

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre on Monday 7th September 2026 at 7.30pm

PRESENT: Cllr J Aries (Chair), Mrs J Wright (Clerk).
Bures St. Mary Parish Council: Cllr Aries and McCrory.
Bures Hamlet Parish Council: Cllr Child

1/09/26 APOLOGIES FOR ABSENCE

Apologies received from Cllr M Elder (holiday) and Cllr S Manning (work commitment).
Apologies accepted by those members present.

2/09/26 MEMBER RESIGNATION

Cllr Chambers had sadly resigned following the meeting held in June.. Members expressed their appreciation for the time and commitment she had given to the role over the past two years.
The Clerk was currently advertising the vacancy.

3/09/26 REGISTER OF INTERESTS & DISPENSATION REQUESTS

To declare any 'Pecuniary' or 'Non-Pecuniary' interests and dispensation requests.
No Register of Interests declared and no Dispensation requests put forward.

4/09/26 MINUTES

Minutes of the previous meeting of 8th June 2026 (previously circulated) were duly approved and signed as a correct record.

5/09/26 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

6/09/26 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

a) Wildlife Boxes Checklist: Cllr Aries presented her report. Checklist to be held on file.
Wildlife boxes located. All intact with the exception of one bird box fallen from the Holm Oak to the rear of the Sequoia. Bird box placed in shed. Clerk following up with contractor to re-fix.

b) Risk Assessment Checklist: Cllr Aries presented her report to the meeting. Checklist to be held on file. Front gates out of alignment when closed but latch engages in its cradle. Some leaf fall and lots of crab apples collecting at front gate. Ivy growing inside main gate. Two shrubs along main driveway near lower standpipe need cutting back. Holly and laurel leaf litter needs clearing at top of main drive. Dead cut flowers all removed from graves. Area in front of the new hedge along the woodyard boundary needs strimming. Chestnut stake fencing bordering the teasel field is deteriorating but is supported by angle irons. Stump in the old compost heap to be kept clear of brambles and nettles. Clerk to follow up on all matters raised with contractor.

c) Memorial Stability Checklist: Cllr Aries presented her report to the meeting. Checklist to be held on file. All memorials checked for stability. Any memorials found to be seriously unstable are to be laid down for safety reasons. Memorial warning signs are being gradually removed as they tend get blown across the cemetery. Contractor has repaired those memorials previously identified in need of repair – Gladwell and Todhunter. Memorials of Crossman, Wilkinson, Horne, Brooks, Ambrose, Carter, Godfrey, Goody, Lister, Lewis and Hutton being monitored. Memorials identified and in need of follow up repair – Seaber (Rachel), Beaumont and Kemp.

Memorials of Cansdale, Cook and Cross to be moved on to top of grave.

Clerk to follow up with Nigel Norton. Clerk to update the Memorial Stability Checklist. It had been previously agreed that the checklists would be completed by two members on each occasion.

Next Inspectors: Cllrs Manning and McCrory.

7/09/26 MATTERS ARISING FROM PREVIOUS MINUTES

a) Trees: Next visual tree inspection due this year and the next full tree inspection due 2027. Clerk to request George Blake to do the visual check in the autumn in preference to asking the Parish Tree Warden as suggested by George previously.

b) Bird box repair: Clerk to arrange the repair when George Blake completes the visual tree check.

c) Levelling and turfing graves: Graves as previously agreed have been levelled and turfed. All good and compliments have been received from visitors on the standard of maintenance of the cemetery. Although extensive watering had been required to keep the graves to this standard in the extreme hot weather. Graves of the late Dexter, Deaves, Saer and Matthews to be returfed. Graves of the late Dawson and Longhurst to be levelled and turfed. All to be done late autumn. Hosepipe attachment on the waterstandpipe to remain in place as it is helpful to visitors when filling their watering cans.

d) Map replacements: The UV protection film to cover the inside of the map casing had been unsuccessful. However the film may still be usable. Maps have been updated and extra copies made. These have been circulated to all members for use when completing the Memorial Checklist. Updated maps to also be placed in the casing at the cemetery and in St Mary's Church. Clerk and Chair to arrange a suitable time to do this.

e) Bench repairs: The Warden memorial bench along the rear fence and 3 benches along the main drive to be re-treated when weather suitable. The Clerk had contacted the family of the late Dexter and agreed to include their memorial bench as well. Chair has work in hand.

f) Front gate: Front gates out of alignment when closed but latch engages in its cradle. Contractor Nigel Norton to assess and monitor.

g) Wood yard boundary: Contractor, JPB Landscapes has agreed to tidy boundary as soon as possible..

h) Contractor works: (see attached) – all noted. JPB Landscapes holds a 3 year contract with the Cemetery Authority until 31st March 2027. Wildflower meadow to be cut again in the autumn. It was noted that Suffolk County Council contractors now use Glyphosate with care when weed spraying. Clerk informed the cemetery contractor as this will ease the hand weeding of the main paths. Lime tree suckers removed. Dead branch along main drive cleared. Base growth on Yew trees removed. Old compost heap cleared. There had been no grass cutting during the extreme hot weather. Cutting will commence again in October. Ivy on base of trees removed but still to be removed at higher level. Members agreed to leave greenery to grow over the poor fencing along the teasel field.

8/09/26 DRAFT BUDGET

Although the Cemetery Authority had originally requested £6,000 annually from both Bures Hamlet and Bures St Mary Parish Councils for year ending 2026/27 this had subsequently been increased to £6,500 each following a request from the Authority owing to continuing incoming burial fees remaining extremely low. The Chair suggested that a decision to increase fees in 2027 may be required to maintain a reasonable income to pay for cemetery upkeep costs. The proposed 2027/28 draft budget was presented and agreed by all members present. Budget to remain as per the 2026/27 budget figure of £6,500 from both Bures Hamlet and Bures St Mary Parish Councils.

It is noted that the minimum 25% retention of funds will be held at £3,000.

09/09/26 FINANCE

Instant Access A/C balance: £10,785.30 Community A/C balance: £6,492.39

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

b) Bank Reconciliation dated 18th August 2026 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached and duly signed by the Chair and a non-signatory member.

c) NALC Clerk's salary pay award 2026-27 confirmed and back dated to 1st April 2026.

d) 2nd half year precept requests to BHPC and BSMPC presented and confirmed.

e) Mid year VAT claim to be submitted 1st October – noted.

f) 2025/26 HMRC Clerk's salary & tax completed – noted.

10/09/26 CORRESPONDENCE

The Cemetery Authority accepted burial written wishes for placing with funeral bond arrangements for the following:

Nicholas Delaine

Zita Cockrell

The Clerk is in receipt of Gary Smith (Gravedigger) Public Liability Insurance details - noted

11/09/26 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

Ashes Interment of the late Peter Holbrook.

Ashes interment of the late David Ayers.

12/09/26 BRIEF INFORMATION & EXCHANGE

None raised.

13/09/26 DATE OF NEXT MEETING:

Monday 11th January 2027 at Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed for 2027: 8th March, 14th June, 13th September.

The meeting closed at 9.00pm.

Signed:

Authority Chair:

Date: