

**Minutes of a meeting of the Bures Joint Cemetery Authority held at
Bures Community Centre, Nayland Road on Monday 4th March 2019 at 7.30pm**

PRESENT: Cllr D Lee (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr J McCrory, Cllr J Aries
Bures Hamlet Parish Council: Cllr M Baker, Cllr C Ellis

1/03/19 APOLOGIES FOR ABSENCE

Apologies received from Cllr A Crowe (unwell) and Cllr L Alston (work commitment).
Apologies accepted by those present.

2/03/19 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.

3/03/19 PUBLIC FORUM – 15 minutes maximum public participation

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

4/03/19 MINUTES

The minutes of the previous meeting of 7th January 2019 were confirmed and signed as a true record (previously circulated). The notes from the site meeting of 2nd March 2019 were confirmed and signed (previously circulated).

5/03/19 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Mychelle Baker submitted her report to the meeting. Cemetery in an extremely satisfactory condition. Some leaf-fall to be cleared. St Edmunds Lane rear steps needed clearing of twigs and leaves. Waste bin area required emptying. First grass cut needed this month. Clerk to follow up on all matters raised. **Next Inspector:** Cllr Carol Ellis.

6/03/19 MATTERS ARISING FROM THE PREVIOUS MINUTES

a) Lleylandii hedge: The Lleylandii had been reduced in line with the agreed quotation from Richard Fordham Tree Surgeons. However the Clerk had received subsequent concerns from the adjacent landowner regarding the visual height of the trees from his property. It was agreed the Clerk should obtain a further quotation to face-back the trees from the landowner's side.

b) Pine trees: It was agreed the Clerk should arrange for an inspection of the 2 pine trees along the cemetery boundary. Members also agreed that a risk disclaimer notice for all cemetery assets should be put in the noticeboard for advice to visitors.

c) Paths: Quotation from JPB Landscapes had been accepted and work to commence this month.

At this point the Chairman asked for Agenda Item 7 to be brought forward and discussed. Agreed.

7/03/19 GROUNDS MAINTENANCE CONTRACTS

Cemetery Grass & Grave Maintenance Contract (a): 3 tenders had been received for consideration.

Cemetery Maintenance Contract (b): 3 tenders had been received for consideration.

The Chairman proposed for members to consider splitting the contracts and offering to two separate contractors. It was decided to split the contracts and agreed to offer Contract (a) to JPB Landscapes and Contract (b) to G Vaughan. Both contracts to run for 2 years from 1st April 2019 subject to valid insurance and waste disposal notices held by each contractor. Clerk to follow up.

6/03/19 MATTERS ARISING FROM THE PREVIOUS MINUTES

d) Topsoil/spoil heap storage: The current skip hire company continued to raise issues regarding the site location of its skip owing to collection difficulties during wet weather.

The Clerk had investigated other options for disposal of waste from the cemetery and for a suitable location for a grave spoil heap. Members agreed to dispense with the skip hire service and for JPB Landscapes to dispose of waste at a cost of £30 per truck load as and when required. Any plastic waste to be removed to the BDC hire bins at the Nayland Road carpark. All waste and spoil from the graves to be stored at the field boundary until disposed of. Clerk to follow up with all parties involved.

e) Bollard: The Clerk had arranged for the bollard at the entrance to the new section of the cemetery to be removed. The bollard had lain unused for several months and created a trip hazard for funeral cortege.

f) Cuckoo Hill site boundary: It was agreed to leave this matter on hold until the outcome of the planning inquiry for the site.

g) Maps & burial records: The Clerk advised members that following the recent retrieval of old burial records she had updated the cemetery maps from the written entries. Copies of the updated maps were now held in the wooden encasement on the shed and in St Mary's Church. A list of all burial records removed to Suffolk Record Office for safekeeping had been compiled. Cllr Baker and the Clerk had attended a digital mapping event at SALC run by Pear Technology. A digital mapping service for cemeteries had been offered and could be considered a worthwhile initiative for the Cemetery Authority in the future.

h) 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 to follow up. Cost of bulbs to be met by the Cemetery Authority.

i) Contractor works: All works as per works list completed. (see attached).

8/03/19 CORRESPONDENCE

Cllr Aries and the Clerk had agreed to attend a Cemetery Management and Compliance Course in July at EALC.

9/03/19 FINANCE

Business Access A/C balance: £7,645.75

Community A/C balance: £4,439.20 (when all cheques paid).

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

b) Bank Reconciliation dated 22nd February 2019 circulated, noted and attached.

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

10/03/19 AUDIT MATTERS

Privacy Policy approved and Clerk to place on the joint parish council website.

Equality & Diversity Policy reviewed and adopted.

Members agreed for a Limited Assurance Review to be undertaken by External Auditors PKF Littlejohn for year ending 2018/19 at a fee of £200.

Old burial records removed to Suffolk Record Office for safe storage. Details held on file.

11/03/19 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 Peregrine Simson

Additional inscription for the late Congetta Kemp

Memorial for the late Paul Holbrook

Interment of ashes of the late Bruno Delmonte

Interment of ashes of the late Norah Methold

Interment of the late Elizabeth Warner

12/03/19 BRIEF INFORMATION & EXCHANGE

None.

13/03/19 DATE OF NEXT MEETING

Monday 10th June 2019 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked for 2019: 9th September.

The meeting closed at 9.25pm

Signed:

Authority Chair:

Date: