

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 13th March 2017 at 7.30pm

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

Recognition of long service Cllr Derek Matthews – Chairman Cllr Lee formally recognised the outstanding long service completed by Cllr Matthews to the parish and in a particular to the Cemetery Authority. He noted to the members that there would be private celebration to mark Cllr Matthew's retirement from Bures Hamlet Parish Council following 48 years as a parish councillor at the end of the month.

1/03/17 APOLOGIES

Apologies received from Cllr Jan Aries (work commitment) and Cllr Derek Matthews (unwell).

2/03/17 REGISTER OF INTERESTS & DISPENSATION REQUESTS

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests. None declared.

3/03/17 PUBLIC FORUM – 15 minutes maximum public participation

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

4/03/17 MINUTES

The minutes of the previous meeting of 9th January 2017 and notes of Site meeting of 11th March were confirmed and signed as a true record (previously circulated).

5/03/17 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Alan Crowe reported the following: Cemetery being maintained in an extremely satisfactory condition. Leaves and debris to be cleared from St Edmunds Lane rear gate entrance. Ivy to be cut back from trees in oldest section. Ivy growth to continue to be controlled in all areas of the cemetery. Waste bin needed emptying. Some headstones needed checking for stability. Clerk to follow up on all matters raised.

Next Inspector: Cllr Leigh Alston.

6/03/17 MATTERS ARISING FROM PREVIOUS MINUTES

- a) **Headstone stability and repairs:** Two headstones required stabilising – Harold and Amy Holden 1984 in extension area and Lionel John Pilgrim 1948 in older section. It was noted that headstones were the responsibility of the grave owner and the Authority had no obligation to meet any repair costs but was required to ensure safety in the cemetery. The Clerk had obtained two quotations varying in price. It was agreed not to accept either but for the Clerk to follow up with the cemetery contractor for a mortar repair only which would meet the Authorities' obligation under its health and safety regulations. The annual stability headstone inspection to be completed prior to the next meeting.
- b) **Waste skip:** Hedging had been planted along the field fence line and two panels installed to screen the skip from the view of visitors to the cemetery. Dennis Ambrose had kindly agreed to install a gate to replace the removable fence section to enable the gravedigger and contractor to access the cemetery via St Edmunds Lane. All grass cuttings, waste bin debris and tree cuttings to

be placed in the skip with all excess soil and larger tree branches to be managed by Dennis Ambrose via a soil heap adjacent to the skip. All parties aware of the agreement.

- c) **Cemetery maps:** To assist visitors to the cemetery it was agreed to locate a copy of the cemetery maps in a sealed wooden frame positioned on the cemetery shed side panels. Clerk to follow up.
- d) **Monitoring of boundary walls:** Members were concerned that the movement on the pillars and wall at the front entrance was increasing. It was agreed that the Chairman, Cllr Alston and the Clerk should meet again with CRP Carpentry to discuss the Party Wall Agreement and follow up on any necessary works.
- e) **Monitoring of trees:** Clerk to check insurance policy conditions on trees in the cemetery. She would also liaise with a neighbouring parish council on this matter. In particular the two trees at the top of the main drive had been assessed in May 2014 with a recommendation of further picus tests in 3 years time. The Clerk agreed to follow up with Tree Surgeon Guy Jones.
- f) **Scattering of ashes section:** Following further discussions on the matter it was agreed not to create a specific scattering of ashes section in the cemetery.
- g) **Contractor works completed:** All necessary winter maintenance works completed. Boundary fencing repaired. Xmas wreaths cleared.
- h) **Contractor works still outstanding:** Items as listed per the Site meeting notes. Benches and front gates to be cleaned by the Scout Troop for an agreed donation.

7/03/17 GROUNDS MAINTENANCE CONTRACT

It was agreed to continue with Jack Brown as he had given excellent work to the Cemetery Authority during the past year. It was also agreed to extend the contract until 31st March 2019 if he was willing to hold his current prices until that date. Clerk to follow up with Jack Brown and if agreeable would draw up the new contracts for signing.

All risk assessments and insurance documentation in order and held on file.

8/03/17 CORRESPONDENCE

- a) A letter from Trevor Hunnaball of The Hunnaball Family Funeral Group had been circulated to all members. The contents appeared to be of a personal nature between Trevor Hunnaball and the cemetery gravedigger and therefore it was agreed to respond giving an assurance that all burials in Bures Cemetery would continue professionally and with dignity and respect as they have always been carried out.
- b) The Clerk had circulated for interest the Archives Ipswich Journal dated 15th October 1872 reporting on the Consecration of the New Burial Ground at Bures St Mary.
- c) The Clerk was in receipt of the Babergh District Council 2017/18 Business Rates Nil Demand for Bures Cemetery.
- d) The Clerk had circulated the Notification from Anglian Water on the opening of the water and wastewater market to business, public sector and charity customers.

9/03/17 FINANCE

Business Access A/C balance: £2,130.22.

Community A/C balance: £3,608.74 (when all cheques paid).

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

Bank Reconciliation dated 2nd March 2017 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

Following the resignation of Cllr Matthews a further bank signatory was required. Cllr Jan Aries agreed and the Clerk would follow up on the Bank Mandate Change.

10/03/17 BRIEF INFORMATION & EXCHANGE

11/03/17 DATE OF NEXT MEETING

Date of next meeting: Monday 12th June 2017 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2017: 11th September.

Future dates agreed for 2018: 8th January, 12th March, 11th June, 10th September.

The meeting closed at 8.45pm

Signed:

Authority Chair:

Date: