

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 5th September 2016 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

1/09/16 APOLOGIES

Apologies received from Cllr D Matthews (unwell), Cllr C Barnham (on holiday).

All apologies accepted by those present.

2/09/16 REGISTER OF INTERESTS & DISPENSATION REQUESTS

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

None declared.

3/09/16 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

4/09/16 MINUTES

The minutes of the previous meeting of 13th June 2016 were confirmed and signed as a true record (previously circulated).

5/09/16 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Jennie McCrory reported the following: Cemetery in an extremely satisfactory condition. T junction resurfacing completed and tree root levelled. Sprouting tree suckers to be removed in extension area. Rot at base of standpipe near shed. Brambles and seeded shrubs needed clearing from graves in oldest section. Marker cross of the late Marsden rotten. Clerk to follow up on all matters raised.

Next Inspector: Cllr Jan Aries

6/09/16 MATTERS ARISING FROM PREVIOUS MINUTES

- a) **Resurfacing of main drive:** The work had been completed. Chairman raised his concerns regarding the looseness of the gravel. Clerk to check that work was completed to the agreed specification.
- b) **Headstone repairs:** Two headstones required stabilising – Harold and Amy Holden 1984 in extension area and Lionel John Pilgrim 1948 in older section. Clerk to obtain quotations for the repairs.
- c) **Fees & Conditions:** The Clerk had circulated the updated fees and conditions to all members as previously agreed. New fees effective from 13th June 2016. Agreed by all members present.
- d) **Removal of rose bush:** Mr John Howell had kindly agreed with the Clerk to remove the rose bush from his late wife's grave as it was becoming unsightly and difficult to maintain.
- e) **Compliance of grave conditions:** The family of the late Herbert & Maud Ford had agreed with the Clerk for the cemetery contractor to remove the small fir bush which was contravening the grave conditions. The Clerk had also removed vases and crosses from the grave of the late Albert and Lily Clark to avoid damage to the contractor's equipment.

- f) **Benches:** Paul Snelling, Bures Scout Troop Leader had confirmed that the Troop would clean the benches in the cemetery. A donation figure to be agreed.
- g) **Contractor works completed:** Tree overhang removed at top of main drive. Gate latch repaired. Paths raked and weedkilled. St Edmunds Lane steps cleared of debris. St Edmunds Lane path edge seeded. Suckers removed from lime trees. Nettles cleared from boundary fence. Overgrowth around bench to right in extension area cleared.
Contractor works still outstanding: To remove brambles and seeded bush from grave in oldest section. To remove ivy from bottom left path. Shed painting – quotation of approximately £120 from Gary Vaughan accepted. Graves to be levelled and turfed in the autumn.

7/09/16 CORRESPONDENCE

- a) Cllr Barnham and Clerk to attend EALC Garden of Remembrance Workshop on 15h September 2016.
- b) Chairman and Clerk to attend EALC Cemetery Management & Compliance Course on 4th October 2016.
- c) The Clerk had circulated a recent Suffolk Police report advising of damage to gravestones in churchyards and cemeteries in the local area.
- d) The Clerk had received one ancestry enquiry since the last meeting – Avril Adams investigating into the history of the late Webber family.

8/09/16 CLERK'S EXTRA PAYMENT & WORKING HOURS REVIEW

The Chairman proposed the following:

The Clerk's paid time to be increased from 2 hours to 3 hour per week.

A one-off payment of 18 hours to be paid in respect of tendering and implementing the new parish maintenance contract.

All members agreed the proposed review effective from 1st August 2016.

9/09/16 BUDGET

The Clerk presented the proposed 3 year budget for 2017/18 to 2019/20.

Earmarked reserves for 2017/18: £1,000 for tree works. The Clerk suggested that an increase in precepts to both parish councils may be necessary to allow a reserve for future path work. Precept requests to Bures Hamlet and Bures St Mary Parish Councils to be increased from £3,500 to £4,500 for 2017/18. The proposed budget was thus agreed by all those members present.

10/09/16 FINANCE

Business Access A/C balance: £2,129.18

Community A/C balance: £5,361.62 (when all cheques paid).

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

Bank Reconciliation dated 23rd August 2016 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

Pensions Regulator Staging Date noted as 1st November 2016. Clerk to complete the Legal Duties at the Staging Date.

2nd half year VAT claim submitted to HMRC – noted.

11/06/16 AUDIT MATTERS

Still waiting on External Auditor's approval of 2015/16 Accounting Statements – noted. Internal Audit Review Checklist meeting arranged for 11th October. Cllr Crowe, Cllr McCrory, Clerk and Internal Auditor to attend.

12/06/16 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. It was noted that the property was now for sale and the Chairman suggested that the Estate Agent should be made aware of the Authority's concerns. Clerk to follow up. It was noted that all trees in the cemetery would be monitored annually in March under the Authority's insurance policy conditions.

13/06/16 DATE OF NEXT MEETING

Date of next meeting: Monday 9th January 2017 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2017: 13th March, 12th June, 11th September.

The meeting closed at 8.30pm

Signed:

Authority Chair:

Date: