

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 16th March 2015 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 D Matthews, Cllr C Barnham, Cllr O'Sullivan

1/03/15 APOLOGIES

There were no apologies.

2/03/15 REGISTER OF INTERESTS & DISPENSATION REQUESTS:

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

3/03/15 MINUTES

The minutes of the previous meeting of 5th January 2015 and notes of the cemetery site meeting of 7th March 2015 were confirmed and signed as a true record (previously circulated).

4/03/15 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Holbrook noted that she had completed the Inspector's Report on the 7th March when attending the cemetery site meeting. Therefore her report reflected those issues reported on in the Clerk's notes from that site meeting. She reported the cemetery to be in an extremely satisfactory condition. Weed killing and raking of paths still be actioned. Driveway wall pointing agreed to be done when Ron Adams was fully recovered from his recent accident.

Next Inspector: Cllr Jennie McCrory.

5/03/15 MATTERS ARISING FROM PREVIOUS MINUTES

- a) **Tree works:** The Clerk had gained a second opinion on the Wellingtonia at the top of the main drive from Richard Fordham. He suggested as did Guy Jones that the tree should continue to be monitored and should be removed as and when it became necessary. Both Tree Surgeons had noted that the Wellingtonia protects the Cedar. Members agreed that both trees should continue to be monitored.
- b) **Winter maintenance:** Cutting back of overhang of trees at top of main drive had been satisfactorily completed. As per Richard Fordham's recommendations it was agreed to reduce the lime trees approximately 50% to slow the spread of tree roots which were affecting the adjacent pathway. The Clerk had received a quotation from Chris Mortimer for this work - £1,850.00 + VAT. This was accepted and works to be completed in the autumn. This work would allow future pollarding of the lime trees to be restricted to every two years.
- c) **Main wall repair:** The Clerk reported that Ron Adams was awaiting recovery of a recent accident. He confirmed that the repairs to the main wall would be completed as soon as possible.
- d) **Path edging repair:** The Clerk had received a quotation from Chris Mortimer to dig out existing path leading to St Edmunds Lane gate and renew - £1,090 + VAT. It was agreed not to accept but to follow up after

the lime trees had been reduced as the tree roots were still affecting the path. Clerk to request Chris Mortimer to rake, level and tidy the path.

- e) **Extension path repairs:** The Clerk had obtained a quotation from Willes Contractors Ltd for the repair and widening of the path £716.06 + VAT. Quotation had been circulated to all members and accepted.
- f) **Screening along boundaries:** a) Concerns had been raised that the boundary of the new property along Cuckoo Hill was open and vulnerable for direct access into the cemetery. Members had looked at this at the site meeting and agreed to leave boundary as is but noted that if the new property owners provided screening then there would be no objection from the Cemetery Authority. b) Cllr McCrory had taken photographic evidence of the cemetery boundary line adjacent to the old Slaughter House site. Planning permission had recently been approved for 6 dwellings on the site. Cllr Holbrook advised that there were still issues pertaining to the application and the matter was being followed up at the next St Mary Parish Council meeting. A schedule of the boundary would need to be drawn up by the site's applicant before any building works commenced.
- g) **Contractor's works:** Graves levelled and turfed as necessary. All paths raked and weed killed. Xmas wreaths had been cleared. The 'Warden' bench had been repaired and re stained. Cost £90 + VAT. Cllr Ambrose had kindly repaired the damaged fencing along St Edmunds Lane boundary of the extension area.
- h) **Scout Troop project:** The bird and bat box project was in hand. 20 scouts were currently working towards their Creative Challenge Badge and the Clerk would agree appropriate location sites for the boxes when completed. It had been agreed to pay £40 for costs of materials and a donation of £30 to the Troop. It was noted that Bures St Mary Parish Council had agreed to match the donation as some of the boxes were to be placed in the churchyard and the open space at Beaumont Close. Chris Mortimer had agreed to erect the boxes allocated to the cemetery. Clerk agreed to follow up on approval with Babergh District Council for any trees with Tree Preservation Orders on them.
Noticeboard: Quotation accepted and new noticeboard in hand.
- i) **Consecration of land:** It had been previously agreed to take the view of The Local Cemeteries Order 1977 and therefore not to arrange for the consecration of the new section of burial land. The Chairman had met with Reverend Morley and discussed the matter more fully. Consecration of the land could only be done by a Bishop but Canon 38.5 states that where a body is to be buried in unconsecrated land, the proper course is for the officiating minister to bless the grave prior to the interment. Members agreed not to arrange for a consecration of the new section but would request the blessing of the individual plot if required. This statement to be included in the Cemetery Fees and Conditions.

6/03/15 SHINGLING OF MAIN DRIVEWAY

Members had checked the main driveway at the cemetery site meeting on the 7th March. It was agreed to obtain a quotation from Wiles Contractors Ltd to renew the surface dressing of the main driveway from the walled section through to the shed. It was also agreed to obtain a second quotation to renew the pathway leading to St Edmunds Lane gate.

7/03/15 CORRESPONDENCE

Reverend Morley had advised the Clerk that he wished to waive the historical £5 ministers fees paid by the Cemetery Authority when undertaking a burial at the cemetery. He had spoken to Reverend Goymour and Reverend Cantacuzene who were both in agreement with this.

The Clerk noted to the members that an application for a memorial only with ashes being laid elsewhere had been received from Mr Kenneth Sycamore in memory of his late wife Marion. Mr Sycamore had purchased a grave deed for the plot and the application had been duly approved.

The Clerk reported that there had been fly tipping in the layby to the rear of the cemetery which she reported to Babergh District Council who had actioned the removal within two days.

8/03/15 FINANCE

Business Access A/C balance: £7,124.66

Community A/C balance: £6,342.39 (when all cheques paid)

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

Bank Reconciliation dated 2nd March 2015 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

Babergh District Council Business Rates Demand 2015/16 Nil return received and noted.

9/03/15 AUDIT MATTERS

Amendments to the Cemetery Authority Standing Orders 14b(i) and 14b(iii) as per updated LTN5 circulated to all members and agreed. These amendments referred to 'summons by email' and 'if a dispute to the agenda'.

Legal Briefing L05 -14 dated 23rd December 2014 Transparency code for parish councils with an annual turnover not exceeding £25,000 – circulated and noted.

Letter received from the Audit Commission informing of the appointment of BDO LLP as external auditors for 2014/15 year end accounts. The letter also outlined the accounts and audit arrangements for joint committees from 2015/16. Information noted and would be implemented when required.

10/03/15 BRIEF INFORMATION & EXCHANGE

None.

11/03/15 DATE OF NEXT MEETING

Committee meeting: Monday 15th June 2015 at The Committee Room, Bures Community Centre at 7.30pm.

Future dates booked: Monday 28th September 2015.

Dates booked for 2016: 11th January, 14th March, 13th June, 12th September.

The meeting closed at 8.45pm

Signed:

Authority Chair:

Date:

