

**Minutes of a meeting of the Bures Joint Cemetery Authority held at  
Bures Community Centre, Nayland Road on Monday 10<sup>th</sup> June 2019 at 7.30pm**

**PRESENT:** Cllr J Aries (Vice-Chair), 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

Cllr Aries welcomed everyone to the meeting. She noted to those present that Cllr Lee had not stood for re-election at the May elections and expressed her gratitude to him for all the hard work he had given to the Cemetery Authority as Chairman over the past 25 years.

**1/06/19 APPOINTMENT OF CHAIRMAN**

Cllr Janet Aries was duly elected as Chairman.

**2/06/19 APPOINTMENT OF VICE-CHAIRMAN**

Cllr Mychelle Baker was duly elected as Vice-Chairman.

**3/06/19 APOLOGIES FOR ABSENCE**

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

**4/06/19 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.

**5/06/19 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

It was agreed by members present to encourage public attendance at meetings of the parish councils and their joint committees by increasing awareness of the Public Forums via the Parish Council Snippet Page and the Beautiful Bures website.

**6/06/19 MINUTES**

The minutes of the previous meeting of 4<sup>th</sup> March 2019 were confirmed and signed as a true record (previously circulated).

**7/06/19 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT**

Cllr McAndrew submitted his report to the meeting. Cemetery in an extremely satisfactory condition. Large sections of bark peeling from tree along right-hand path. Leaf-fall needed clearing from oldest section. One bench in extension area required re-staining. Field gate needed repainting. Dupont headstone leaning. Clerk to follow up on matters raised.

**Next Inspector:** Cllr Aries.

**8/06/19 MATTERS ARISING FROM PREVIOUS MINUTES**

**a) Trees:**

**Lleylandii hedge:** Tree Surgeon Richard Fordham had revisited the site and met with the adjacent landowner. He advised that his work force would be unable to access the Lleylandii from the adjacent site and had therefore declined to carry out any further work to the hedge on this occasion. It was agreed that members should monitor the Lleylandii hedge annually and arrange for reduction and face back of the cemetery side section as required.

**Scots Pines:** Tree Surgeon Richard Fordham had risk assessed the two Scots Pines and considered them of good health but suggested one large snapped bough should be removed at a cost of £175 + VAT. This work had subsequently been carried out.

**Sequoia and Cedar:** It was agreed to continue to monitor the two trees. Inspections were required every 2 – 3 years and it was agreed to arrange for a further inspection in September 2020.

**b) Paths:** The path work in the extension had been completed and all satisfactory. It was noted that the paths had not been edged and any loose gravel would be swept back in place as necessary.

**c) Review of waste disposal/spoil heap:** Skip hire contract had been cancelled as agreed. Fence panels removed and excess soil and debris cleared from the site. Any future excess soil and debris to be cleared via the cemetery contractor at a cost of £30 per truckload. Cllr Aries was kindly managing the waste generated via the black waste bin located near the shed. The grave spoil heap to be cleared by the contractor as and when required.

**d) Cuckoo Hill site boundary:** Concern continued to be raised by members regarding the open boundary line between the cemetery and the Cuckoo Hill building site. It was agreed that this matter should remain on hold until the outcome of the planning inquiry for the site.

**e) Scout Troop project:** Daffodils, crocus, snowdrops and anemone were suggested for bulb planting by the Scouts for a Troop project in the autumn. Suggested areas for planting – around base of trees in extension area, at St Edmunds Lane rear gate entrance and area to rear of adjoining property at top of main drive. Cllr McCrory following up with Scout Troop Leader. Cost of bulbs to be met by the Cemetery Authority.

**f) Old records:** Owing to Suffolk Record Office moving premises no further records could be submitted for safe storage until June 2020. Cllr Jackson had agreed to hold all records until that date with a list to be held on file by the Clerk.

**g) Gravedigger:** It was agreed that area gravedigger Gary Smith & Son should remain the preferred gravedigger for future interments in Bures Cemetery. It was noted that he was contracted to the Funeral Director engaged by the bereaved family and not to the Cemetery Authority. The Clerk was in receipt of the gravedigger insurance details for holding on file.

**h) Cemetery contracts:** G Vaughan had declined to accept the Grounds Maintenance contract offered to him following the decision by members to split the existing cemetery contract up for tender. JPB Landscapes had since agreed to take on both contracts. Contracts had been duly signed and all insurance, waste disposal notices and risk assessments duly received and held on file.

**i) Contractor works:** All works as per works list completed. (see attached). Cllr Aries had followed up on the ivy root growing under the brick pillar at the cemetery gate entrance. She considered the ivy should be cut back tight but to leave the root. The root to be added to the meeting Inspector's Asset & Risk Assessment Report for future monitoring. It was agreed to contact the St Mary PCC to discuss the ivy which stemmed from the adjacent Alms Houses. It was agreed for the Clerk to arrange for the noticeboard to be re-varnished.

## **9/06/19 CORRESPONDENCE**

Babergh District Council Nil Business Rates demand received.

Pension Regulator Workplace Pensions re-enrolment date opens 1<sup>st</sup> August 2019 – Clerk to follow up.

Cllr Aries and the Clerk had agreed to attend a Cemetery Management and Compliance course July 16<sup>th</sup> and a Management of Memorials course 9<sup>th</sup> September at EALC.

## **10/06/19 FINANCE**

Business Access A/C balance: £7,649.56

Community A/C balance: £7,668.21 (when all cheques paid).

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

**b)** Bank Reconciliation dated 26<sup>th</sup> May 2019 circulated, noted and attached.

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

It was agreed to remove the Earmarked Funds for pathways and to set aside a further £4,000 for tree work when budget setting at the September meeting.

**c)** Bank Mandate Change form submitted to Barclays Bank plc – new signatories agreed – Cllrs Aries, Baker and Alston plus the Clerk with telephone and online access but non cheque signatory.

**d)** Computer pin code updated following change of BHPC Chairman – noted.

**e)** 2018/19 HMRC Clerk's salary and tax duly completed – noted.

**f)** National Employment Clerk's Salary Award implemented from 1<sup>st</sup> April – agreed

**g)** 2018/19 VAT claim submitted to HMRC – noted.

**h)** Half year precept requests submitted to BHPC and BSMPC – noted.

## **11/06/19 AUDIT MATTERS**

**a)** The findings of the Review of the effectiveness of the system of internal control held on 3<sup>rd</sup> October 2018 were considered and accepted.

**b)** The Internal Auditor's Report 2018/19 was noted with matters raised duly followed up.

**c)** The Annual Governance Statement 2018/19 was considered, approved by resolution and duly signed.

**d)** The Annual Accounting Statement 2018/19 was considered, approved by resolution, duly signed and dated.

**e)** The following were reviewed and duly adopted:

Standing Orders

Financial Regulations

Cemetery Fees and Conditions – agreed to increase interment and exclusive rights fees to £80 and ashes interments and exclusive rights fees to £50.

Risk Assessments

Model Publication Scheme

Complaints Procedure

Equality & Diversity Policy

Privacy Notice

**f)** The following matters were considered and approved;

Carolyn Holbrook appointed as Internal Auditor for 2019/20 with fees to remain as previous year  
Internal Audit Review Checklist date agreed for October 28<sup>th</sup> – Cllrs McCrory and McAndrew  
plus Clerk and Internal Auditor to attend

Approved accounts to be made available for sale for £5

Asset Register

Insurance Renewal Premium

Funeral Bond letter

Notice of Interment form

Memorial Application form

Grave Deed letter

### **12/06/19 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS**

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

Purchase of 2 no. ashes plots – Mrs A Brooks  
Additional inscription for the late Margaret Austin  
Memorial for the late John Vaughan  
Interment of ashes of the late Mabel Hart  
Interment of ashes of the late John Pilkington  
Ashes memorial for the late Norah Methold  
Ashes memorial for the late Mabel Hart  
Memorial for the late Robin Springett

### **13/06/19 BRIEF INFORMATION & EXCHANGE**

None.

### **14/06/19 DATE OF NEXT MEETING**

Monday 9<sup>th</sup> September 2019 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked for 2020: 6<sup>th</sup> January, 9<sup>th</sup> March, 8<sup>th</sup> June, 7<sup>th</sup> September.

The meeting closed at 9.11pm

Signed:

Authority Chair:

Date: