyards have now been completed.” The Chair agreed to ask for a meeting with the contractors to sort out the confusion about how many visits, the cost of each visit, and the correct nomenclature of each burial ground. The aim is to receive a correct and agreed invoice for the Payment of Accounts for the December PC meeting.

List of Interments & Memorials since last meeting

- November 2025 – Eastwood (interment into re-opened grave in St Andrew’s Burial Ground)

25/50 ST ANDREW’S BURIAL GROUND – TREE WORK

It was agreed to leave the existing small rose bush and hawthorn currently growing against the long wall, for a year or two. Work to the Hawthorn tree overshadowing the Coleshill grave was thought to be desirable. Cllr J Liversage would engage the contractor accordingly.

RESOLVED that the amount of £380 for the tree work be approved.

25/51 BURIAL AUTHORITY FEES

The current schedule of Charges for interment and erection of memorials was discussed and the discrepancy regarding interment into a re-opened grave for burial versus an ashes plot. It was also noted under the Garden of Remembrance charges, that reference to the addition of gravedigger and the costs of memorial tablets was confusing and should be removed. The sentences on the regulations for tablets would also be replaced with “Please see Burial Authority Regulations regarding installation of memorial headstones and tablets.”

A sentence at the end of the Charges would be as follows:

“The above charges do not include the costs of any gravedigging services, or purchase of memorial headstones and tablets.” The updated Charges schedule is attached as Appendix B.

RESOLVED to change the Resident’s fee for interment into a re-opened ashes plot to £285, and update the wording as described above.

25/52. FINANCIAL

(i) Payments since last meeting

None

(ii) Financial Statement

Cllr Hunt was thanked for providing the current financial position, attached as Appendix A. It was noted that the current balance of approx. £25,000 should cover the works for the “new roadway”. It was queried whether this ring-fenced amount for the Burial Authority, was sufficiently recognized in the PC accounts [*Chair since checked, and earmarked reserves include the BA finances, and therefore the available funds for the PC do stand at approx. £70,000*].

25/53. URGENT BUSINESS

None.

25/54. DATE OF NEXT MEETING

Tuesday, 3rd February 2026 at 6.45 pm in the Much Hadham Village Hall.

There being no further business the meeting closed at 7.58pm.

N.B. The next Burial Ground inspection to be undertaken by the Chair and Cllr J Liversage, TBA.

MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

YEAR ENDED 31 MARCH 2026

BUDGET TO ACTUAL COMPARISON AS AT 28 OCTOBER 2025

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2025/26 BUDGET	2025/26 ACTUAL	
	£	£	
INCOME			
Burial	2,280.00	2,705.00	
Memorial	430.00	150.00	
TOTAL INCOME	2,710.00	2,855.00	
EXPENDITURE			
Water	195.00	92.48	
Burial Ground maintenance	2,800.00	450.00	Unresolved invoice for Apr-Jun not included
Other maintenance	500.00	1,005.00	Tree work, paving etc
Perry Green Burial Ground extension	-		
Other	100.00	105.00	ICCM membership £105
TOTAL EXPENDITURE	3,595.00	1,652.48	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2025		23,948.58	
Income		2,855.00	
Expenditure		- 1,652.48	
Closing balance		<u>25,151.10</u>	

MUCH HADHAM PARISH COUNCIL – BURIAL CHARGES**Effective from 11th November 2025**

The burial charges are reviewed and approved periodically by the Burial Authority.

For the purposes of the burial charges below, a ‘resident’ is defined as a person who:

- was born in the parish;
- has resided in the parish for a minimum total of 20 years, consecutively or not; or
- has resided in the parish for the last 5 years.

If a person does not meet any of the above criteria, then the non-resident rates would be applicable.

No dispensations to any of the fees below will be considered.

The interment of cremated remains into a new ashes plot, must be in the Garden of Remembrance. The interment of cremated remains into an existing grave or ashes plot is allowed.

Burial

Interment into new grave – Resident	£580
Interment into new grave - Non-resident	£5,835
Interment into re-opened grave – Resident	£345
Interment into re-opened grave – Non-resident	£2,100
Right to erect a new Memorial – Resident	£150
Right to erect a new Memorial – Non-resident	£370
Right to add an inscription to a Memorial – Resident	£70
Right to add an inscription to a Memorial – Non-resident	£70
Cremated remains into an existing grave – Resident	£295
Cremated remains into an existing grave – Non-resident	£1,785

Garden of Remembrance

Interment into new ashes plot – Resident:	£505
Interment into new ashes plot – Non-resident:	£1,995
Interment into re-opened ashes plot – Resident:	£285
Interment into re-opened ashes plot – Non-resident:	£1,025

The above charges do not include the costs of any gravedigging services, or the purchase of memorial headstones or tablets.

Please see the Burial Authority Regulations regarding the rules for the installation of memorial headstones and tablets.

<u>Administration charge</u> (For circumstances not covered by above)	£50
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