

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre on Monday 9th March 2026 at 7.30pm

PRESENT: Cllr J Aries (Chair), Mrs J Wright (Clerk).

Bures St. Mary Parish Council: Cllr Aries.

Bures Hamlet Parish Council: Cllr J Child, Cllr J Chambers, Cllr M Elder, Cllr S Manning.

1/03/26 APOLOGIES FOR ABSENCE

Apologies received from Cllr J McCrory (BSMPC) (play rehearsals).

Apologies accepted by those members present.

2/03/26 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.

3/03/26 MINUTES

Minutes of the previous meeting of 12th January 2026 (previously circulated) were duly approved and signed as a correct record.

4/03/26 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

5/03/26 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

a) Wildlife Boxes Checklist: Cllr Child presented his 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 to follow up with contractor to re-fix. Updated location map circulated to all members.

b) Risk Assessment Checklist: Cllr Child presented his report to the meeting. Checklist to be held on file. Rear gate needs repainting. Hawthorn to rear of the right hand pillar along main drive needs cutting back. Grass waiting on its first cut of the season. Sign on rear field gate needs re-fixing. Sign in wildflower meadow is unstable and needs securing. Benches to be re-varnished. Bench in memory of the late Stephen Dexter needs attention. Clerk to speak to the family. Clerk to follow up on all matters raised with contractor.

c) Memorial Stability Checklist: Cllr Child presented his 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. Contractor has repaired those memorials previously identified in need of repair – Fairless, Baxter, Holden, Ferguson and Cudmore. Crossman to be monitored. The following memorials in need of repair – Lewis, Page and Howarth. Clerk to follow up with Nigel Norton. R Wright to renew the Dingwall wooden cross. 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: Cllr Chambers and Cllr Elder.**

6/03/26 MATTERS ARISING FROM PREVIOUS MINUTES

- a) Tree Condition Report June 2024/2025:** Next visual tree inspection due 2026 and the next full tree inspection due 2027. The Clerk had obtained advice from Blake Tree Care on duty of care for tree safety and this is held on file for reference. As several tree works had been actioned early 2025 and a visual tree inspection taken at that time, Blake Tree Care considered that a periodic visual check, spring and autumn by the volunteer Tree Officer would suffice for this coming year until the full tree inspection is completed in 2027. Members were happy with this advice and agreed a visual tree inspection in the autumn would be acceptable.
- b) Rear fence repair:** Fence installed and all debris cleared from site. It was noted that the old fence had cross rails top and bottom plus wire to hold stakes. However new fencing had only wire to hold the stakes. It was agreed to monitor.
- 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. Clerk to add the grave of the late Dexter for levelling on the next round of turfing.
- d) Edging of paths:** The Clerk had received a quotation from JPB Landscapes to edge all the paths in the extension area - £660. It was agreed not to proceed at the moment owing to financial restraints.
- e) Map replacements:** The UV protection film to cover the inside of the map casing had been unsuccessful. However the film may still be usable. Cllr Aries will investigate when weather more suitable. Maps in the casing plus maps in St Mary's Church to be updated and renewed. Maps to also be photocopied for all members to hold a copy.
- f) Bench repairs:** The Warden memorial bench along the rear fence and 3 benches along the main drive to be re-treated. A working party of volunteers needed to follow up when weather conditions suitable. Clerk to contact the family of the late Dexter bench to enquire whether they wanted it to be re-re-treated as well.
- g) Rear gate:** Nigel Norton to re-paint the rear gate.
- h) Wood yard boundary:** JPB to tidy boundary in spring.
- i) Contractor works:** (see attached) – all noted. JPB Landscapes holds a 3 year contract with the Cemetery Authority until 31st March 2027. All satisfactory. It was noted that the first cut had not taken place in February owing to the wet weather. Oldest path which is being left to grass over is covered in pine needles. Need to monitor for weed growth as a spray may be required. Old metal stakes cleared from rear of shed. One standpipe insulation cover missing – Clerk to order another. It was also agreed to order two advisory signs for the standpipes when the water is turned off during the winter period. Dean Manning is kindly moving out the brown bin on collection days. Xmas wreaths have now been cleared from the graves.

7/03/26 AUDIT MATTERS

- a)** Members confirmed acceptance of BB Business Associates as Internal Auditor's for financial year 2025/26. A Letter of Engagement duly signed by the Clerk.

8/03/26 FINANCE

Instant Access A/C balance: £8,755.17 Community A/C balance: £2,788.47

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

b) Bank Reconciliation dated 4th January 2026 circulated, noted and attached.

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

09/03//26 CORRESPONDENCE

The family of the late Nora Wilson, Grave Row R2, Space 5 indicated that they would like the grave to be for 3 full interments. The Clerk is currently discussing the matter with the family as the grave space shows a deed for a double interment with allowance for some ashes interments.

10/03/26 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

Ashes interment of the late Leslie Rutt.

Interment of the late Derek Matthews.

Memorial installation of the late Paul Baker.

Interment of the late John Longhurst (out of residency).

11/03/26 BRIEF INFORMATION & EXCHANGE

None raised.

12/03/26 DATE OF NEXT MEETING:

Monday 8th June 2026 at Bures Community Centre, Nayland Road at 7.30pm.

Site meeting agreed – Saturday, 6th June 2026 at 10am.

Future dates agreed 2026: 7th September.

Future dates agreed 2027: 11th January, 8th March, 14th June, 13th September.

The meeting closed at 8.30pm.

Signed:

Authority Chair:

Date: