

Minutes of a meeting of the Bures Joint Cemetery Authority held via Zoom on Monday 12th January 2026 at 7.30pm

PRESENT: Cllr J Aries (Chair), Mrs J Wright (Clerk).

Bures St. Mary Parish Council: Cllr Aries

Bures Hamlet Parish Council: Cllr J Child, Cllr J Chambers, Cllr M Elder, Cllr S Manning

1/01/26 APOLOGIES FOR ABSENCE

Apologies received from Cllr J McCrory (BSMPC) (play rehearsals)

Apologies accepted by those members present.

2/01/26 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.

3/01/26 MINUTES

Minutes of the previous meeting of 8th September 2025 (previously circulated) were duly approved and signed as a correct record.

4/01/26 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

5/01/26 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

a) Wildlife Boxes Checklist: Cllr Aries presented her report. Checklist to be held on file. Wildlife boxes located and intact. Updated map to be circulated.

b) Risk Assessment Checklist: Cllr Aries presented her report to the meeting. Checklist to be held on file. Rear gate needs a clean or repaint in the spring. Several branches to be cleared following the heavy winds. Some leaffall still to be cleared. Christmas decorations and wreaths gradually being removed. The border running along the new hedging on the boundary with the woodyard needs strimming to control nettles and thistles. Cllr Child asked on behalf of a relative if the Cemetery Authority would consider a sponsored tree scheme. It was agreed not to follow up on this matter as there would need to be a longterm management commitment for the tree.

c) Memorial Stability Checklist: Cllr Aries 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. Contractor has repaired those memorials previously identified in need of repair – Farquharson and Alleston. Crosses of Corbett and Jarvis have both been checked and it has been agreed to monitor that they stay in alignment with their bases. Memorials in need of repair – Holden, Baxter, Fairless, Ferguson, Cudmore and Crossman. Clerk to follow up with Nigel Norton or alternatively, the gravedigger. R Wright to renew the Dingwall wooden cross. **Next Inspector:** Cllr Child.

6/01/26 MATTERS ARISING FROM PREVIOUS MINUTES

a) Tree works: A quotation had been sought from Blake Tree Care and agreed by members for the following works to be completed prior to this meeting.

T10 Holm Oak, T11 Scots Pine, T23 Oak Tree, T24 Maple Tree, T28 Oak Tree, G12 Elm, Holly and Hawthorn, G15 Yew, Western Red Cedar, Euonymus and Holm Oak plus G31 various trees. Works now completed.

1. Bures Joint Cemetery Authority minutes 12.01.2026

- b) Tree Condition Report June 2024:** Next visual tree inspection due 2026 and the next full tree inspection due 2027. The Clerk agreed to check with Blake Tree Care if there was a need for a visual inspection in 2026 as several tree works had recently been completed.
- c) Rear fence repair:** Waiting on JPB Landscapes to repair as per agreed quotation.
- d) Map replacements:** The UV protection film to cover the inside of the map casing had been unsuccessful. However the film may still be usable. Cllr Aries will investigate when weather more suitable. Maps in the casing plus maps in St Mary's Church to be updated. Maps to also be photocopied for all members to hold a copy.
- e) Water standpipe:** Owing to the cold weather the water stopcock had been turned off and insulation jackets covered the standpipe taps. One unfortunately now missing but Cllr Aries has since covered the tap with pipe insulation.
- f) Bench repairs:** The Warden memorial bench along the rear fence and 3 benches along the main drive to be re-treated. A working party of volunteers needed to follow up when weather conditions suitable.
- g) Shed treatment:** Treatment work has now been completed thanks to Cllr Aries.
- h) Wildflower meadow:** The contractor will not be cutting the grass until the autumn as previously instructed. Cllr Aries reported that a number of wild flowers are emerging which had not been planted in the meadow. This was very pleasing.
- i) Contractor works:** (see attached) – all noted. Several graves needing infilling, levelling and turfing. Some paths still required edging. Pathways currently clear of weeds. It was agreed to ask the contractor to recommence grasscutting mid February owing to the rapid growth over the winter. However members agreed no grass cuts should be required over the summer of 2026 if a further hot season occurs. Cllr Aries has cleared the bulk of the leaf fall. Clerk to ask JPB Landscapes to clear the remaining. Ivy at front gate area to be left owing to nesting robins.
- Members agreed quotations should be obtained from JPB Landscapes to do the following:
- a) To infill, level and turf all sinking graves in the extension area - costs to be taken from the 2025/26 winter maintenance budget.
- b) To spade edge paths in extension area plus path leading down to rear gate - costs to be taken from the 2026/27 grounds maintenance budget.
- Clerk to follow up with JPB Landscapes.

7/01/26 AUDIT MATTERS

- a)** An Internal Audit Review had been held on the 24th November at 6pm via Zoom. Cllr Aries, Cllr McCrory and the Clerk attended. Meeting notes circulated. Area for development – maintain awareness of the current Government Devolution process and consider the parish council's future role in this.
- b)** The 2025/26 Fee Schedule circulated from BB Business Associates was accepted by all members.
- c)** Members agreed to confirm acceptance of BB Business Associates as Internal Auditor's for financial year 2025/26. A Letter of Engagement to be duly signed by the Clerk on receipt.

8/01/26 FINANCE

Instant Access A/C balance: £17,615.89 Community A/C balance: £2,126.26

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

b) Bank Reconciliation dated 4th January 2026 circulated, noted and attached.

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

c) Both BHPC and BSMPC agreed to increase the 2026/27 precept for the Cemetery Authority to £6,500 each per annum to reflect the continuing financial issues of the Authority - noted.

d) An increase from £8.50 to £10 monthly agreed to meet the costs of the HMRC payroll management currently run by K Sarley.

e) Appeal against a penalty for not filing the PAYE return on time was successful – noted.

f) Refer to Agenda Item 6(h) – members agreed grave infill, level and turf costs should be taken from the winter maintenance budget 2025/26 and the path edging costs to be taken from the 2026/27 grounds maintenance budget.

09/01//26 CORRESPONDENCE

JPB Landscapes Certificate of Employers Liability received and held on file.

10/01/26 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

Ashes interment of the late Paul Baker

Additional inscription of the late Ann Goddard

Memorial of the late Paul Baker

Ashes interment of the late Jacqueline Halstead

Interment of the late Janette Lindsey Smith

Cllr Aries acknowledged the Clerk's kind support given to grieving families needing much attention at such a difficult time when losing a loved one.

11/01/26 BRIEF INFORMATION & EXCHANGE

None raised.

12/01/26 DATE OF NEXT MEETING:

Monday 9th March 2026 at Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed 2026: 8th June, 7th September

Site meeting agreed – Saturday, 6th June 2026

The meeting closed at 8.30pm

Signed:

Authority Chair:

Date: