

## MUCH HADHAM PARISH COUNCIL

Notice is hereby given that the meeting of the Much Hadham Parish Council **Burial Authority** will be held on **Tuesday, 3<sup>rd</sup> February 2026**, 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.

*V Mazza*

Victoria Mazza, Clerk of the Council

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29<sup>th</sup> January 2026

### A G E N D A

- 26/1. Apologies for absence
- 26/2. Declarations of Interest
- 26/3. Chair's announcements
- 26/4. Minutes of the meeting held on 11<sup>th</sup> November 2025
- 26/5. Reports on outstanding matters
- 26/6. Residents' comments
- 26/7. Management update
- To receive an update on managing the burial grounds, including extending Perry Green Burial Ground
  - To consider erection of tablet marking "Garden of Remembrance" at Perry Green
  - To note list of interments and memorial applications since last meeting
- 26/8. Burial Grounds – grounds maintenance
- To review arrangements for grass cutting and charges for 2026
- 26/9. Burial Authority Fees
- To review the Fees regarding erection of a memorial in the Garden of Remembrance
- 26/10. Financial
- (i) Payments since last meeting
- |           |  |         |
|-----------|--|---------|
| 5/11/2025 | R.B. Contractors: Post renewal at Perry Green Cemetery | £200.00 |
| 7/1/26    | BA: Tree Surgery at St Andrew's                        | £380.00 |
| 7/1/26    | BA: Castle Water - Perry Green Burial Ground           | £74.24  |
| 7/1/26    | BA: Castle Water - St Andrew's Burial Ground           | £55.21  |
- (ii) Financial Statement
  - To receive the current financial position
- 26/11. Urgent business
- 26/12. Confirmation of date of next meeting – Tuesday 7<sup>th</sup> April, 2026 – **Green Tye Mission Hall**

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 3<sup>rd</sup> January 2026,  
Much Hadham Village Hall, at 6.45 pm.

Members: Cllr B Bird \*Cllr P Taylor (Chair)  
Cllr J Liversage \*Cllr J Westlake  
\*Cllr B O'Neill

\* denotes present

No members of the public present. The chair would take the Minutes in the absence of a clerk.

### 26/01. APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr B Bird and Cllr J Liversage.

### 26/02. DECLARATIONS OF INTEREST

None.

### 26/03. CHAIR'S ANNOUNCEMENTS

None.

### 26/04. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the meeting held on 11<sup>th</sup> November 2025 be accepted as a correct record of the proceedings and be signed by the Chair.

### 26/05. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

### 26/06. RESIDENTS' COMMENTS

None.

### 26/07. MANAGEMENT UPDATE

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

The Burial Grounds inspection was undertaken by Cllrs P Taylor, J Westlake and B O'Neill.

### Perry Green Burial Ground

- Found to be looking neat and tidy. The extension is looking smart, and the replacement whips appeared to be in the surrounding hedge, but still very small.
- The gap leading to the extension still required narrowing with new whips, but it is getting a bit late to do this. Plans must be in place this Autumn.
- Similarly plans and quotes should be made for the installation of a “walkway” through the extension, rather than a “road”. The undertakers have requested a path wide enough for 3 people abreast, but the gravediggers must be consulted as to how large/heavy their equipment is for the proposed path.
- A meeting with Daniel Robinson had been held, and the plots in the Garden of Remembrance were now looking much more aligned, and plot G5 was duly marked out in the correct position for the proposed ashes interment the following week.

### 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 railings (hairpin fencing) had suffered further damaged to the lower parts, particular where a badger appeared to have forced through and bent the bottom pins dangerously. Consideration to whether the railings are totally replaced with like-for-like, or modern version (similar to the new gate/railings entrance to St Andrew’s Church), or refurbished. Cllr B O’Neill would make some further investigation into the base of the railings and assess how damaged they are.

### Garden of Remembrance

The chair asked the BA to consider erecting a naming tablet for the Garden of Remembrance (as well as planter/s) to give the area some delineation and dignity, similar to that at the Memorial Ashes garden at St Andrew’s Church. Further investigations to be made.

### List of Interments & Memorials since last meeting

- January 2026 – Bayford, Alexander (Memorial Headstone application – plot 247)
- January 2026 – Masters, Annie (Memorial Ashes plaque application plot G3)
  - January 2026 – Welbourne, Michael (internment of Ashes to GoR plot G5)

### 26/8 BURIAL GROUND – GROUND MAINTENANCE

The Invoices from Much Hadham Landscapes had still not been settled but the Chair had contacted them and a detailed list of visits made in 2025 should enable an agreement on the amount owed for April-December 2025 to be reached, and hopefully approved at March PC. It is desirable to draw up a contract with MH Landscapes and agree rates, and invoicing arrangements for 2026. It was suggested a photograph was taken and sent after each visit.

### 26/9 BURIAL AUTHORITY FEES

When the Burial Authority Charges were amended in November 2025, the provision for erecting a memorial tablet in the Garden of Remembrance was omitted. It was agreed these should be at the same rate as erecting a memorial at a grave. The updated Charges schedule is attached as Appendix B, and will be loaded to the PC website, and the Cemetery noticeboard.

RESOLVED to copy the wording for “right to erect a new memorial” and “to add an inscription to a memorial”, currently under BURIAL, and insert under Garden of Remembrance.

26/10. FINANCIAL

(i) Payments since last meeting

5/11/25	R.B. Contractors: Post renewal at Perry Green Cemetery	£200.00
7/1/26	BA: Tree Surgery at St Andrew's	£380.00
7/1/26	BA: Castle Water - Perry Green Burial Ground	£74.24
7/1/26	BA: Castle Water - St Andrew's Burial Ground	£55.21

(ii) Financial Statement

Cllr Hunt was thanked for providing the current financial position, attached as Appendix A.

26/11. URGENT BUSINESS

None.

26/12. DATE OF NEXT MEETING

Tuesday, 7<sup>th</sup> April 2026 at 6.45 pm in the **Green Tye Mission Hall**.

There being no further business the meeting closed at 7.29pm.

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

# MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

## YEAR ENDED 31 MARCH 2026

### BUDGET TO ACTUAL COMPARISON AS AT 29 JANUARY 2026

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2025/26 BUDGET £	2025/26 ACTUAL £	
<b>INCOME</b>			
Burial	2,280.00	3,050.00	
Memorial	430.00	300.00	
<b>TOTAL INCOME</b>	<b>2,710.00</b>	<b>3,350.00</b>	
<b>EXPENDITURE</b>			
Water	195.00	200.36	
Burial Ground maintenance	2,800.00	450.00	Unresolved invoices for Apr-Dec not included, total claimed £5,620
Other maintenance	500.00	1,385.00	Tree work, paving etc
Other	100.00	105.00	ICCM membership £105
<b>TOTAL EXPENDITURE</b>	<b>3,595.00</b>	<b>2,140.36</b>	
<b>ANNUAL RECONCILIATION</b>			
Opening balance - 1 April 2025		23,948.58	
Income		3,350.00	
Expenditure		- 2,140.36	
Closing balance		<u>25,158.22</u>	

**MUCH HADHAM PARISH COUNCIL – BURIAL CHARGES****Effective from 3th February 2026**

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
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

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.

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