

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 12th June 2017 at 7.30pm

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

1/06/17 APOLOGIES

Apologies received from Cllr Leigh Alston (work commitment) and Cllr Duncan Kennett (work commitment).

2/06/17 REGISTER OF INTERESTS & DISPENSATION REQUESTS

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

3/06/17 APPOINTMENT OF NEW MEMBER

Cllr Duncan Kennett had been appointed to fill the vacant position on the Cemetery Authority representing Bures Hamlet Parish Council. Cllr Kennett had offered his apologies for this meeting but agreed to attend the next meeting in September.

4/06/17 PUBLIC FORUM – 15 minutes maximum public participation

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

5/06/17 MINUTES

The minutes of the previous meeting of 13th March 2017 were confirmed and signed as a true record (previously circulated).

6/06/17 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Leigh Alston had circulated his report prior to the meeting. The cemetery was in a very satisfactory condition. Leaves and debris to be cleared from St Edmunds Lane steps. Ivy to be cleared from trees. Waste bin needed emptying. One tree was growing extremely close to the bench along the field line and may need to be moved in the autumn. Clerk to follow up on all items raised.

Next Inspector: Cllr Jan Aries

7/06/17 MATTERS ARISING FROM PREVIOUS MINUTES

- a) Headstone stability and repairs:** 3 headstones, Holden, Pilgrim and Baxter had been mortar repaired. The Chairman had inspected the repairs and reported all satisfactory. He advised that he had completed a cursory check of the headstones in the cemetery but an annual inspection to meet the Authorities' obligations under its Health and Safety regulations would be completed prior to the September meeting.
- b) Skip area and gate access:** Hedging had been planted along the field fence line and two panels installed to screen the skip from the view of visitors to the cemetery. Dennis Ambrose had kindly installed a gate to replace the removable fence section. The gravedigger and contractor both now able to access the cemetery via St Edmunds Lane. At the request of the Bevills Farm Manager Dennis Ambrose, all grass cuttings were now being strewn along the field line to ease the skip hire costs. Excess soil and larger tree branches to be managed by the Dennis Ambrose via the soil heap. All parties aware of the agreement.

- c) **Monitoring of boundary walls:** Members were concerned that the movement on the pillars and wall at the front entrance was increasing. A meeting had been arranged with CRP Carpentry for Tuesday 4th July to discuss the Party Wall Agreement and follow up on any necessary works. Chairman and Clerk to attend.
- d) **Monitoring of trees:** The Clerk had followed up on this matter and had taken advice from Tree Surgeon Guy Jones. An estimate had been obtained from Suffolk Tree Services Ltd to carry out a Picus Test on the Cedar and the Sequioa at the top of the main drive as recommended. Cost variable from £350 - £370 dependent on duration of time on site. This was accepted.
- e) **Grounds Maintenance Contract 2017- 2019:** Jack Brown had agreed to hold his current contract price for a further two years to 31st March 2019. A new contract had been drawn up and duly signed by both parties.
- f) **Benches:** Two benches had been disposed of under Health and Safety. The remainder of the 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.
Cllr Barnham suggested that the letter sent out to new grave owners could include a reference to donating a bench to the cemetery. Clerk to follow up.
- g) **Cemetery maps:** To assist visitors to the cemetery it was agreed to locate a copy of the cemetery maps in a sealed wooden frame positioned on the cemetery shed side panels. Clerk following up.
- h) **Contractor works completed:** All works as per contract completed. Boundary fence repaired. Standpipe boxing repaired. Noticeboard varnished. Laurel hedge area tidied. Driveways raked and weedkilled. Spring flowers replanted. Cemetery shed lock replaced.
- i) **Contractor works still outstanding:** Railing of fence near St Edmunds Lane entrance still to be repaired. Overhang of ivy and bramble along main drive to be cut back. Scouts to clean front and rear gates during the summer. Clerk to ask Dennis Ambrose to clear nettles on field side of boundary extension.
Ron Wright had kindly agreed to repair the front gates free of charge. Members expressed their thanks.
The Clerk asked members if a wheelbarrow could be purchased for use when the contractor is preparing ashes interments. This was agreed.

8/06/17 CORRESPONDENCE

- a) Mr Sam Currie owner of No. 14 Cuckoo Hill had written to the Clerk requesting members to consider a reduction in size or removal of a Yew tree and 3 Holly trees which were located within the cemetery boundary adjacent to the main drive. The Chairman and Clerk had met with Mr Currie and agreed to arrange for minor cutting back of the trees plus a general tidy of the trees to the rear of the garden. Following comments from Cllr Alston indicating works had already taken place the Chairman agreed to revisit and report back to members. It was agreed to review the trees again in 12 – 18 months.
- b) The family of the late Joyce and Phil Powell had expressed their disappointment that it appeared the contractor's strimmer was regularly slicing the flower heads off their parents floral tributes. The Clerk and Cllr Aries had thoroughly investigated the matter and both agreed that it was not the strimmer but a bird or a Muntjac. The Clerk to discuss the matter with the family.

- c) Mr Alan Moore had kindly written to the Clerk offering to make a donation for the upkeep or appearance of the cemetery in memory of his late mother. He had suggested the planting of spring bulbs or a bench. Clerk to follow up with Mr Moore.
- d) The Clerk had received a letter from the family of the late M Deaves noting that the grave had sunk and required infilling plus re-turfing. Clerk following up on the matter and to arrange to make good the grave in the autumn.

9/06/17 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

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

Ashes memorial application – t/l Edna Crook
 Interment re-open t/l Lynn Morgan
 Interment of ashes t/l Edna Crook
 Interment t/l Daphne Harding Patey
 Interment t/l Lucy Fisher
 Interment of ashes t/l Peggy Richards
 Interment of ashes t/l Maureen Whiter
 Interment of ashes t/l George Gullen

10/06/17 FINANCE

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

Community A/C balance: £6,652.58 (when all cheques paid).

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank Reconciliation dated 30th May 2017 circulated, noted and attached.
 Corresponding bank statements circulated, noted and attached.
 As per the Internal Auditor's recommendation the bank reconciliation and corresponding bank statements were signed by the Chairman and a non-signatory member – Cllr McCrory.
- c) Bank Mandate Change completed. Signatories: Cllr Lee, Cllr Aries and Cllr Barnham.
 Agreement to pay by cheque was annually reviewed at the Internal Audit Review meeting.
 Cheques to be signed by any two signatories as per the Financial Regulations.
- d) 2016/17 year end Clerk's salary and tax completed – duly noted.
- e) 2017/18 Clerk's pay award in line with NALC recommendations – duly noted.
- f) 2016/17 VAT claim submitted to HMRC – duly noted.
- g) Half year precept requests to BHPC and BSMPC presented and duly agreed.

The Clerk noted that the Pathway Budget of £2,500 had not been spent so far to date. The Chairman agreed to inspect the newest section of the cemetery and to advise when he would recommend the paths should be put in place.

11/06/17 AUDIT MATTERS

- a)** The 2016/17 Annual Governance Statement was duly considered, approved and signed.
- b)** The 2016/17 Annual Accounting Statement was duly approved by resolution, signed and dated.
- c)** The following Audit items were duly approved:
 - 2016/17 Internal Auditor's Report with recommendations duly noted.
 - Appointment of Mrs Carolyn Holbrook as Internal Auditor for 2017/18 with fees to remain as per previous year.
 - Date for Internal Audit Review Checklist to be held early October – Cllr Crowe, Cllr McCrory, Clerk and Internal Auditor to attend.
 - 2016/17 accounts to be made available for sale at £2 per copy.
 - Asset Register.
 - Insurance Renewal.
 - Financial Regulations.
 - Standing Orders.
 - Cemetery Fees and Conditions
 - Risk Assessments.
 - Model Publication Scheme.
 - Complaints Procedure.
 - Equality Procedure.
- d)** Other items approved:
 - Funeral Bond letter
 - Notice of Interment Form
 - Memorial Application Form
 - Grave Deed letter – it was agreed to amend the letter to include reference to donation benches. Clerk to draft and circulate.

12/06/17 BRIEF INFORMATION & EXCHANGE

None.

13/06/17 DATE OF NEXT MEETING

Date of next meeting: Monday 11th September 2017 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed for 2018: 8th January, 12th March, 11th June, 10th September.

The meeting closed at 9.00pm

Signed:

Authority Chair:

Date:

