

**Minutes of a meeting of the Bures Joint Cemetery Authority held at
Bures Community Centre, Nayland Road on Monday 9th September 2019 at 7.30pm**

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

The Chairman welcomed Mrs J Brice to the meeting. It had previously been agreed for Mrs Brice to be co-opted on to Bures St Mary Parish Council at its next meeting on 19th September and to fill the vacancy on the Joint Cemetery Authority.

1/09/19 APOLOGIES FOR ABSENCE

Apologies received from Cllr C Ellis (on holiday). Apologies accepted by those present.

2/09/19 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.

3/09/19 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

The Chairman reported on the new Member Surgeries being held at the monthly Bures Markets. Cllr Baker and Cllr Aries to attend the next Surgery on Saturday 14th September.

4/09/19 MINUTES

The minutes of the previous meeting of 10th June 2019 were confirmed and signed as a true record (previously circulated).

5/09/19 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

Cllr Aries submitted her report to the meeting. Cemetery in an extremely satisfactory condition. Nettles needed clearing along top fence line. Paths in extension area needed weed spraying. A new rake had been purchased for Cllr Aries to clear leaf fall. Sunken graves to be infilled in the autumn. Warden bench needed re-varnishing. Excess waste and debris from volunteer grounds maintenance being stored and subsequently disposed of by Contractor on a truckload basis as previously agreed. Clerk to follow up on matters raised.

Next Inspector: Cllr. Baker.

6/09/19 MATTERS ARISING FROM PREVIOUS MINUTES

a) Ivy root: Cllr Aries had inspected the ivy root at the main entrance to the cemetery. It was an established root and the contractor had clipped back. However Cllr Aries suggested it would be prudent to regularly monitor. The Clerk had added the ivy root to the Inspector's Asset & Risk Assessment form. The ivy growing on the Alms House boundary side of the wall would be maintained by the resident. Cllr Baker agreed to take photographs of the boundary wall to monitor for any further deterioration resulting from the established ivy root. Members also agreed that there should be a long term budget plan for future wall repairs. Clerk to follow up.

b) Bures Cubs project: Daffodils, crocus, snowdrops and anemone to be planted by the Cubs as a group project. Suggested areas for planting – around base of trees in extension area, around laurel area, at St Edmunds Lane rear gate entrance and area to rear of adjoining property at top of main drive. It was agreed a budget to a maximum of £200 for the purchase of the bulbs with cost to be met by the Authority. Bures Cubs organised to meet with Cllr McCrory and Aries on the 12th September at the cemetery. The committee expressed its thanks to both members for moving this project forward.

c) Contractor's works: All works as per works list completed. (see attached). Lime tree suckers removed. Paths weed sprayed but needed regular spraying. The wasp nest had been cleared but the area needed filling in to prevent a trip hazard. The noticeboard had been re-varnished. It was agreed not to proceed with the planting of extra laurels as exposed areas could be filled with spring bulbs. Graves to be infilled and turfed as necessary.

7/09/19 MANAGEMENT OF CEMETERY & MEMORIAL COURSES

Cllr Aries and the Clerk had attended 2 courses run by E.A.L.C. at Great Dunmow with both courses supported by the Institute of Cemetery & Crematorium Management (ICCM). Cllr Aries outlined the course contents and the Clerk agreed to forward the presentation slides to all members. Under the Management of Memorials it was particularly noted that it had been suggested a memorial stability test should be carried out by a Stonemason or of similar standing every 5 years with a rolling programme to be set in place. Cllr Aries and the Clerk agreed to follow up on all matters arising from the courses.

8/09/19 TREE WORKS

The Clerk had obtained 2 quotations to re-pollard the lime trees.

It was agreed to accept the quotation from Blake Tree Care - to reduce 15 Lime trees to previous cuts plus to chip and remove all waste from site - £850.00. A planning application to be submitted to Babergh District Council for approval of the tree works.

It was also agreed not to proceed with obtaining quotations for pruning the tree overhang at the top of the main driveway.

9/09/19 CORRESPONDENCE

The Government Valuation Office Agency had requested information on interments and availability of land for the next 10 – 15 years. The Clerk had duly assessed and responded. The gravedigger had submitted his Health & Safety Risk Assessment for working in the cemetery – circulated and accepted. Following on from the Memorial training course, the Clerk noted that it was prudent to check for stability and risk on all headstones in the area immediately surrounding a grave excavation. She would ensure this was actioned at each future interment.

10/09/19 FINANCE

Business Access A/C balance: £11,653.51.

Community A/C balance: £867.73 (when all cheques paid).

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

b) Bank Reconciliation dated 30th August 2019 circulated, noted and attached.

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

c) Financial Regulations updated in line with NALC recommendations – circulated and agreed.

- d) The Bank Mandate Change request confirmed by Barclays Bank – new signatories – Cllrs Aries, Baker and Alston plus the Clerk with telephone and online access but non cheque signatory.
- e) Re-declaration of compliance with The Pensions Regulator under the Pensions Act 2008 duly completed and acknowledgement received.
- f) Second half year precept requests submitted to BHPC and BSMPC – noted.

11/09/19 BUDGET

The Clerk presented the proposed 3 year budget for 2020/21 – 2023.

Precept requests to Bures Hamlet and Bures St Mary Parish Councils to remain as per previous year - £6,500 from each parish council. The proposed budget was agreed by all those members present.

12/09/19 AUDIT MATTERS

Still waiting on External Auditor's approval of 2018/19 Accounting Statements – noted.

Internal audit Review meeting arranged for 28th October – Cllrs McCrory and McAndrew to attend with the Clerk and Internal Auditor.

13/09/19 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

The Clerk reported that there had been no interments or memorial applications since the last meeting.

14/09/19 BRIEF INFORMATION & EXCHANGE

Next agenda items: Boundary of Cuckoo Hill site.

15/09/19 DATE OF NEXT MEETING

Monday 6th January 2020 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates for 2020: **Site meeting** 7th March, **Committee meetings** 9th March, 8th June, 7th September

The meeting closed at 9.20pm.

Signed:

Authority Chair:

Date:

