

**Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 6<sup>th</sup> January 2014 at 7.30pm.**

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

Bures St. Mary Parish Council: Cllr M Seymour, Cllr J McCrory, Cllr C Holbrook

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

**1/01/14 APOLOGIES**

None.

**2/01/14 REGISTER OF INTERESTS & DISPENSATION REQUESTS:**

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

**3/01/14 MINUTES**

The minutes of the previous meeting of 16<sup>th</sup> September 2013 were confirmed and signed as a true record (previously circulated). There were no matters arising from the minutes which were not on the agenda.

**4/01/14 INSPECTOR'S /HEALTH & SAFETY REPORT**

Cllr McCrory gave the following report: Cemetery in an extremely good condition. She had kindly cleared the leaves and debris from St Edmunds Lane steps to make less hazardous. She had also cleared small tree debris from oldest and newest sections. Noticeboard showing signs of rotten wood at top. Previously reported and agreed to look into repair or replacement in the spring.  
Next Inspector: Cllr Jacqui O'Sullivan.

**5/01/14 CHRIS MORTIMER MAINTENANCE CONTRACT**

Chris Mortimer Grounds Maintenance had put forward his new price for the grass cutting season 2014/15. £158 + VAT per cut based on 12 cuts per season, to include emptying of waste bin during the grass cutting season. This was an increase of £3 per cut on previous season. This was accepted by the members. The Clerk was to confirm that this figure included cutting in the newest section. She would request confirmation of the additional cost for clearing grass cuttings from the extension area if necessary prior to a funeral.

Chris Mortimer requested an increase of £2 on the cost of preparing and closing over of ashes plots. This was agreed and the Clerk to amend the Authority's Table of Fees and Conditions from £30 to £32.

**6/01/14 OTHER MATTERS ARISING FROM PREVIOUS MINUTES**

- a) **Winter maintenance:** Some winter maintenance completed. Laurel cleared from grave at top of main drive. Tree branch damage cleared from tree at top of main drive. Works in hand: Laurels and shrubs to be cut back along St Edmunds Lane boundary. One lime tree to be lopped. All paths to be raked and cleared of debris.
- b) **Contractors works:** Main driveways weedkilled. Front gate cleaned. Damaged laurels replaced at St Edmunds Lane boundary on newest section. Tree debris cleared from recent gales. Mrs Lalley had offered two oak saplings for planting in the cemetery but the Clerk had not received them. Chairman agreed to follow up.

- c) **Replacement dead trees/fence panel:** Farm Manager Dennis Ambrose had repaired the damaged fence and fence posts along the boundary of the newest section. He had also ordered lime trees to replace the dead trees along the boundary.
- d) **Tree works:** Rescheduled BTS tree works had now been completed. All trees near overhead cables had been cut back away from the power lines. Clerk and Chairman had both met contractors on site during the work in progress. Contractor supervisor had put forward his proposals to remove nearest two trees on either side of the footpath. After some discussion it was agreed for the contractors to proceed. All remaining tree stumps have been treated.
- 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. The Clerk was still monitoring situation.
- f) **Green matting:** The Clerk had purchased a piece of green matting to cover the prepared ashes plots when interments taking place. Cost £40 + VAT. Matting to be held by contractor Chris Mortimer for use as necessary.

#### **7/01/14 LAYOUT OF NEWEST EXTENSION AREA**

The Clerk advised that a funeral was pending and she had agreed to meet with Gary Smith the gravedigger to discuss where the grave should be dug. Space was now limited in the first extension area and the gravedigger may need to dig in the newest section. After some discussion it was agreed the Clerk would contact all members when she had agreed date and time of meeting with Gary Smith so that further discussion with those members available could take place on site. The Chairman expressed his preference for the grave to be dug at the entrance in to the section.

#### **8/01/14 CORRESPONDENCE**

The Clerk was in receipt of advice note from Aon Insurance regarding winter gritting risk assessment. To be held on file.

#### **9/01/14 STATEMENT OF ACCOUNTS**

Business Access A/C balance: £9,119.86

Community A/C balance: £2,148.48 (when all cheques paid)

Finance & Budget Monitoring Report – circulated, noted and attached

Bank Reconciliation dated 30<sup>th</sup> December 2013 presented and approved

#### **10/01/14 AUDIT MATTERS**

Following recent recommended revised Standing Orders and Financial Regulations from the National Association of Local Councils the Clerk presented a review of the Cemetery Authority's Standing Orders and Financial Regulations to all members.

These were both agreed and adopted.

The Internal Audit Review Checklist had been completed and agreed. Cllr McCrory, Clerk and Internal Auditor attended.

**11/01/14 BRIEF INFORMATION & EXCHANGE**

None.

**12/01/14 DATE FOR NEXT MEETING**

Monday 17<sup>th</sup> March 2014 at The Committee Room, Bures Community Centre at 7.30pm.

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

Site meeting at cemetery arranged for Saturday 15<sup>th</sup> March at 10.00am.

Cllr Barnham gave her apologies for that meeting.

The meeting closed at 8.45pm

Signed:

Authority Chair:

Date: