

**Minutes of a meeting of the Bures Joint Cemetery Authority held at
Bures Community Centre, Nayland Road on Monday 8th January 2018 at 7.30pm**

PRESENT: Cllr D Lee (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr J Aries, Cllr L Alston
Bures Hamlet Parish Council: Cllr A Crowe, Cllr D Kennett

1/01/18 APOLOGIES

Apologies received after the meeting from Cllr J McCrory (personal commitment).
Apologies accepted.

2/01/18 REGISTER OF INTERESTS & DISPENSATION REQUESTS

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.
None declared.

3/01/18 APPOINTMENT OF NEW MEMBER

Cllr Carol Barnham had recently resigned from Bures Hamlet Parish Council thus creating a vacancy on the Cemetery Authority. This vacancy to be filled in due course following pending Co-options to the Parish Council. Cllr Alston agreed to replace Cllr Barnham as bank mandate signatory. Clerk to follow up.

4/01/18 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman
No members of the public present.

5/01/18 MINUTES

The minutes of the previous meeting of 11th September 2017 were confirmed and signed as a true record (previously circulated).

6/01/18 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Alan Crowe had circulated his report prior to the meeting. The cemetery was in a very satisfactory condition. Some weed spraying required on pathways. Some leaf fall and minor debris to be cleared. Fence behind laurel hedge at St Edmunds Lane needed repair. Waste bin needed emptying. Noticeboard installed at low height. Members to discuss the need for a better location at the site meeting in March. Several molehills in extension area. Notice advising location of cemetery maps to be updated.

Next Inspector: Cllr Duncan Kennett

7/01/18 MATTERS ARISING FROM PREVIOUS MINUTES

1) Monitoring of boundary walls:

a) Gap at rear steps: This had been secured with new fencing.

b) Front boundary wall: Minor repointing to the front boundary wall had been completed by CRP Carpentry as a gesture of goodwill although they did not accept responsibility for any deterioration under the Party Wall Agreement. Phil Chatfield, Building Consultant on behalf of CRP Carpentry had submitted a survey report with his recommendations on future maintenance works to the wall. The Chairman had inspected the wall and in his opinion the upper section continued to show movement. Matter to be discussed fully at the March site meeting.

c) Open boundary line adjoining Cuckoo Hill site: The need for protective fencing was discussed. The Clerk advised that there appeared to be no set screening conditions on the planning application originally approved by Babergh District Council. She agreed to consult ordnance survey maps to establish an accurate cemetery boundary line. It was agreed to hold a site meeting prior to consulting with the Site Agent. Cllr Lee, Kennett, Aries and Alston agreed to attend. Clerk to arrange a date for the meeting.

Subsequently the Chairman visited the building site and received assurances from the site manager that a substantial fence would be erected where possible along the boundary. This proposal will be followed up during a meeting with the site manager as part of the cemetery inspection in March.

d) St Edmunds Lane damaged fencing: The fencing had been installed by Bevills Estate Trust as part of the conditions following the gifting of the land to the Cemetery Authority. The Clerk agreed to consult with Dennis Ambrose Farm Manager on options to improve the fencing.

2) Monitoring of trees:

a) Picus Testing: The estimate of £350 to £370 from Suffolk Tree Services Ltd to carry out Picus Tests on the Cedar and the Sequioa at the top of the main drive as recommended had been accepted. However the Clerk had been notified that the Picus testing machine was being serviced in Germany and therefore no date for the tests could be arranged until its return. She continued to follow up on a date for the tests.

b) The excess pine needle loss had been due to the lack of moisture in the ground over the previous summer.

3) Benches: All damaged benches had now been removed under Health and Safety and the remaining benches had been re-varnished. One bench along top drive needed securing. Mr Alan Moore had kindly purchased his chosen memorial bench in memory of his late mother. The Clerk was currently arranging for it to be installed along the field boundary of the extension area. The bench to be shown as a gifted item on the Asset Register.

4) Scout Troop project: Cllr McCrory had followed up with Bures Cub Pack and Scout Troop to build 6 -9 bat boxes and a selection of hedgehog houses and insect hotels to support the wildlife in the cemetery as part of their Community Badge activities. Project scheduled for spring and early summer.

5) Contractor works completed: All works as per contract completed. Gap in fencing at St Edmunds Lane secured. All graves turfed and infilled as necessary. Graves cleared of ivy and tidied. Overhanging tree branches cut back at entrance to extension. Damaged stone of the late Ruby Ambrose repaired following being struck by a vehicle.

Contractor works still outstanding: Spring bulbs to be planted along rear boundary section of No. 14. Cuckoo Hill. Pathways in extension area to be edged and tidied.

8/01/18 CORRESPONDENCE

The Clerk was in receipt of the Contractors Certificate of Public Liability 2018.

9/01/18 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

The Clerk reported that the following interments had taken place and applications approved since the last meeting:

Ashes interment of the late Gladys Cook
Interment of the late Stephen Davies
Additional inscription of the late Ethna Holt
Ashes memorial of the late Gladys Cook
Additional inscription of the late Victor Sayer
Interment of the late Joyce Dingwall

10/01/18 FINANCE

Business Access A/C balance: £7,131.47

Community A/C balance: £2,355.06 (when all cheques paid).

a) Finance & Budget Monitoring Report – circulated, noted and attached.

b) Bank Reconciliation dated 31st December 2017 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member – Cllr Kennett.

11/01/18 AUDIT MATTERS

a) External Auditor's approval of 2016/17 Accounting Statements received with no matters arising to report. It was agreed to request a Limited Assurance Audit Review for 2017/18 as per the previous year. It was noted that the External Auditor for 2017/18 was PKF Littlejohn Limited.

b) Internal Audit Review meeting had been held on 4th October 2017 – Cllr Crowe, Cllr McCrory, Clerk and Internal Auditor in attendance. All satisfactory and Checklist duly signed.

c) Asset Register had been duly updated.

12/01/18 BRIEF INFORMATION & EXCHANGE

Clerk to arrange for the Cemetery Contractor to flatten the molehills. She would also gain advice from Dennis Ambrose on how to rid the extension area of moles.

13/01/18 DATE OF NEXT MEETING

Site Meeting – Saturday 10th March 2018 at 10.00am

Monday 12th March 2018 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed for 2018: 11th June, 10th September.

The meeting closed at 9.00pm

Signed:

Authority Chair:

Date:

