

Minutes of a meeting of the Bures Joint Cemetery Authority held virtually via Zoom on Monday 8th June 2020 at 7.30pm

PRESENT: Cllr J Aries (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr S Sills
Bures Hamlet Parish Council: Cllr M Baker, Cllr C Ellis, Cllr K McAndrew

1/06/20 APOLOGIES FOR ABSENCE

Apologies received from Cllr L Alston and Cllr J McCrory (personal commitments).
Apologies accepted by those present.

2/06/20 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.

3/06/20 PUBLIC FORUM – 15 minutes maximum public participation

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

4/06/20 MINUTES

Minutes of the previous meeting of 9th March 2020 (previously circulated) were approved as a correct record. To be duly signed following the virtual meeting.

5/06/20 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

Cllr Sills had circulated her report prior to the meeting. Overall the cemetery was in an extremely good condition. Overgrowth at rear entrance needed to be cleared and bank trimmed. Benches stained and in good condition. Deadwood in boundary Leylandii to be followed up with contractor. Cllr Sills had checked all memorials for stability and one required attention. Cllr Aries would place a warning sign against the memorial. Clerk to follow up on all other matters raised.

Next Inspector: Cllr. J Aries.

6/06/20 MATTERS ARISING FROM PREVIOUS MINUTES

a) Boundary of Cuckoo Hill development: The partitioning of the rear gardens of Plots 1 - 4 was nearing completion. Therefore members agreed that the substantial fence along the section of cemetery bounding on to the rear gardens, as promised by the site owner, needed to be installed as soon as possible. The site owner had advised that only one tree would need to be removed but all others would remain to give security to the soil bank. Chairman would continue to monitor.

b) Utility pole: The pole at the top of the cemetery boundary leading onto St Edmunds Lane had been reported to UK PowerNetwork to clear the overgrowth around and over the pole. Ref No. 248601-Z.

c) Monitoring of boundary walls: Ivy had been removed and Cllr Aries continuing to monitor. She had no current issues to report.

d) Alternative use of glyphosate: Both parish councils had undertaken a review of action on Climate Change and in particular the use of glyphosate. The contractor advised members that this was an action being taken up by his clients, however the set up costs for an alternative method was costly. He had trialled New Way as an alternative in other parishes but members noted that this was dangerous to bees and so agreed for a trial of Avenger to be undertaken when an alternative supplier had been sourced by the contractor. Pathways currently being raked only with pulling out of weeds. Bevills Estate Farm Manager had strimmed along the boundary fence however nettles still needed to be cleared. Clerk continuing to follow up on this matter with all parties.

e) Contractor's works: All works as per works list completed. (see attached). Christmas and interment wreaths being removed in line with the Cemetery Conditions. Cllr Aries to clear the last two interment's wreaths as necessary. All graves had been levelled with the exception of one which would be levelled as soon as possible. Graves to be re-turfed in the autumn. Front entrance gate needed a further clean.

7/06/20 EXTENSION AREA

a) Signage, vehicle turning, future burial provision and layout of extension area:

The Chairman had been observing procedures used by the funeral cortege and mourners attending an interment at the cemetery. Owing to Health and Safety and the recent Covid-19 restrictions the coffin was laid on a bier and transported to the grave from the hearse which was parked as closely to the graveside as possible. It was agreed to leave the 'No Access' sign in place as this would at least deter other vehicles from entering into the extension area. Options for a turning circle in the extension area to ease manoeuvring of the hearse were discussed along with probable need to widen the path. It was agreed that interments in the current extension should only be dug to the left of the path for the time being. The use of the shed and it's possible removal to allow a parking area for visitors to also be investigated. Any future extensions would require the purchase or gifting of land from the Bevills Estate Trust. All proposals for the area to be discussed more fully at the site meeting in March 2021.

8/06/20 MANAGEMENT OF MEMORIALS

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 being recorded on a spread sheet. Corresponding entries had been added to 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. Currently any unsafe memorials identified were being marked with a temporary warning sign.

9/06/20 CORRESPONDENCE

None received.

10/06/20 FINANCE

Business Access A/C balance: £9,664.21

Community A/C balance: £5,080.09 (when all cheques paid).

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank Reconciliation dated 30th May 2020 circulated, noted and attached.
Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.
- c) Small Business Grant – the Cemetery Authority had qualified for the £10,000 Small Business Grant Scheme and the grant had been received. The Clerk had completed an online survey to give Babergh District Council (Administrator of the Government grants) an understanding of the impact of Covid-19 on small businesses. Probable need to extend the cemetery was noted on the survey as an impact and members agreed that the grant should be used for any future costs.
- d) It had been agreed to waive burial fees during the Covid-19 pandemic and fees would continue to be waived with a review at the September meeting of the Cemetery Authority.
- e) 2019/20 HMRC Clerk's salary and tax duly completed – noted.
- f) 2019/20 VAT claim submitted to HMRC – noted.
- g) Half year precept requests submitted to BHPC and BSMPC – noted.

11/06/20 AUDIT MATTERS

- a) The findings of the Review of the effectiveness of the system of internal control held on 28th October 2019 were considered and accepted.
- b) The Internal Auditor's Report 2019/20 was noted with matters raised duly followed up.
- c) The Annual Governance Statement 2019/20 was considered, approved by resolution and to be duly signed following the virtual meeting.
- d) The Annual Accounting Statement 2019/20 was considered, approved by resolution, and to be duly signed and dated following the virtual meeting.
- e) The following were reviewed and duly adopted:
 - Standing Orders
 - Financial Regulations
 - Cemetery Fees and Conditions
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
 - Training Policy
- f) The following matters were considered and approved;
 - Carolyn Holbrook appointed as Internal Auditor for 2020/21. It was agreed to increase her fees to £40 per annum.
 - Internal Audit Review Checklist – agreed to meet in October – date to be arranged
 - Approved accounts to be made available for sale for £2
 - Asset Register
 - Insurance Renewal Premium
 - Funeral Bond letter
 - Notice of Interment form
 - Memorial Application form
 - Grave Deed letter

12/06/20 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

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

Interment of the late Antony Dorling - J Edwards Funeral Directors

Interment of the late Susan Daniels - J Edwards Funeral Directors

Interment of the late Christopher Robinson – J Edwards Funeral Directors

Interment of the late Elizabeth Pilgrim – Brown Fenn Parker Funeral Directors

13/06/20 BRIEF INFORMATION & EXCHANGE

It was noted that meetings will continue to be held virtually until further notice.

14/06/20 DATE OF NEXT MEETING

Committee meeting: Monday 7th September 2020 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed 2021: 11th January, 8th March, 7th June, 6th September

The meeting closed at 9.15pm

Signed:

Authority Chair:

Date: