

**Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 16<sup>th</sup> September 2013 at 7.30pm.**

**PRESENT:** Cllr D Lee (Chairman), Mrs J Wright (Clerk).

Bures St. Mary Parish Council: Cllr M Seymour.

Bures Hamlet Parish Council: Cllr J O'Sullivan, Cllr C Barnham, Cllr D Matthews.

**1/09/13 APOLOGIES:**

Apologies from Bures Hamlet Parish Council: Cllr J Weavers (family bereavement).

Bures St Mary Parish Council: Cllr J McCrory (play rehearsals), Cllr C Holbrook (hols).

**2/09/13 REGISTER OF INTERESTS & DISPENSATION REQUESTS:**

To declare any 'Pecuniary' or 'Non Pecuniary' interests. None declared.

**3/09/13 MINUTES:**

The minutes of the previous meeting of 10<sup>th</sup> June 2013 were confirmed and signed as a true record (previously circulated) with one amendment: 6/06/13 a) to read:

'although the highest it was the only comprehensive quotation'

There were no matters arising from the minutes which were not on the agenda.

**4/09/13 INSPECTOR'S /HEALTH & SAFETY REPORT:**

Cllr Lee gave the following report: He had updated the risk assessment checklist to include the items in the newly acquired section. Members agreed the updates. Main gates required a clean down. Dead trees in newest section to be replaced in autumn. Cemetery clear of litter.

Noticeboard would require repair or replacing in the spring. Some headstones checked.

Ashes plot of the late 'Ford' planted out but it was agreed to leave as is for the moment.

Clerk to monitor and would follow up on all other matters reported.

Next Inspector: Cllr Jennie McCrory.

**5/09/13 NEW EXTENSION AREA DESIGN:**

As Dennis Ambrose had been unable to follow up on the works required to remove the soil hump between the two extension areas, the Clerk had met with Joe Wiles to discuss the matter. He had submitted a quotation for the extra work £749 + VAT which had been circulated to all members and agreed prior to the meeting. All additional works and new path now completed.

Additional laurels to be planted along St Edmunds Lane section as previously agreed. Clerk to contact Chris Mortimer.

Cllr Seymour asked if there was a need to create an area specifically for those families wishing to scatter the ashes of their loved ones. The Clerk advised that it was recorded on the cemetery fees and conditions that there was no charge for scattering of ashes but those persons wishing to do so must inform her beforehand so that the scattering is recorded in the Cemetery Register. It was agreed that there was still available space in the oldest section when the occasion arose.

**6/09/13 REMOVAL OF EXCESS SOIL FROM SITE:**

The Clerk had followed up on the matter further with Mr Dennis Ambrose who had kindly agreed to create an area in the adjacent field for the excess soil to go instead of a shuttered area within the cemetery boundary. He would then clear from site as and when necessary.

Mr Ambrose had loosened two end fence panels to allow access into the field for the cemetery contractors and gravedigger.

#### **7/09/13 OTHER MATTERS ARISING FROM PREVIOUS MINUTES:**

- a) **Contractors works:** Main driveways weedkilled. Lime tree saplings cut back. Holly tree removed from grave of Lee in top right hand section of cemetery. St. Edmunds Lane gate area and verges strimmed. All graves levelled as necessary. Bollard had been painted. Lock missing but Clerk had agreed with contractors to make sure that the bollard is upright when leaving the cemetery extension area.
- b) **Tree works:** Still outstanding. BTS had rearranged the date for works again. Now scheduled for December 3<sup>rd</sup>. Power to be turned off and a road closure applied for.
- c) **Cemetery wall security:** Sign in place. Very satisfactory and therefore it was agreed not to follow up on the SmartWater security.
- d) **Benches:** The Scouts had cleaned the benches. Thanks had been sent along with a donation of £35. 3 benches had been stained.
- e) **Water leak:** The Clerk had reported the water leaking from the adjacent building site.  
Suffolk County Council Highways Engineer had visited the site and was happy with the report received from the site owner that when piling completed the pumping of water into Cuckoo Hill will cease.

#### **8/09/13 AUDIT MATTERS:**

Approval received from External Auditors for Annual Return year ending 31<sup>st</sup> March 2013 with no matters arising requiring attention.

One matter to note: the confirmation approval date had been omitted on the statement but this had been rectified with the auditors. Clerk required to report to Cemetery Authority members.

Internal Audit Review Checklist dated agreed for 18<sup>th</sup> September – Clerk, Cllr McCrory and Internal Auditor to attend. Cllr Holbrook gave her apologies as she was unable to attend on that date.

Clerk had actioned the Internal Auditor's recommendation to show reserves within the finances.

Physical Risk Assessment reviewed and approved with Chairman's amendments including items within the newly acquired section of land.

VAT claim for 2012/2013 received.

#### **9/09/13 BUDGET:**

The prepared projected budget for 2014/15 was circulated and approved. It was agreed to request £3,500 from both Bures St Mary and Bures Hamlet Parish Councils as per previous year. The Clerk had shown earmarked reserves of £3,000 for the extension area and £1,000 for tree works plus £2,000 as 25% retention of funds.

**10/09/13 STATEMENT OF ACCOUNTS:**

Business Access A/C balance: £9,118.72

Community A/C balance: £1,688.66 (when all cheques paid)

Finance Budget Monitoring Report – circulated, noted and attached

Bank Reconciliation dated 1<sup>st</sup> September 2013 presented and approved

The Clerk had ordered and received a Register of Exclusive Rights Grants, £286 + VAT

**11/09/13 CORRESPONDENCE:**

Mrs Irene Lalley had contacted the Clerk to offer two small oak saplings for planting in the autumn. Clerk to collect when weather suitable for planting.

**12/09/13 BRIEF INFORMATION & EXCHANGE:**

The Clerk had spoken to the owner of the car which regularly parked close to the cemetery entrance to make them aware of the difficulties for traffic turning into the cemetery.

The Clerk was looking into obtaining some green matting for use when ashes plots prepared.

**13/09/13 DATE FOR NEXT MEETING:**

Monday 6<sup>th</sup> January 2014 at The Committee Room, Bures Community Centre at 7.30pm.

Remainder of dates for 2014: Mondays: 17<sup>th</sup> March, 9<sup>th</sup> June, 15<sup>h</sup> September.

The meeting closed at 8.45pm

Signed:

Authority Chair:

Date: