

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 7th March 2016 at 7.30pm

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

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

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

1/03/16 APOLOGIES

None received.

2/03/16 REGISTER OF INTERESTS & DISPENSATION REQUESTS

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

None declared.

3/03/16 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

4/03/16 MINUTES

The minutes of the previous meeting of 11th January 2016 and notes of Cemetery Site meeting of 5th March 2016 were confirmed with one amendment concerning the St Edmunds Lane gate and signed as a true record (previously circulated).

5/03/16 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Michaela Cudmore reported the following: Cemetery in an extremely satisfactory condition. St Edmunds Lane gate latch needed attention and the steps to be cleared of shingle and debris. Tree root in right hand pathway leading towards the shed breaking up the path. It was agreed to gain advice from Tree Surgeon, Guy Jones. Maintenance repairs required to the shed to restore it to a satisfactory condition. Xmas wreaths to be cleared. Some headstones becoming slightly unstable. Cllr Lee agreed to do the annual stability check on all headstones and report at the June meeting. Clerk to follow up on reported items.

Next Inspector: Cllr David Lee.

6/03/16 MATTERS ARISING FROM PREVIOUS MINUTES

- a) **St Edmunds Lane path repairs:** Works had been completed as per quotation received from Wiles Contractors dated June 2015 for £1,463.24 + VAT. The contractors had advised the Clerk that it would be prudent to renew the rotten wooden edging. This was agreed at an extra cost of £300 + VAT.
- b) **Resurfacing of main drive:** The Clerk had obtained quotations from Shepherd Construct and Wiles Contractors Ltd. It was agreed to accept the quotation from Wiles Contractors Ltd to surface the T section at the top of the main driveway. Wiles Contractors had kindly held the price from its previous June 2015 quotation and also agreed to include repair of the area immediately inside the main gate plus the cutting out of the tree root. Total sum £7,099 + VAT. The Clerk agreed to clarify with Wiles Contractors as to the procedure for cutting out the tree root. She had also confirmed with Tree Surgeon, Guy Jones that he was satisfied that this work would not interfere with the future growth of the tree.

- c) **Quotations for extension paths:** It was agreed to defer the laying of the two new paths in the cemetery extension area. Members to review its financial statement during the financial year 2016/17 and discuss again at a future meeting of the Cemetery Authority.
- d) **Cemetery shed:** The shed had been maintained in a satisfactory condition for many years but once again it required further repairs. Sections of the wood base was rotten, the guttering needed repair and the tin roof was damaged. The Clerk had suggested to the members that a turning area for cars could be created if the shed was removed. Cllr Alston suggested laying wooden planks over the neighbouring graves to allow an area for turning instead of removing the shed. It was agreed to gain quotations for the shed repairs before any final decision was made on the matter.
- e) **Ashes memorial of the t/l Webb:** Further soil had been removed from the rear of the ashes memorial and the family had confirmed that all was now satisfactory. However Mrs Ling was concerned that the roots of the neighbouring tree may disturb the memorial in the future. The Clerk had confirmed that the Authority would continue to monitor the tree roots under its Health and Safety Checklist and discuss as and when necessary.
- f) **Contractor works:** Winter maintenance completed. Tree overhang at top of main drive still to be cut back. Replacement trees along boundary planted plus tree stakes erected. Dennis Ambrose, Probert Estate Farm Manager had kindly agreed to include the St Edmunds Lane grass verge within the estate's verge cutting programme. Some Xmas wreaths still to be removed. Graves levelled and turfed as necessary. Ivy on wall still to be removed. Items still to be completed following Cemetery Site meeting – lime tree suckers to be removed, seeding along edge of St Edmunds Lane path, rake all paths and weed kill paths in extension area.
- g) **Boundary wall:** The Chairman agreed to check on the Party Wall Agreement recorded photographic evidence and to report back at the next meeting as to whether there had been any movement on the boundary wall following the completion of the adjacent building works.
- h) **Parking at Cuckoo Hill:** It was agreed that this matter should be referred to the Bures St Mary Parish Council meeting for full discussion under its Highways agenda item.

7/03/16 GROUNDS MAINTENANCE CONTRACT

The Clerk had duly advertised for tenders for the Cemetery Grounds Maintenance Contract 2016/17. 5 tenders had been received. The members fully discussed those tenders received and it was agreed to accept JPB Landscapes subject to his acceptance to reduce his tender for preparation of ashes graves to £35. The contract would be initially for 1 year commencing on 1st April 2016. The Clerk to draw up the contract for signing and to follow up on the appropriate risk assessments and insurance documentation.

8/03/16 CORRESPONDENCE

- a) The Clerk advised that she was currently liaising with the family of the late Vera Bunch regarding the interment of ashes and future use of the purchased grave No. 8 Row P6.
- b) Babergh District Council Business Rates Demand 2016/17 – Nil charge received.
- c) The Clerk had received notification of the Valuation Office Agency process to update the rateable values of business properties. She had duly registered her email address as requested.

9/03/16 FINANCE

Business Access A/C balance: £7,127.40

Community A/C balance: £6,892.81 (when all cheques paid)

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

Bank Reconciliation dated 21st February 2016 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

10/03/16 AUDIT MATTERS

Cllr Lee agreed to act as stand in Clerk during absence. Clerk to update the Risk Assessment.

Financial Regulations Section 11 Contracts had been duly amended as per NALC recommendations – approved by all members present.

Financial Regulations Sections 1.6 and 6.4 duly amended as per NALC recommendations – approved by all members present.

Local Audit & Accountability Act 2014 – Changes to Audit Requirements for Joint Committees circulated. It was agreed to continue with a Limited Assurance Review as outlined by External Auditors BDO LLP for financial year end 2015/16.

11/03/16 BRIEF INFORMATION & EXCHANGE

None.

12/03/16 DATE OF NEXT MEETING

Date of next meeting: Monday 13th June 2016 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future date booked 2016: 12th September.

Future dates agreed for 2017: 9th January, 13th March, 12th June, 11th September.

The meeting closed at 8.30pm

Signed:

Authority Chair:

Date:

