

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre on Monday 9th September 2024 at 7.30pm

PRESENT: Cllr J Aries (Chair), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr J McCrory
Bures Hamlet Parish Council: Cllr J Chambers, Cllr S Manning, Cllr K McAndrew

1/09/24 APOLOGIES FOR ABSENCE

Apologies received from Cllr Elder (holiday). Apologies accepted by those members present.

2/09/24 CHANGE IN MEMBERS

Cllr Ellerbeck and Cllr Koeck had resigned since the last meeting and newly elected Cllr Elder has joined the Authority and will be attending the next January meeting. Members considered the membership of only 6 councillors and agreed this is sufficient.

3/09/24 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.

4/09/24 MINUTES

Minutes of the previous meeting of 17th June 2024 (previously circulated) were duly approved and signed as a correct record.

5/09/24 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

6/09/24 INSPECTOR'S ASSET & RISK ASSESSMENT REPORTS

a) Risk Assessment Checklist: Cllr Aries presented her report to the meeting and the checklist held on file. Wall on almshouses side of main drive cleared of dead ivy and leaf litter. Some resident concern but ivy needed to be removed to monitor the wall. Front gate to be cleaned and painted with hammerite. Dean Manning had kindly repaired one bench. 3 benches needed re-treating – Warden bench along the rear fence and 2 benches along the right of the main drive. St Edmunds Lane side bank needed strimming. Shed to be re-treated in the spring. Noticeboard to be re-retreated. Maps fading – protection to be sought. Old wooden crosses to be removed following prior agreement from bereaved relatives. Laurel hedge along St Edmunds Lane needed 'topping'. Wood Yard boundary hedge being cleared of thistles and nettles. One bird box needed to be re-fixed. Holly tree secondary growth at the rear of Pilgrim's House to be removed. Clerk to follow up on all items raised.

b) Memorial Stability Checklist: Cllr Aries presented her report to the meeting. All memorials checked for stability. Any memorials found to be seriously unstable are to be laid down for safety reasons. Memorials identified as needing attention – Fairless, Horne, Chaplin, Farquharson, Holt, Deaves, Parsonson, Carter, Alleston, Gilbert, Matthews, Power. Clerk to follow up

Next Inspector: Cllr Chambers.

7/09/24 MATTERS ARISING FROM PREVIOUS MINUTES

a) Tree inspection:

Agreed works: Blake Tree Care Ltd had forwarded a Tree Condition Report for consideration. A quotation for items G8, T11, G15, T23, T28 and G31 of the report accepted by all those present - £695.00 plus VAT. Works to proceed on November 22nd.

Items G12, T10, T11, T24 and T28 of the report to be considered at the September 2025 meeting. Lime tree suckers to be removed by JPB Landscapes via the winter maintenance budget. Blake Tree Care to be asked to put forward a quotation to cut and tidy the St Edmunds Lane laurel hedge. Clerk to follow up. If accepted by all members then this work could be undertaken with the above Tree Report works..

b) Sequoia trunk: Cllr Aries has planted climbing honeysuckles at the base of the Sequoia with mesh to encourage the growth. A second mesh has since been wrapped around the trunk.

c) Rear fence repair: Angle irons have been installed to stabilise the fence. Clerk has ordered 50 chestnut stakes from Guy Jones to replace the near perished stakes along the rear fence at a cost of £2 per stake. Cllr McAndrew will replace the old with new when received.

d) Shed: The shed requires re-treating. Members agreed to do this work in the spring.

e) Findings on boundary walls: The Almshouses were erected in 1866 by Mr Atkinson of Great Ropers. The cemetery was opened in 1871. The minutes of 12th May 1871 read: on the West side of the approach by a brick wall. On the East side of the approach by an Oak pale fence about 5 feet high and on the South and East sides a low brick wall and fence. At the next meeting it was agreed that the East side of the approach should be fenced off by a brick wall rather than an Oak pale fence. Therefore this establishes the approach walls to be assets of the Cemetery Authority. All boundary walls are covered within the insurance policy currently held. If in the future a Party Wall Agreement with the Wood Yard is required then this will be set up. Both approach walls are currently in good condition.

f) Lawn cemetery grave regulations: Members agreed that all tributes should either be removed or moved back inline with the headstone. Chair and Clerk have followed up with some grave deed holders and action is being taken to improve the situation. Slabs have been removed from one grave with the full agreement of all parties.

g) Bench repairs: As per Agenda Item 6. Dean Manning had kindly repaired one bench. 3 benches needed re-treating – Warden bench along the rear fence and 2 benches along the right of the main drive.

h) Contractor works: (see attached) – all noted. Cuttings being collected by a Grass Collector in new section. Cllr Aries has edged the grass around the flat ashes tablets. Weeds in the gravel grid at top section to be cleared. Graves to be turfed – Synnak, Boyce, Harrod, Burbidge and O'Grady. Daniels wooden marker cross to be removed – Clerk to inform family. Lime suckers to be removed. Lavender bushes on Bowyers grave to be removed – agreed with the family.

08/09/24 BUDGET

Although the Cemetery Authority had requested £6,000 annually from both Bures Hamlet and Bures St Mary Parish Councils for year ending 2024/25 this had subsequently been reduced to £5,500. Therefore members agreed to budget the same for 2025/26 - £5,500 annually from each parish council. The minimum 25% retention of funds to be held at £3,000. The proposed 2025/26 budget was agreed by all members present.

2. Bures Joint Cemetery Authority minutes 09.09.2024

9/09/24 AUDIT MATTERS

a) An Internal Audit Review arranged for Monday 7th October at 6pm via Zoom. Alternatives to the Dropbox system to be considered at the meeting.

10/09/24 FINANCE

Business Access A/C balance: £15,322.62

Community A/C balance: £2,616.98

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

b) Bank Reconciliation dated 23rd August 2024 circulated, noted and attached.

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

c) The St Edmunds Lane bank is in urgent need of strimming and tidying. Garden waste from Apple Tree Mews is being deposited on the section nearest the estate. There had been no response from Babergh DC as to whether the bank would be strimmed by its own contractors. Clerk to obtain a quotation for the work from Nigel Norton. Chair and Clerk to liaise when costs are known.

d) 2024/25 second half year precepts agreed for presenting to both parish councils - £2,750 to each parish council.

e) Midyear VAT claim to be processed at the end of September.

11/09//24 CORRESPONDENCE

Some bereaved relatives momentos had been reportedly disturbed on a number of graves.

The Clerk had monitored and no further incidents had occurred.

Letter sent to the grave deed owner of the late F & G Smith to arrange disposal of the perished marker cross.

12/09/24 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

None for this period.

13/09/24 BRIEF INFORMATION & EXCHANGE

The Transition Group's brush cutter to be used to cut and clear the wildflower meadow.

If the cutter is too heavy to manage by volunteers then the Authority may need to ask the work to be completed by the cemetery contractors.

The Chair noted on the fading maps. She would investigate UV protection film for the inside of the glass cabinet. An updated map also needed for both the shed and the Church Vestry.

14/09/24 DATE OF NEXT MEETING:

Monday 13th January 2025 at Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed 2025: Monday 10th March, 9th June, 8th September.

Site meeting arranged for Saturday 7th June 2025 at 10am.

The meeting closed at 9.10pm

Signed:

Authority Chair:

Date: