

**Minutes of a meeting of the Bures Joint Cemetery Authority held at
Bures Community Centre, Nayland Road on Monday 7th January 2019 at 8.00pm.**

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 A Crowe, Cllr C Ellis

1/01/19 APOLOGIES FOR ABSENCE

Apologies received from Cllr M Baker (holiday) and Cllr L Alston (unwell).
Apologies accepted by those present.

2/01/19 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.

3/01/19 PUBLIC FORUM – 15 minutes maximum public participation

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

4/01/19 MINUTES

The minutes of the previous meeting of 10th September 2018 were confirmed and signed as a true record (previously circulated).

5/01/19 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Jennie McCrory had submitted her report to the meeting. Cemetery in an extremely satisfactory condition. Graves levelled and turfed in accordance with Cemetery Fees and Conditions. Some ivy growth needed cutting back from main driveway wall. Several small twigs throughout the cemetery to be cleared. Waste bin area required emptying. Clerk to follow up on all matters raised.

Next Inspector: Cllr Mychelle Baker.

6/01/19 MATTERS ARISING FROM THE PREVIOUS MINUTES

a) Monitoring of trees – Sequoia and Cedar: A climb of the Sequoia had been taken on the advice of the recent Picus Test report from Suffolk Tree Services. GV Tree & Garden Services reported that this had revealed no decay at the top of the tree with only the monitored visible decay at the base. Minor branch removal only had been carried out with no extra costs incurred. Reduction work on the Cedar had been satisfactorily carried out within the last 2 years and no further work recommended until the next inspection in approximately 2 -3 years time.

b) Skip/topsoil/spoil heap: 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 was investigating other options for disposal of waste from the cemetery and for a suitable location for a grave spoil heap. It was agreed to continue with the current arrangements and review the options at the next meeting. A supply of top soil was currently being stored for use by the contractor when levelling and turfing graves.

c) Amendment to maps: The Clerk advised members that following the recent retrieval of old burial records as recorded at the last meeting she was now able to update the cemetery maps from the written entries. Following this work she would arrange for the records to be held at the Suffolk Record Office for future safekeeping.

d) Benches: A memorial bench in memory of Stephen Dexter had been installed in the extension area. All costs incurred being met by the next of kin. The bench would be included in the Assets Register. All benches to be monitored for wear and tear at the site meeting in March.

e) Headstone installation issues: The Clerk had arranged with the Stonemason to rectify the poor installation of the headstone of the late Stephen Dexter. Installation now rectified. The next of kin had been notified and had expressed approval of the works undertaken.

f) Scout Troop project: The suggested project to plant spring bulbs at various locations in the cemetery was still to be followed up by the Scout Troop. Cllr McCrory agreed to check with the Troop Leader whether this could be actioned in the spring.

g) Marker crosses: The Clerk had discussed the options to remove various deteriorating marker crosses from graves with the respective deed owners. All marker crosses had now been disposed of. The Clerk thanked Cllr Aries for helping her to clear old wreaths and debris from all graves in the old and new sections of the cemetery.

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

7/01/19 QUOTATIONS

a) Pathways for extension area: Design of the extension area had previously been agreed by members following the gifting of the land and therefore it was considered that the decision should be upheld and pathways laid. Two quotations had been submitted for consideration from Wiles Contractors Limited and JPB Landscapes. It was agreed to accept the quotation from JPB Landscapes, £1,687.50 + VAT for the installation of 2 new shingle pathways as per the specification submitted.

b) Height reduction of Leylandii: A request had been received from an adjacent landowner for the Cemetery Authority to arrange for either reduction in height or removal of the Leylandii trees along the left boundary. Two quotations had been submitted for consideration from Guy Jones Tree Surgery and Richard Fordham Tree Surgeons. It was agreed to accept the quotation from Richard Fordham Tree Surgeons, £1,650.00 + VAT for a 50% reduction in height with all debris and timber to be removed from site.

8/01/19 GROUNDS MAINTENANCE CONTRACT

The current 2 year contract with JPB Landscapes was due for renewal on the 1st April 2019. Although members noted that there were no issues with the current contractor it was agreed the pending renewal should be advertised. The Clerk to follow up.

9/01/19 CORRESPONDENCE

The Clerk reported on the visit to the cemetery by Bures Primary School children from Years 5 and 6 to mark the occasion of the WW1 Centenary. The children had lain a wreath at the grave of a German prisoner from WW1 situated at the lower end of the cemetery.

JPB Landscapes Certificate of Insurance Liability received – copy to be held on file. Information on the Aviva Community Fund advising of available grants for environment projects – circulated and to be held on file.

10/01/19 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 Basil Pilgrim
Memorial for the late Stephen Dexter
Interment of the late Iris Cox

Interment of the late Congetta Kemp
Purchase of ashes plot A3 space 16
Interment of the late Robin Springett
Memorial for the late Basil Pilgrim
Memorial for the late Stanley Watts
Interment of the late Elizabeth Wilkinson
Memorial of the late Ernest Kemp
Interment of the late John Vaughan

11/01/19 FINANCE

Business Access A/C balance: £7,645.75

Community A/C balance: £6,929.27 (when all cheques paid).

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank Reconciliation dated 20th December 2018 circulated, noted and attached.
Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.
- c) Update of member's information had been completed and submitted to the Bank Mandate Team as requested.
- d) Bank Signatory Mandate had been amended to include the Clerk thus allowing easier liaison between herself and Barclays Bank on financial matters. No sanction to sign cheques given as per Cemetery Authority Standing Orders.
- e) 1 no. Bespoke Burial Grant Book ordered at a cost of £298 + VAT – noted.

12/01/19 AUDIT MATTERS

- a) External Auditors approval of 2017/18 accounting statements received with no matters arising
- b) Internal Audit Review meeting held on 3rd October 2018 – Cllr Crowe, Cllr McCrory, Clerk and Internal Auditor in attendance. All satisfactory and Checklist duly signed.
- c) Standing Order amended in accordance with NALC recommendations LO9-18.
- d) The Clerk advised all old records held to be deposited at the Suffolk Record Office.

13/01/19 BRIEF INFORMATION & EXCHANGE

None.

14/01/19 DATE OF NEXT MEETING

Cemetery site meeting Saturday 2nd March 2019 at 10.00am.

Monday 4th March 2019 (revised date) to be held at The Committee Room,
Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked for 2019: 10th June, 9th September.

The meeting closed at 9.15pm

Signed:

Authority Chair:

Date:

