

**Minutes of a meeting of the Bures Joint Cemetery Authority held at
Bures Community Centre, Nayland Road on Monday 9th March 2020 at 7.30pm**

PRESENT: Cllr J Aries (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr J McCrory, Cllr S Sills
Bures Hamlet Parish Council: Cllr M Baker, Cllr C Ellis, Cllr K McAndrew

1/03/20 NEW MEMBER

The Chairman welcomed new member Cllr Susan Sills co-opted member for BSMPC.

2/03/20 APOLOGIES FOR ABSENCE

Apologies received from Cllr L Alston (unwell). Apologies accepted by those present.

3/03/20 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.

4/03/20 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

5/03/20 MINUTES

The minutes of the previous meeting of 9th September 2019 were confirmed and signed as a true record (previously circulated). Notes from Cemetery Site meeting of 7th March 2020 circulated and agreed.

6/03/20 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

Cllr Ellis submitted her report to the meeting. Cemetery in an extremely satisfactory condition. Front gates needed to be washed down. Rear entrance steps needed moss cleared from the edges. Corrugated shed roof damaged. Some leaf fall and twigs from recent high winds to be cleared. 3 benches needed re-varnishing. Headstones all appeared stable (exception H111). Utility pole at St Edmunds Lane far end covered with overgrowth. Clerk to follow up on matters raised.

Next Inspector: Cllr. S Sills

7/03/20 MATTERS ARISING FROM PREVIOUS MINUTES

a) Boundary of Cuckoo Hill development: Cuckoo Hill site boundary – Stephen Dixon, Site Manager met on site with the Chairman and Clerk and looked at the boundary issues. He confirmed that he would be installing a substantial fence with concrete posts along the section of the cemetery bounding on to the gardens of Plots 1 – 4. He would also need to remove one tree but all others would remain to give security to the soil bank.

He advised that Plots 1 – 4 were sold with families scheduled to commence moving in from June. He was currently building a retaining wall along the rear of the 4 houses and that the scrub land of the bank leading up to St Edmunds Lane would be cleared. This land was under the ownership of Plots 1 – 4.

The electricity pole at the very top of the cemetery boundary leading onto St Edmunds Lane needed attention. It was covered in foliage and the Clerk agreed to make contact with the utility company to clear and tidy.

b) Memorial of the late G Gullen: Memorial re-fixed and all costs borne by the solicitor acting on behalf of the late Mr Gullen. It was noted that the bereaved dog's ashes had been interred in the ashes plot.

c) Bench re-varnish: 3 benches to be re-varnished, one in the extension area and two along the main drive. Contractor had this work in hand.

d) Field gate re-paint: Work completed.

e) Monitoring of boundary walls: Section at top of main drive near holly bush was of particular concern. It was agreed to continue to monitor all boundary walls. Contractor to monitor ivy and remove as necessary.

f) Change of use from glyphosate: Both parish councils had undertaken a review of action on Climate Change and in particular the use of glyphosate. Neighbouring District Councils are phasing out Glyphosate. A case study and Defra advice have been circulated to the parish contractors. JPB Landscapes advised members that this was an action being taken up by his clients, however the set up costs for an alternative method was costly. He would continue to review for the cemetery grounds maintenance and agreed to only rake the pathways. Also he would rake the moss in the extension area and re-seed and if successful after a year the Committee would review. Clerk to check if sand and iron for the moss treatment were an option.

g) Contractor's works: All works as per works list completed. (see attached). Xmas wreaths being gradually removed in line with the Cemetery Conditions. Graves being levelled and re-turfed as required. Infilling of some graves in hand. Clerk to check with Adam Norton if he would consider strimming the adjacent boundary field nettles rather than weed spraying to continue in line with the preferred policy. Area at top of main drive to be edged and pea shingled to assist vehicles when turning. Extra bulb planting may be required in the autumn.

8/03/20 MANAGEMENT OF CEMETERY & MEMORIAL COURSES

The Clerk had contacted Luxton Stonemasons to discuss a 5 year rolling programme of memorial stability testing. A memorial inventory was required before a test of all memorials could be carried out. Cllr Aries and the Clerk had completed the inventory which was to be recorded on a spread sheet. Corresponding entries to be made on the cemetery maps.

Once the results of the one off test survey was completed it was agreed to discuss options to ensure all memorials were made safe within Health & Safety guidelines.

H111 memorial stone had been identified as unsafe. A sign to be purchased to indicate this. Chairman to follow up.

9/03/20 CORRESPONDENCE

A letter of complaint had been received regarding vehicles parking on the pavement at Cuckoo Hill creating obstruction to pedestrians and in particular to those visiting the cemetery. If a vehicle parked too close to the main gate entrance this would also create great difficulty for the hearse and cortege when turning into the cemetery.

The Chairman had discussed the matter with one such vehicle owner who had agreed to park more considerately.

10/03/20 FINANCE

Business Access A/C balance: £9,664.21

Community A/C balance: £5,080.09 (when all cheques paid).

- a) Finance & Budget Monitoring Report – circulated, noted and attached. Training budget higher than predicted but Clerk's training costs reimbursed under a Clerk's Bursary.
- b) Bank Reconciliation dated 26th February 2020 circulated, noted and attached. Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.

11/03/20 AUDIT MATTERS

The Chairman and Clerk had attended a Standing Orders training event and recommended members should consider undertaking similar training through their respective parish councils. Financial & Operational Risk Assessment reviewed and agreed.

The Clerk had prepared a Training and Development Policy. This was adopted by all members. The Chairman stressed the importance of regular Member and Clerk training. The Clerk agreed to share any training power points with all members.

12/03/20 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

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

Interment of the late Shirley Perry – Sudbury Co-op Funeral Service

Interment of ashes of the late George Austin – Sudbury Co-op Funeral Service

Interment of the late Michael Redford - Sudbury Co-op Funeral Service

13/03/20 BRIEF INFORMATION & EXCHANGE

The Clerk noted to members that she had been contacted regarding arrangements for scattering ashes in the cemetery and would be following this matter up with the family.

Next agenda items: Moss clearance in extension area, possible need to extend cemetery and Coronavirus issues.

14/03/20 DATE OF NEXT MEETING

Committee meeting: Monday 8th June 2020 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2020: 7th September

Future dates agreed 2021: 11th January, 8th March, 7th June, 6th September

The meeting closed at 8.55pm.

Signed:

Authority Chair:

Date:

