

## **Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre on Monday 10<sup>th</sup> March 2025 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

### **1/03/25 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Elder (personal commitment).

Apologies accepted by those present.

It was noted that Cllr McAndrew had resigned from Bures Hamlet Parish Council and subsequently the Bures Joint Cemetery Authority owing to ill health. All members expressed their sadness at this news.

### **2/03/25 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.

### **3/03/25 MINUTES**

Minutes of the previous meeting of 13<sup>th</sup> January 2025 (previously circulated) were duly approved and signed as a correct record.

### **4/03/25 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chair

No members of the public present.

### **5/03/25 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT**

**a) Wildlife Boxes Checklist:** Cllr Elder presented her report. Checklist to be held on file. One damaged bird box repaired.

**b) Risk Assessment Checklist:** Cllr Elder presented her report to the meeting. Checklist to be held on file. BTS to clear tree branches away from power lines in extension area. Date to be agreed. Front gate needs cleaning and painting with Hammerite when weather improves. Overhanging ivy at front gate area cleared. Some dead floral tributes cleared from graves. Some ivy growth needs trimming. A family enquired if there was a grave tending scheme. The Clerk advised that there several local companies offering this service. However she regularly arranged for the contractors to clear unkempt graves. A resident reported a tree on the main drive looking poorly. Cllr Aries to follow up and report back to the Clerk if action needed. Shed to be painted in the spring. All items raised to be followed up.

**c) Memorial Stability Checklist:** Cllr Elder presented her 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. Two memorials, both in the older section have been laid down – Parsonson and Alleston. Memorials identified as needing attention – Horne, Perry, Gilbert (new section), Dansie, Holt and Power. Contractor purchasing material to repair. Contractor deemed the headstone of Power as safe and secure. Memorial list held on computer has been updated by the Clerk.

**Next Inspector:** Cllr Manning.

## **6/03/25 MATTERS ARISING FROM PREVIOUS MINUTES**

- a) Laurel hedge:** JPB has satisfactorily trimmed the laurel hedge along the boundary of the extension area.
- b) Rear fence repair:** As the chestnut stakes ordered via Guy Jones have not materialised it was agreed to contact JPB Landscapes for a quotation for a set number of rolls of stakes strung with wiring to repair the full length of the deteriorating rear boundary fence along the field line.
- c) Map replacements:** Cllr Aries reported that the weather remained too damp at the moment to replace the faded maps. She would replace the maps and cover the inside of the glass cabinet with UV protection in the spring. The map in St Mary's Church was also in need of updating.
- d) Bench repairs:** The Warden memorial bench along the rear fence and benches along the the main drive to be re-treated in the spring. Cllr Aries kindly following up.
- e) Saplings:** Blake Tree Care Ltd kindly donated mulch for spreading around the saplings along the wood yard boundary. Thanks expressed to Cllr Aries and Chambers for spreading the mulch. Saplings thriving well.
- f) Wildflower meadow:** A supply of clay suitable wildflower seeds had been kindly donated by Andy Ward of the Environment Agency for the meadow. Cllr Aries has spread the seeds over the meadow area. Wildflower meadow sign renewed.
- g) Water standpipe issues:** Once again this winter the water had frozen over and even with the new tap covers the standpipe at the top of the main drive has needed to be repaired. Members agreed signage should be installed advising visitors that the water will be turned off over the winter months. There had been some water loss down the main drive from the standpipe resulting in a slight increase in water usage for the last quarterly bill.
- h) Contractor works:** (see attached) – all noted. Weeds in the gravel grid at top section to be cleared. Graves still to be turfed – Synnak, Boyce, Harrod, Burbidge and O'Grady. The grave of the late Elizabeth Pilgrim needs infilling and turfing. Glass vases and trinkets continue to be removed from several graves in line with the Cemetery Conditions. A dog sign similar to those installed on the front and rear entrances to be installed on the farm gate entrance. Sign on order. JPB to be asked to edge all paths. The secondary growth from the holly tree to the rear of No.15 cleared. Maintenance contracts reviewed by JPB and the Cemetery Authority. Both parties happy with the current contracts.

## **7/03/25 AUDIT MATTERS**

- a) Report on Internal Audit Review:** The following areas for development to be considered by all members prior to the next review:
- 1) To explore savings provision:** This was considered and members happy with Lloyds banking arrangements.
  - 2) Gov.uk.domain:** This matter is being fully explored with the two parish councils and OneSuffolk.
  - 3) Dropbox facility:** This matter is also being fully explored with the two parish councils.
- b) External Audit Review:** The Clerk still waiting on confirmation from External Auditors PKF as to whether an external audit review will be undertaken for financial year end 2024/25.

## **8/03/25 FINANCE**

**Business Access A/C balance: £16,236.93 Community A/C balance: £1,953.17**

- a) Finance & Budget Monitoring Report –** circulated, noted and attached.
- b) Bank Reconciliation dated 24<sup>th</sup> February 2025** circulated, noted and attached. Corresponding bank statements circulated, noted and attached and duly signed by the Chair and a non-signatory member.

## **2. Bures Joint Cemetery Authority minutes 10.03.2025**

c) To improve transparency between the parish councils and the committees it has been agreed that the Cemetery Authority finance report along with the Sportsground Committee finance report will be forwarded to both parish councils for reference at each of their respective following meetings. The Clerk noted that the Cemetery Authority is in a different position to the Sportsground regarding Legal Entity as Article 8 of the Local Authorities' Cemetery Order 1977 specifically provides for separate arrangements including the employment of staff.

d) Members proposed to either increase the Clerk's hours per week or step up her hourly rate to the next SCP on the NJC payscale whichever proved more beneficial for the Clerk. Cllr Aries agreed to prepare the figures for circulating to the members for their agreement prior to the 1<sup>st</sup> April 2025.

e) Members agreed for Kate Sarley to continue managing the HMRC payroll system for the 2025/26 financial year.

f) A Pre Renewal Insurance Questionnaire had been received from Gallagher Insurance for the Cemetery Authority to review its pending insurance quotation prior to renewal on the 1<sup>st</sup> June 2025. Members agreed to revise the following under Contents Cover: Outside equipment to be increased to £600. To request a quotation to include £10,000 cover for walls. The Street Furniture and Gates/Fences cover to remain at £1,050 and £7,967 respectively.

g) It was noted that the Clerk's salary is below the National Insurance Secondary Threshold.

h) Lloyds Bank advised of changes to the Community Account commencing January 2025. Key changes being £4.25 monthly fee to be applied plus fees for electronic payments, DD, cash and cheque payments. Interest rates are also being reduced from 15<sup>th</sup> April on the Business Account.

i) The Clerk had duly removed Cllr McAndrew as a Signatory for the Authority.

### **9/03//25 CORRESPONDENCE**

The Clerk had received notification of a Stonemason's error on a recent memorial application, however this is now being dealt with directly with the Stonemason.

The Clerk had re-issued the grave deed of the late Betty Haywood jointly into the names of daughter Shirley Moore and son Barry Haywood. A memorial application has been approved for the memorial to read 'Buried Nearby' as per the late husbands inscription.

### **10/03/25 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS**

Interment of the late Ann Goddard

Interment of the late Paul Carter

Additional inscription of the late Paul Carter

### **11/03/25 BRIEF INFORMATION & EXCHANGE**

None raised.

### **12/03/25 DATE OF NEXT MEETING:**

Monday 9<sup>th</sup> June 2025 at Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed: 8<sup>th</sup> September 2025, 12<sup>th</sup> January 2026

Site meeting arranged for Saturday 17<sup>th</sup> May 2025 at 10am. (Note re-arranged date)

Cllr Chambers gave her apologies for the site meeting owing to holiday commitment.

The meeting closed at 9.30pm

Signed:

Authority Chair:

Date: