

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 11<sup>th</sup> March 2013 at 8.00pm.

**PRESENT:** Cllr David Lee (Chairman), Mrs Jenny Wright (Clerk).

Bures St. Mary Parish Council: Cllr M Seymour.

Bures Hamlet Parish Council: Cllr Carol Barnham, Cllr Jacqui O'Sullivan.

**APOLOGIES:** Apologies from Bures Hamlet Parish Council: Cllr Derek Matthews, Cllr Carolyn Holbrook and Cllr Jennie McCrory.

**MINUTES:** The minutes of the previous meeting of 7<sup>th</sup> January 2013 were read, confirmed and signed.

**INSPECTOR'S /HEALTH & SAFETY REPORT:** Cllr Carol Barnham gave the following report: The cemetery was in a very satisfactory condition. Trees still not cut back from power line in extension area. Clerk advised this was still under BTS contractor's jurisdiction. Small tree debris to be cleared from pathways. Clerk to follow up. Water tap frozen owing to weather conditions. Still waiting on sign for front entrance. – Security Protected Thieves Beware. The Clerk had contacted Steven Binks to make the sign and he had assured her that he would do this as soon as possible but he had several personal commitments. Members agreed that the Clerk should request the sign to be installed within a month and if no assurance then she should look for further quotes. Next Inspector: Cllr Carolyn Holbrook.

**CEMETERY PLANNING APPLICATION:** The Chairman had received no further comments from members regarding the re-draft of the planning application and thus submitted to Babergh DC on the 14<sup>th</sup> January and subsequently approval received on 4<sup>th</sup> March. Clerk was in receipt of the details of the planning approval conditions for change of land use. Screening along the St Edmunds Lane boundary was a condition and the Clerk would contact Chris Mortimer Grounds Maintenance for costs to plant laurel hedging to keep in line with those already planted further down the lane. It was agreed that a cemetery site meeting should now be held. Clerk to contact all committee members to agree a date and time, preferably Monday 8<sup>th</sup> or 15<sup>th</sup> April at 5.30pm.

**NEW EXTENSION AREA PATH DESIGN:** Clerk to contact 3 local businesses for quotation to move bench to top of extension area and to lay path up to the bench. Wiles, T5 and Nigel Norton to be approached for quotations.

**CEMETERY WALL SECURITY:** Clerk was still waiting on SmartWater information from Cllr Holbrook who was not in attendance. The Clerk had contacted Steven Binks to make the sign and it was agreed for the Clerk to follow up as per stated under Inspector's Report.

**PARTY WALL AGREEMENT:** A second photographic evidence had now been completed. Thanks expressed to Cllr Evans (Bures Hamlet PC) and Cllr O'Sullivan for their assistance with this. The Clerk would finalise and forward to Miss Samantha Parker of CRP Carpentry for her attention. The boundary fencing was now completed and all satisfactory.

#### **MATTERS ARISING FROM PREVIOUS MINUTES:**

**a) Contractors works:** The Clerk was in receipt of Chris Mortimer Grounds Maintenance Duty of Care, Annual Waste Transfer Note duly signed and agreed. St. Edmunds Lane banks trimmed. Chris Mortimer agreed to ensure that his works vehicle would be stationed down the lefthand path for all occasions when it was necessary for him to attend to an interment of ashes in the cemetery.

**b) Tree works:** Dennis Ambrose had arranged for the dead trees in the newly acquired section to be replaced and extra screening put in place at each end of the section. Cost £143.80. BTS works to the trees under the power lines in the extension area still outstanding. Clerk would follow up once again.

**c) Re-purchase of grave spaces:** It was agreed that the Clerk could now make contact with those persons on her waiting list wanting to purchase a grave space. All allocations would be next in line but it was agreed to allow Mrs Pam Steventon to purchase the first

grave space in the newly acquired section to the left of the proposed path as specifically requested.

**d) Advertisement for minor repairs:** The Clerk had arranged for an advertisement to be placed in the April edition of the parish magazine to request written interest from persons wanting to be called upon to do minor carpentry, repairs and painting works as and when required.

**STATEMENT OF ACCOUNTS:**

It was agreed that the Clerk should not proceed any further into the matter of investment for the Step Saver funds until all costs for design and layout of the newly acquired section had been finalised.

The Clerk had circulated information from the External Auditors Briefing Note 2013 to all members.

**Step Saver A/C balance: £7115.79**

**Community A/C balance: £2031.78 (when all cheques paid)**

**The following accounts had been met previous to meeting:**

Babergh District Council	Planning application fee	£385.00
Mrs J Wright	Pettycash Jan '13	£7.50
Mrs J Wright	Salary Jan '13	£69.98
HM Revenue & Customs	Tax Jan '13	£18.40
Revd R King	Church & Min fees J Dingwall	£100.00
J E Jaye	Trees for extension	£143.80
Chris Mortimer	Clearing leaves/burial of ashes	£51.00
Anglian Water	Charges Nov – Feb '13	£15.59
Mrs J Wright	Pettycash Feb '13	£8.00
Mrs J Wright	Salary Feb '13	£70.78
HM Revenue & Customs	Tax Feb '13	£17.60

**The following account was passed for payment:**

Chris Mortimer	Strim/clear soil/weedkill/extras	£180.00
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**The following receipts had been received:**

Burial Fees	Ashes interment J Dingwall	£190.00
Barclays Bank	Interest Sept – Dec	£0.93

**CORRESPONDENCE:** The Clerk was in receipt of guidance notes from the Institute of Cemetery & Crematorium Management entitled 'The Sensitive Disposal of Fetal Remains'. To be held on file.

**BRIEF INFORMATION & EXCHANGE:** The Clerk noted that Mrs C Harrison wanted to relinquish her purchased grave space. Agreed to follow up.

**DATE FOR NEXT MEETING:**

Site meeting at cemetery: T.B.A. (preferably 8<sup>th</sup> or 15<sup>th</sup> April at 5.30pm)

Next meeting: Monday 10<sup>th</sup> June at The Garrad Room, Bures Community Centre at 8.00pm.

