

**Minutes of the Bures Joint Cemetery Authority held at Bures Community Centre,
Nayland Road on Monday 12th March 2018 at 7.30pm**

PRESENT: Cllr D Lee (Chairman) Cllr J Aries (Minutes)

Bures St. Mary Parish Council: Cllr L. Alston

Bures Hamlet Parish Council: Cllr D Kennett

1. APOLOGIES

Apologies received from Mrs J Wright (Clerk) Cllr J McCrory, Cllr A Crowe and Cllr M Whiter.

Apologies accepted by those present.

2. REGISTER OF INTERESTS AND DISPENSATION REQUESTS

None declared.

3. APPOINTMENT OF NEW MEMBER

Cllr M Whiter has been appointed to the Bures Hamlet Parish Council and will be a member of the Joint Cemetery Authority.

4. PUBLIC FORUM

No members of the public present.

5. MINUTES

The minutes of the previous meeting of 8th January 2018 were confirmed and signed as a true record (previously circulated). Notes of Site meeting of 10th March 2018 were confirmed and signed (previously circulated).

6. INSPECTOR'S HEALTH AND SAFETY REPORT

Cllr D Kennett was unable to carry out a Health and Safety Inspection but as a site inspection had been carried out on 10th March 2018 this was not felt to be of concern.

7. MATTERS ARISING WHICH DO NOT APPEAR ELSEWHERE ON THE AGENDA:

- a) Monitoring of boundary walls. All inspected but no action required. It was not thought to be necessary just yet to arrange repointing of the driveway wall but to continue to monitor.
- b) Cuckoo Hill site boundary. Cllr Lee circulated some notes of the site inspection on Saturday 10th March. He reported that Cllr Alston, Cllr Aries and Cllr McCrory had also attended and with him had met the development representative, Mr Stephen Dixon. Mr Dixon explained his intention to erect a length of suitable fencing abutting

the sleeper wall boundary to the cemetery. This would prevent any unwanted intrusion into the cemetery from the new houses. To facilitate the erection of a continuous fence, it was agreed that the cutting back of some protruding trees would be necessary. A 1.8metre high timber fence was proposed which would be maintained by the residents of the adjacent houses at their expense. This proposal was accepted in principle by the members present, subject to a final agreement nearer the time of its installation.

c) Monitoring of trees

Sequoia and Cedar – due to the apparent unavailability of the testing equipment, the members present considered that an alternative should be sought to carry out the Picus testing.

Tree root in gravel drive~ inspected but no action deemed necessary.

d) Benches- all in order.

e) Moles- due to minor problems, it was agreed to instruct our contractor to level the mole hills in the old part of the cemetery. Due to far more extensive mole disturbance in the new part of the cemetery it was agreed to instruct Dennis Ambrose's recommended contractor, Command Control, to quote for the treatment of the new area only.

f) Cubs/Scouts project. An invoice for the materials has been submitted. The committee awaits to hear when the boxes will be ready for installation.

g) Skip emptying. This arrangement seems to be working well. The skip at the moment is not overfull.

h) Contractor works. Laurel bushes to be planted to fill in gaps along the St Edmunds Lane boundary with snowdrops planted under. A few chestnut uprights along St Edmunds Lane and in the rear fence need to be replaced. It was noted on the site inspection that a depression, possibly caused by animal digging, adjacent to the grave of Eliza Tokley in the old part of the cemetery needs to be backfilled. Cllr Lee will check for headstone stability on the next inspection. All other works as per contract completed.

8. GROUNDS MAINTENANCE CONTRACT.

Ground Maintenance contract, risk assessment and insurance documentation reviewed and all in order.

9. CORRESPONDENCE

BDC Business Rates Nil demand noted.

10. INTERMENTS/ ASHES INTERMENTS/MEMORIAL APPLICATIONS

It was noted that the following interments of ashes and purchase of plots had taken place:

Interment of ashes of the late Roy Hartley

Purchase of ashes plot -L &R Rutt

Purchase of ashes plot- Mr & Mrs R Horsley

Ashes memorial of the late Sally Marsden

Ashes memorial of the late Daisy Brooks

Interment re-open -the late Margaret Austin

11. FINANCE

Business Access A/C balance: £5,135.03

Community A/C balance: £2, 553.03 (when all cheques paid)

a) Finance and budget monitoring report -circulated, noted and attached.

b) Bank reconciliation and verifying bank statements dated 10th March 2018 – circulated, noted and attached and duly signed by the Chairman and a non-signatory member - Cllr D Kennett

12. AUDIT MATTERS

Limited Assurance Review by PKF Littlejohn – noted.

Bank Mandate change- noted that Cllr Alston is now a signatory for the Bures Joint Cemetery Authority

13. BRIEF INFORMATION AND EXCHANGE FOR NEXT AGENDA ITEMS

To discuss further purchasing of ashes plots

14. DATES OF NEXT MEETING

Monday 11th June 2018 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked for 2018: 10th September

Future dates agreed for 2019: 7th January, 11th March, 10th June, 9th September.

Meeting closed at 8.40 pm

Mrs Janet Aries

Councillor to the Bures St Mary Parish Council

