

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 11th September 2017 at 7.30pm

PRESENT: Cllr D Lee (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr J McCrory, Cllr J Aries, Cllr L Alston
Bures Hamlet Parish Council: Cllr A Crowe, Cllr D Kennett

1/09/17 APOLOGIES

Apologies received from Cllr Carol Barnham (on holiday). Apologies accepted by those members present.

2/09/17 REGISTER OF INTERESTS & DISPENSATION REQUESTS

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.
None declared.

3/09/17 PUBLIC FORUM – 15 minutes maximum public participation

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

4/09/17 MINUTES

The minutes of the previous meeting of 12th June 2017 were confirmed and signed as a true record (previously circulated).

5/09/17 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Jan Aries had circulated her report prior to the meeting. The cemetery was in a very satisfactory condition. Contractor still to fence off the gap at the rear steps to hopefully discourage the Munkjac entering the cemetery. Front boundary wall still to be pointed. It was suggested that some nettles should be left uncut along boundaries for the benefit of wildlife. Some weed spraying required on pathways. Pine needles to be cleared. Cllr Aries was only able to find one bat box and one bird box amongst the trees in the cemetery. She also suggested that it would be good to have bumble bee and hedgehog boxes. Cllr McCrory to discuss with Bures Scout Troop if a selection of boxes could be built as a Troop project in 2018. Some decaying tributes had been cleared from graves. The Chairman noted to the members that imitation floral tributes or trinkets, although unsightly were left undisturbed after the regulatory 3 month period to help ease the burden of loss for bereaved relatives. Graves were generally tidied by relatives or the contractor at a later stage in the bereavement process.

Next Inspector: Cllr Carol Barnham

6/09/17 MATTERS ARISING FROM PREVIOUS MINUTES

- a) **Headstone stability:** The Chairman advised that he had completed the annual check of the memorials in the cemetery to meet the Authorities obligations under its Health and Safety regulations. The three recently repaired memorials remained secure. All memorials from top of main drive towards shed and in new section were stable. In the older section a number of the memorials crosses were found to be a little loose but not unstable although the Chairman recommended that 2 crosses should be re-assessed at the March site meeting.

- b) Monitoring of boundary walls:** The Chairman and Clerk had met with CRP Carpentry on 4th July to discuss the Party Wall Agreement and to follow up on the deterioration of the boundary wall at the main entrance. CRP Carpentry acknowledged the deterioration but would not accept responsibility for the problem within the Party Wall Agreement. However as a gesture of goodwill they agreed to do some minor repointing at a time convenient to their work schedule. Clerk to follow up with CRP Carpentry.
- Cllr Aries noted on the open boundary line at the far end of the cemetery and the need for protective fencing. It was agreed to follow up as necessary when the adjacent site was fully developed.
- c) Monitoring of trees:**
- 1) Picus Testing:** The estimate of £350 to £370 from Suffolk Tree Services Ltd to carry out Picus Tests on the Cedar and the Sequioa at the top of the main drive as recommended had been accepted. However the Clerk had been notified that the Picus testing machine was being serviced in Germany and therefore no date for the tests could be arranged until its return. The Clerk agreed to discuss with Suffolk Tree Services why there had been a dramatic loss of pine needles from the two trees plus one other tree along the top drive She would also follow up on a date for the tests.
 - 2) Trees adjacent to No. 14 Cuckoo Hill:** The Clerk had arranged for minor trimming to the trees along the main drive and to the rear of No. 14 and this work had now been completed. The Chairman had inspected and advised works satisfactory and in line with the agreement made with Mr Currie.
- d) Cemetery maps:** The Clerk had finalised the matching of the maps with the written records. She had found a number of discrepancies between the written entries and the maps but hoped that the maps were now reasonably accurate. Copy maps had been made, encased and one set secured on the shed at the cemetery. Another set of maps had been placed under glass at the rear of St Mary's Church.
- e) New pathway:** It was agreed to defer this item until the next financial year.
- f) Benches:** Since the previous meeting a further 2 benches had been disposed of under Health and Safety. The remaining 3 benches had been re-varnished. Asset Register duly updated. The memorial plaques removed from the damaged benches had been stored in the shed for safekeeping. Clerk to check that all remaining benches were bolted and secure.
- g) Amendment to Grave Deed letter:** The Clerk had amended the letter sent out to new grave owners to include reference to donating a bench to the cemetery in memory of a loved one. Members confirmed agreement with the wording and to not have a preferred supplier or style but to allow families to choose from a selection of benches.
- h) Contractor works completed:** All works as per contract completed. It was agreed to leave the ivy on some of the trees until clearance was necessary. St Edmunds Lane railing repaired. Wheelbarrow purchased. Scouts had cleaned front and rear gates for a donation. Thanks had been expressed to the Troop. Front gates repaired. Nettles at St Edmunds Lane entrance cleared. Nettles along field boundary strimmed. Overhang of ivy and brambles along main drive cut back. Lime tree saplings removed. All driveways raked and weed sprayed.

- i) **Contractor works still outstanding:** Gap in fencing at St Edmunds Lane steps still to be closed over with netting. Several graves to be infilled, levelled and turfed. Tree branches overhanging at shed area to be trimmed back. Spring bulbs to be planted along rear boundary section of No. 14. Some graves still to be cleared of ivy and tidied.

7/09/17 CORRESPONDENCE

- a) The Clerk had followed up with Mr Alan Moore on his kind offer to make a donation to the cemetery in memory of his late mother. He agreed to meet the cost of a bench purchased from a local supplier. Members were happy for the Clerk to proceed with the purchase and invoice Mr Moore accordingly.
- b) The Clerk had continued to monitor the mysterious issue of ongoing damage to the carnation tributes regularly placed on the grave of the late Joyce and Phil Powell. Following much correspondence on the matter, the family confirmed that they were satisfied that the culprit was either a bird or a deer and not the contractor's strimmer and would place a different variety of floral tribute on the grave in future.
- c) The Clerk had received notification that the Authorities insurance renewal for 2018/19 would be handled by BHIB Insurance Brokers, the preferred partner of Aviva and supported by NALC.

8/09/17 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

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

Interment of Frances Margaret Burbidge
Replacement memorial with added inscription for Peggy Eileen Richards
Interment of ashes of John Goody

9/09/17 BUDGET

The Clerk presented the proposed 3 year budget for 2018/19 – 2020/21.

She suggested that an increase in precepts to both parish councils was necessary to allow a reserve to be held for pending path and tree work. Precept requests to Bures Hamlet and Bures St Mary Parish Councils to be increased from £4,500 to £5,500 for 2018/19 and from £5,500 to £6,500 for 2019/20. The proposed budget was thus agreed by all those members present. Cllr Barnham requested members to consider increasing the Cemetery Fees for financial year 2018/19 and this was noted for following up at the June 2018 meeting.

10/09/17 FINANCE

Business Access A/C balance: £2,130.22.

Community A/C balance: £4,589.17 (when all cheques paid).

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank Reconciliation dated 2nd September 2017 circulated, noted and attached. Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member – Cllr Kennett.
- c) The Clerk had attended a Financial Briefing at EALC in July and notes from the briefing had been circulated. It was noted that the current Cemetery Authority Financial Regulations were in accordance with the NALC Financial Regulations.
- d) Second half year precept requests to BHPC and BSMPC presented and duly agreed.

11/09/17 AUDIT MATTERS

a) External Auditor's approval of 2016/17 Accounting Statements received with no matters arising to report.

b) Internal Audit Review meeting arranged for 4th and 5th October at 6pm – Cllr Crowe and Cllr McCrory to attend one session with the Clerk and Internal Auditor.

c) Asset Register had been updated to reflect the 4 benches disposed of under Health and Safety.

12/09/17 BRIEF INFORMATION & EXCHANGE

None.

13/09/17 DATE OF NEXT MEETING

Date of next meeting Monday 8th January 2018 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed for 2018: 12th March, 11th June, 10th September.

The meeting closed at 9.10pm

Signed:

Authority Chair:

Date:

