

**Minutes of a meeting of the Bures Joint Cemetery Authority held at
Bures Community Centre, Nayland Road on Monday 11th June 2018 at 7.30pm**

PRESENT: Cllr D Lee (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr J Aries, Cllr J McCrory
Bures Hamlet Parish Council: Cllr A Crowe

1/06/18 APOLOGIES FOR ABSENCE

Apologies received from Cllr L Alston (personal commitment) and accepted by those present.

2/06/18 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.

3/06/18 APPOINTMENT OF NEW MEMBERS

Two members required to be elected from Bures Hamlet Parish Council at its next meeting in July to bring the Cemetery Authority to full membership.

4/06/18 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman
No members of the public present.

5/06/18 MINUTES

The minutes of the previous meeting of 12th March 2018 were confirmed and signed as a true record (previously circulated).

6/06/18 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr David Lee presented his report to the meeting. Cemetery was being well maintained by the contractors. Unable to restore bollard to upright position. Laurel hedging growing well. Self-setting sycamores along the extension fence line needed to be removed. Cllr Lee suggested a general tidy of graves. Cllr Aries and the Clerk agreed to liaise on when this could be actioned.. Some graves in the new section required infilling and returfing. Clerk to follow up on all matters raised.

Next Inspector: Cllr Jennie McCrory.

7/01/18 MATTERS ARISING FROM PREVIOUS MINUTES

a) Cuckoo Hill site boundary: Owing to ongoing site disputes between the developer and local residents it was agreed not to pursue the matter of the boundary fence until a decision on the retrospective planning application had been agreed by Babergh District Council. However this would remain as an Agenda item for the September meeting.

b) Monitoring of headstones: The Chairman had completed his annual stability check of headstones in the cemetery. He advised that all headstones installed in the newer section of the cemetery were stable. Only one headstone in the older section required attention – memorial for the late Harding. Clerk to follow up.

c) Monitoring of trees – Sequoia and Cedar: Following a lengthy delay waiting for the repair of the Picus testing machine, Suffolk Tree Services had finally completed the tests on the two trees. The Picus test reports had been circulated to all members showing recommendations for action. It was agreed to obtain a quotation for a climbed inspection of the Sequoia to establish if any tree reduction was deemed necessary at this time.

d) Pathways for extension area: Design of the extension area had previously been agreed by members following the gifting of the land and therefore it was considered that that decision should be upheld and pathways should be laid. However owing to concerns of lack of funds it was agreed to discuss the matter more fully at the September meeting when the budget was set for 2019/20.

e) Moles: There did not appear to be any problem at present but members would continue to monitor.

f) Storage of top soil: Owing to the poor soil condition in the newest section of the cemetery the Clerk had agreed with the Farm Manager that the Authority could store a supply of top soil next to the skip area in the field. The members agreed for the contractor to purchase a tonne of top soil for use when infilling graves prior to turfing.

g) Scout Troop project: Cllr McCrory had followed up with Bures Cub Pack and Scout Troop to build 6 -9 bat boxes and a selection of hedgehog houses and insect hotels to support the wildlife in the cemetery as part of their Community Badge activities. Members agreed a donation of £50 should be made to the Troop following completion of the project. The Clerk suggested that the proposed autumn bulb planting may be a further activity for the Troop. Cllr McCrory agreed to discuss with the Troop Leader.

h) Contractor works completed: All works as per contract completed. Laurel bushes planted. Pathways weed killed and raked. Nettles and overgrowth cleared from righthand corner of extension area. Graves infilled as necessary.

8/06/18 CORRESPONDENCE

No correspondence was reported on.

It was noted that the Clerk had requested a current insurance certificate from Gravedigger Gary Smith for holding on file.

9/06/18 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

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

Interment of the late Stanley Watts
Interment of the late James MacMillan
Interment of the late Stephen Dexter
Memorial for the late Lucy Fisher

10/06/18 FINANCE

Business Access A/C balance: £7,638.13

Community A/C balance: £5,217.26 (when all cheques paid).

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

It was agreed that the Pathways budget should be increased. Clerk to address this when preparing the Draft 2019/20 budget for consideration at the September meeting.

b) Bank Reconciliation dated 4th June 2018 circulated, noted and attached.

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

c) 2017/18 year end HMRC Clerk's salary and tax duly completed – noted.

d) 2018-19 National Clerk's salary award implemented from 1st April 2018 as per Employment Briefing E01-18 – noted.

e) VAT claim for 2017/18 submitted to HMRC – noted.

f) Half year precept requests presented to BHPC and BSMPC – noted.

11/06/18 AUDIT MATTERS

- a) Findings of the Review of Effectiveness of the system of internal control held on 4th October 2017 were duly considered and accepted.
- b) 2017/18 Annual Governance Statement was approved by resolution and duly signed.
- c) 2017/18 Annual Accounting Statement was considered, approved by resolution, duly signed and dated.
- d) The following Audit matters were duly approved:
 - 2017/18 Internal Auditor's Report with recommendations duly noted.
 - Appointment of Mrs C Holbrook as Internal Auditor for 2018/19 with fees to remain as per previous year.
 - Internal Audit Review Checklist to be held early October – Cllr McCrory, Cllr Crowe, Clerk and Internal Auditor to attend.
 - 2017/18 accounts to be made available for sale at £2 per copy.
 - Insurance – members accepted the insurance renewal policy put forward by Brokers BHIB Limited underwritten by Aviva Insurance Limited.
 - Asset Register.
 - Financial Regulations.
 - Standing Orders.
 - Cemetery Fees and Conditions.
 - Risk Assessments.
 - Model Publication Scheme.
 - Complaints Procedure.
 - Equality Procedure.
- e) Other items approved:
 - Funeral Bond letter – duly signed for holding on file
 - Notice of Interment form
 - Memorial Application form
 - Grave Deed letter

12/06/18 DATA PROTECTION

The subject of Data Protection was discussed at length. The Clerk had access to the National Association of Local Councils advisory information. It was agreed advice should be sought regarding Terms of Reference for the Authority. The Clerk informed members that the Joint Parish Councils website was currently being improved and all Cemetery information would be more accessible.

13/06/18 BRIEF INFORMATION & EXCHANGE

Items for next meeting Agenda:

Terms of Reference, extension paths, bulb planting and Cuckoo Hill site boundary.

14/06/18 DATE OF NEXT MEETING

Monday 10th September 2018 to be held at The Committee Room,
Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked for 2019: 7th January, 11th March, 10th June, 9th September

The meeting closed at 9.25pm

Signed:

Authority Chair:

Date:

