

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre on Monday 8th June 2026 at 6.30pm

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

Bures St. Mary Parish Council: Cllr Aries and McCrory.

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

1/06/26 APPOINTMENT OF CHAIR

Cllr Aries duly elected as Chair.

2/06/26 APPOINTMENT OF VICE-CHAIR

Cllr McCrory duly elected as Vice-chair.

3/06/26 APOLOGIES FOR ABSENCE

Apologies received from Cllr J Child (holiday).

Apologies accepted by those members present.

4/06/26 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.

5/06/26 MINUTES

Minutes of the previous meeting of 9th March 2026 (previously circulated) were duly approved and signed as a correct record.

6/06/26 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

7/06/26 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

a) Wildlife Boxes Checklist: Cllrs Chambers and Elder presented their 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.

b) Risk Assessment Checklist: Cllrs Chambers and Elder presented their report to the meeting. Checklist to be held on file. Ivy needs a trim at front gate. Lime tree suckers need removing. Some benches in need of treatment. Base growth on Yew trees need trimming. Clerk to follow up on all matters raised with contractor.

c) Memorial Stability Checklist: Cllrs Chambers and Elder presented their 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 – Page and Howarth. Crossman being monitored. Lewis laid down. Memorials identified and in need of follow up – Gladwell, Todhunter and Seaber. Clerk to follow up with Nigel Norton. Dingwall wooden cross renewed. One cross at top of main drive found laying on ground and placed on grave. 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.

8/06/26 SITE MEETING 6th JUNE 2026

The notes from the cemetery site meeting of the 6th June 2026 had been circulated.

Items for follow up: Old compost heap to be cleared. Vegetation growth along Woodyard boundary to be trimmed back. Grass seed to be scattered on path edges in new section (Cllr Jane Chambers). Bowser to be returned to the Eight Bells. Clerk to suggest a bird bath as a memorial to a loved one when writing to newly bereaved families.

9/06/26 MATTERS ARISING FROM PREVIOUS MINUTES

a) Trees: Hawthorn had been cut back. 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. Graves of the late Dexter, Pilgrim, Deaves and Saer to be returfed. Graves of the late Dawson and Longhurst to be levelled and turfed. All to be done in the autumn.

d) Watering of turfed graves: The Clerk had arranged with Nigel Norton to use the BHPC water bowser to save the newly laid turfing during the exceptionally hot weather. A hosepipe has been fitted to the standpipe for ease of filling the bowser. Bowser to be returned in due course. Clerk to check with contractor if the hosepipe could remain all year for visitors use.

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. Maps have been updated and extra copies made for all members to hold a copy. Updated maps to be placed in the casing at the cemetery and in St Mary's Church.

f) 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.

g) Water advisory signs: The Clerk had arranged for advisory signs to be placed near the two water standpipes over the winter advising that the water had been turned off during the cold weather and visitors not to remove the insulations covers.

h) Rear gate: Gate had been repainted.

i) Wood yard boundary: JPB to tidy boundary as soon as possible..

j) Contractor works: (see attached) – all noted. JPB Landscapes holds a 3 year contract with the Cemetery Authority until 31st March 2027. Wildflower meadow cut in spring and sign secured. It was noted that Suffolk County Council contractors now use Glyphosate with care when weed spraying. Clerk to inform the cemetery contractor as this will ease the hand weeding of the main paths.

10/06/26 AUDIT MATTERS

a) The findings of the Review of Effectiveness of the system of internal control held on 24th November 2025 were considered and accepted with no matters of concern raised. One area for development to be considered by all members - maintain awareness of the current Governments devolution process and to consider the parish councils future role in this. It was noted that ECC, SCC and Norfolk CC new administrations were challenging the Governments devolution process with Judicial Review warning letters.

The next Review of Effectiveness scheduled for Monday 5th October 2026. Cllrs Aries, McCrory and the Clerk to attend.

b) The Internal Auditor's Report 2025//26 was noted with no matters raised.

c) The following policies were reviewed and duly adopted:

Standing Orders

Financial Regulations

Cemetery Fees and Conditions – members agreed to maintain current fees.

Risk Assessment

Publication Scheme

Complaints Procedure

Equality & Diversity Policy

Privacy Notice

Health & Safety

Training & Development Policy

d) The following were considered, amended as required and accepted:

Appointment of Internal Auditor and Fees for 2026/27 – members agreed B B Business

Associates be appointed for one further year with fees remaining as per 2025/26

Approved accounts to be made available for sale for £2.

Insurance renewal - the Clerk had circulated the quotation from A & J Gallagher for year end 2026/27 prior to the meeting owing to the renewal date being 1st June 2026. Members had accepted the quotation under the 3 year Long Term Agreement with a renewal premium of £436.97 as per previous year.

Asset Register – this had been updated.

Funeral Bond letter

Notice of Interment form

Memorial Application form

Grave Deed letter

Cemetery conditions

At risk notice

11/06/26 FINANCE

Instant Access A/C balance: £13,768.13 Community A/C balance: £3,457.78

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

b) Bank Reconciliation dated 25th May 2026 circulated, noted and attached.

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

A donation of £100 for upkeep of the cemetery was kindly received from C & S Fakes, family of the late Deaves. It is noted that the grave of the late Deaves is in need of returfing when weather conditions are favourable.

12/06/26 CORRESPONDENCE

Babergh District Council Nil Rates Demand 2026/27 received – noted.

The grave deed of the late Tina O'Neill relinquished – noted.

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

Nicholas and Elizabeth Temple

Philip and Sheila Arnold

13/06/26 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

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

Interment of the late Richard Dawson.

14/06/26 BRIEF INFORMATION & EXCHANGE

None raised.

15/06/26 DATE OF NEXT MEETING:

Monday 7th September 2026 at Bures Community Centre, Nayland Road at 7.30pm.

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

The meeting closed at 8.00pm.

Signed:

Authority Chair:

Date: