

**Minutes of a meeting of the Bures Joint Cemetery Authority held at  
Bures Community Centre, Nayland Road on Monday 6<sup>th</sup> January 2020 at 7.30pm**

**PRESENT:** Cllr J Aries (Chairman), Mrs J Wright (Clerk)

Bures St. Mary Parish Council: Cllr J McCrory, Cllr L Alston

Bures Hamlet Parish Council: Cllr M Baker, Cllr C Ellis, Cllr K McAndrew

A vacancy on the Cemetery Authority had arisen following the recent resignation of Cllr Brice from BSMPC. The vacancy had been duly advertised.

**1/01/20 APOLOGIES FOR ABSENCE**

There were no apologies put forward.

**2/01/20 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.

**3/01/20 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

**4/01/20 MINUTES**

The minutes of the previous meeting of 9<sup>th</sup> September 2019 were confirmed and signed as a true record (previously circulated).

**5/01/20 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT**

Cllr Baker submitted her report to the meeting. Cemetery in an extremely satisfactory condition. Ivy needed trimming back on wall of main driveway. Boundary of left hand section needed a tidy. Leaf fall to be cleared. Cook bench needed re-varnishing. One headstone found to be unstable. Clerk to follow up on matters raised.

**Next Inspector:** Cllr. C. Ellis.

**6/01/20 MATTERS ARISING FROM PREVIOUS MINUTES**

**a) Boundary of Cuckoo Hill development:** Following the recent planning approval for Plots 1 - 4 it was agreed to make contact with the site owner regarding his previous agreement to install a substantial fence along the boundary line of Plot 4. Clerk to follow up.

**b) Lime trees:** Works satisfactorily completed. Leaf fall dramatically reduced.

**c) Bench re-varnish:** The contractor had agreed to re-varnish the Warden bench. Cllr Aries to check all benches and advise Clerk if others were in need of attention.

**d) Field gate re-paint:** Contractor had this work in hand.

**e) Monitoring of boundary walls:** Section at top of main drive near holly bush was of particular concern. It was agreed to continue to monitor all boundary walls and to include on Cemetery Site meeting agenda.

**f) Cubs bulb planting project:** The Cubs had planted hundreds of bulbs. Members thanked Cllr McCrory and Cllr Aries for their valued input and looked forward to a spread of colour throughout the cemetery in the spring.

**g) Contractor's works:** All works as per works list completed. (see attached). Several graves had been levelled and turfed. Excess waste material being stored in shed until Contractor removed via a truckload. Ivy growing on trees needed regular monitoring to keep under control. New section paths needed weed spraying. Fungi to be left and monitored.

## **7/01/20 MANAGEMENT OF CEMETERY & MEMORIAL COURSES**

The Clerk had contacted Luxton Stonemasons to discuss a 5 year rolling programme of memorial stability testing. A memorial inventory was required before a test of all memorials could be carried out. Cllr Aries and the Clerk had completed the inventory which was to be recorded on a spread sheet. Corresponding entries to be made on the cemetery maps. Once the results of the one off test survey was completed it was agreed to discuss options to ensure all memorials were made safe within Health & Safety guidelines.

## **8/01/20 GROUNDS MAINTENANCE CONTRACTS**

The Cemetery Maintenance contract and the Cemetery Grass and Grave Maintenance contract were both reviewed in line with the Contract Period. All members were happy with the standard of work by the current contractor. It was noted that both contracts were due for renewal 31<sup>st</sup> March 2021.

## **9/01/20 CORRESPONDENCE**

Following discussions with Bates Wells & Braithwaites and Stonewriters of Halstead the Clerk had arranged for the headstone of the late G. Gullen to be inscribed and re-fixed as per the instructions of the deceased. All costs to be met by Bates Wells & Braithwaites. The deceased dog's ashes to be buried in the ashes plot. Clerk to arrange. Information on Commonwealth War Graves signs (GWGC) had been received. One War Grave is listed in Bures Cemetery but it was agreed to respect the families wishes for it to remain private.

## **10/01/20 FINANCE**

Business Access A/C balance: £11,653.51

Community A/C balance: £867.73 (when all cheques paid).

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank Reconciliation dated 30<sup>th</sup> August 2019 circulated, noted and attached. Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.
- c) Fees and Conditions updated in line with the Children's Funeral Fund regulations 2019.
- d) It was agreed not to offer a donation to the Bures Cubs in respect of the recent bulb planting project as the Cemetery Authority had met the costs of the bulbs.
- e) It was agreed to move the £2,000 Earmarked Funds for pathways to Earmarked Funds for boundary walls.

## **11/01/20 AUDIT MATTERS**

- a) External Auditors approval of 2018/19 accounting statements received with no matters arising.
- b) Internal Audit Review meeting held on 28<sup>th</sup> October 2019 – Cllr McAndrew, Cllr McCrory, Clerk and Internal Auditor in attendance. Notes from the meeting circulated to all members. Internal Auditor agreed to review the Financial & Operational Risk Assessment.

### **12/01/20 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS**

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

Memorial of the late Elizabeth Warner - Colchester Funeral Care

Interment of ashes of the late George Austin – Sudbury Co-op Funeral Service

Interment of the late Timothy Underwood – Sudbury Co-op Funeral Service

Memorial of the late Peregrine Simson – Hunnaball Memorials, Ipswich

Interment of the late Angela Harrod – Sudbury Co-op Funeral Service

### **13/01/20 BRIEF INFORMATION & EXCHANGE**

Cllr Aries agreed to follow up on the request for more suitable watering cans for public use at the cemetery.

### **14/01/20 DATE OF NEXT MEETING**

Cemetery site meeting: 7<sup>th</sup> March 2020 at 10.00am. Cllr Baker gave her apologies for this meeting owing to work commitment.

Committee meeting: Monday 9<sup>th</sup> March 2020 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates for 2020: 8<sup>th</sup> June, 7<sup>th</sup> September.

The meeting closed at 9.00pm.

Signed:

Authority Chair:

Date: