

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 9th January 2017 at 7.30pm

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

Bures St. Mary Parish Council: Cllr J Aries, Cllr J McCrory, Cllr L Alston

Bures Hamlet Parish Council: Cllr A Crowe, Cllr C Barnham, Cllr D Matthews

1/01/17 APOLOGIES

None received.

2/01/17 REGISTER OF INTERESTS & DISPENSATION REQUESTS

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.

None declared.

3/01/17 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

4/01/17 MINUTES

The minutes of the previous meeting of 5th September 2016 were confirmed and signed as a true record (previously circulated).

5/01/17 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Jan Aries reported the following: Moss growth on main drive. Chestnut fencing along boundary of newest section leaning. Ivy on walls and pillars of main drive. Xmas tributes to be removed from graves next month. General bramble, leaf fall and small branch clearance to be done. Waste bin full. Clerk noted that she was meeting with contractor at the end of week regarding the winter maintenance works still outstanding. Cllr Aries suggested that the new waste skip should be screened. She also suggested that copies of the cemetery map were made available to members to assist when completing the inspections. Clerk to follow up on all matters raised.

Next Inspector: Cllr Alan Crowe.

6/01/17 MATTERS ARISING FROM PREVIOUS MINUTES

- a) **Resurfacing of main drive:** The work had been completed. Following the Chairman's concerns regarding the looseness of the gravel the Clerk had met with Joe Wiles on site to discuss. Works had been completed according to the specification agreed by members but it was agreed that any loose top stone would be swept. Joe Wiles noted that the Cemetery Authority was a much valued customer and would honour any necessary make good repairs to the driveway in the future.
- b) **Headstone repairs:** Two headstones required stabilising – Harold and Amy Holden 1984 in extension area and Lionel John Pilgrim 1948 in older section. Clerk had obtained one quotation to date. Still waiting on a second from Bradford Memorials. It was noted that headstones were the responsibility of the grave owner and the Authority had no obligation to meet any repair costs but was required to ensure safety in the cemetery. Members to inspect all memorials at the March site meeting and lay down as necessary in accordance with health and safety regulations.

- c) **Waste skip:** Since the September meeting the village waste disposal area had been closed owing to health and safety issues. Two options for disposal of the cemetery green waste had had to be urgently agreed by members prior to the January meeting. Contractor to dispose at a cost of £35 per truck load or a skip to be hired. It had been agreed to proceed with the hire of a skip via G Leeks of Hadleigh. Cost £80 + VAT for each 8 week period. Skip now in place in the field behind the boundary fence line at the far right of the cemetery. Cllr Aries suggested that the new skip should be screened. Clerk to follow up. Cllr Ambrose had kindly agreed to erect a permanent gate to replace the moveable fence currently in place leading to the skip area and would clear all excess debris.
- d) **Cemetery workshops:** The Chairman, Clerk and Cllr Barnham had attended a Cemetery Management & Compliance course and a Garden of Remembrance course. Attendance certificates had been issued by EALC. The Clerk had circulated notes from both courses to all members and these to be held on file for future reference. An area designated for scattering of ashes was discussed and agreed to be followed up at the site meeting in March.
- e) **Contractor works completed:** Rose bush in memory of the late Maureen Howell had been removed and area tidied. Ivy cleared from end of left hand path. Shed painted. All graves levelled and turfed. Suckers removed from base of lime trees. All paths weed killed.
- f) **Contractor works still outstanding:** Winter maintenance works.

7/01/17 CORRESPONDENCE

- a) Rupert Tozer had written to the Clerk requesting that the area around his late parent and sisters graves be tidied. She had met with the contractor and agreed the following works: boundary hedging to be cut back, overhanging tree branch trimmed, bench stained and both graves to be levelled and turfed. Works now completed.
- b) New Rateable Value on Business properties effective 1st April 2017. Clerk had registered online as recommended by the VOA.
- c) The Clerk was in receipt of the Cemetery Gravedigger's Certificate of Liability and Risk Assessment for the insurance files.
- d) The Clerk had completed the SLCC Cemetery & Churchyard survey online with the responses received by SLCC highlighting an impending grave space crisis.
- e) Anglian Water notified the Authority of changes to the water industry with the introduction of a competitive water market from April 2017 – circulated.
- f) Details of the Insurance Act 2015 effective 12th August 2016 noting the introduction of a new duty on clients, the 'duty of fair presentation' – circulated.

8/01/17 FINANCE

Business Access A/C balance: £2,130.22

Community A/C balance: £5,015.74 (when all cheques paid).

Finance & Budget Monitoring Report – circulated, noted and attached.

Bank Reconciliation dated 19th December 2016 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

Pensions Regulator Staging Date was 1st November 2016. Clerk had completed the recommended Legal Duties.

2nd half year VAT claim from HMRC received and noted.

9/01/17 AUDIT MATTERS

External Auditor's approval of 2015/16 Accounting Statements received with no matters arising to report.

Internal Audit Review Checklist completed and all reported satisfactory.

10/01/17 BRIEF INFORMATION & EXCHANGE

The Chairman reported on the meeting with the builders of the new property immediately adjacent to the cemetery and the concerns raised regarding cracks in the boundary wall which now appeared to be worsening. As the wall was subject to a Party Wall Agreement it was agreed to include on the agenda for the cemetery site meeting in March.

11/01/17 DATE OF NEXT MEETING

Date of next meeting: Site meeting Saturday 11th March at 10am at Bures Cemetery.

Committee meeting: Monday 13th March 2017 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Cllr Aries gave her apologies for both these meetings owing to prior commitments.

Future dates booked 2017: 12th June, 11th September.

The meeting closed at 8.30pm

Signed:

Authority Chair:

Date:

