

**Minutes of a meeting of the Bures Joint Cemetery Authority held at
The Garrad Room, Bures Community Centre on Monday 7th March 2022 at 7.30pm**

PRESENT: Cllr J Aries (Chair), Mrs J Wright (Clerk)

Bures St. Mary Parish Council: Cllr L Alston, Cllr J McCrory, Cllr S Sills

Bures Hamlet Parish Council: Cllr M Baker, Cllr C Ellis, Cllr K McAndrew

1/03//22 APOLOGIES FOR ABSENCE

None.

2/03/22 REGISTER OF INTERESTS & DISPENSATION REQUESTS

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

No Register of Interests declared and no Dispensation requests put forward.

3/03/22 MINUTES

Minutes of the previous meeting of 10th January 2022 (previously circulated) were duly approved and signed as a correct record.

4/03/22 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

5/03/22 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

Cllr Baker had circulated her report prior to the meeting. Overall the cemetery was in an extremely good condition. Weeds visible on some paths. Large amount of leaf-fall.

No visible litter. Some damp showing inside map casing. Damaged headstone to be stored behind shed. Grave of the late Doggett family to be levelled. Suggest laminating the cemetery maps. Clerk to follow up on all matters raised.

Next Inspector: Cllr McAndrew

6/03/22 MATTERS ARISING FROM PREVIOUS MINUTES

a) Utility pole: The clearance of the overgrowth around and over the pole at the top of the cemetery boundary leading onto St Edmunds has now been completed satisfactorily by BTS on behalf of UK Power Network under Ref No. 248601-Z.

b) Commonwealth War Grave entrance signs: An application to the CWGC for signage indicating war graves in the cemetery has been submitted. One small sign ordered for both front and rear entrances. Waiting on signs to be installed.

c) Tree monitoring:

i) Picus at height tree tests: The detailed Suffolk Tree Services report highlighted the need for Picus Tests at height to be carried out on the Cedar and the Sequoia. Quotations have been accepted and works pending. Clerk to follow up with Suffolk Tree Services on a timescale..

ii) Tree survey: The quotation from Suffolk Tree Services for a survey of all trees in the cemetery with the exception of the Cedar and the Sequoia has been accepted and works pending. Clerk to follow up with Suffolk Tree Services on a timescale.

iii) Leylandii maintenance: Options for future maintenance of the Leylandii hedge along the boundary line to the left at the top of the main drive had been discussed at the cemetery site meeting held on Saturday 5th March. Options being - a reduction in height to previous pruning points, a reduction to ground level, install fencing, to plant a natural hedge of native species.

Two quotations received for consideration. It was agreed to accept Quotation 2 from Richard Fordham Tree Surgeons – to fell Leylandii to ground level, grind stumps to a minimum 250mm below ground level, to remove all debris and timber from site £2,750 + VAT. It was also agreed to contact the Woodland Trust to discuss options for filling gaps around the cemetery boundary including the Leylandii section with natural hedging.

d) Scouts projects:

i) Bird and bat box project: 6 bird boxes have been built by the Scout Troop as part of a badge project. Cost of materials met by the Cemetery Authority. Nigel Norton has agreed to install. Those trees with a bird or bat box to be marked for reference. Scouts to build 6 bat boxes later in the year. 3 bat boxes per tree are recommended by Suffolk Wildlife Trust.

ii) Benches: The Bures Scout Troop have kindly cleaned the 4 benches for a donation of £10 per bench. The Clerk has forwarded the £40 cheque to the Troop Leader.

e) Bulb planting: A selection of narcissi, aconites, anemone and crocus bulbs had been purchased and planted by members. £200 allocated to this project kindly donated by the family of the late Maeve White. Further potted snowdrops and narcissi purchased leaving a balance of £32.63. It was agreed to use the remaining funds to purchase a selection of potted bulbs for planting around the ashes grave of the late Maeve White.

f) Ivy removal: Some ivy removal has been done but this is a seasonal project. The contractor to be asked to remove the ivy growing at height on the trees.

g) Contractor works: All works as per works list completed (see attached). A one off weed spray completed on all paths and contractor has since reverted back to raking and clearing of weeds as agreed. However weeds continue to be an issue. Clerk to follow up with the contractor. Spoil heap still to be cleared. Steventon ashes tablet laid flat but remains unsecured.

h) Any other matters arising from the site meeting: None raised.

7/03/22 TURNING AREA

The following works still for action by the contractor. Clerk to request a timescale.

i) Install 4 wooden posts and chain link to both end graves.

ii) Widen path by 6" on both sides.

lii) Move the Warden bench to the left and place on gravel and secure.

When all works completed it is agreed to monitor vehicles accessing the extended area prior to a decision being made as to whether the Cemetery Authority reverts back to its original decision of no vehicle access. Currently only service vehicles are permitted access.

8/03/22 PARKING BAY AREA

Vehicles turning at the parking bay are damaging the grass area on the left close to the graves. Clerk to ask the contractor to lay membrane and gravel to create a small corner splay.

9/03/22 MANAGEMENT OF MEMORIALS

a) Unstable memorials: A review of the memorials indicated as unstable via the Stability Assessment dated April 2021 has been undertaken by the Chair and Cllr McAndrew at the site meeting held on 5th March 2022. Checklist report to be undertaken alongside the Asset & Risk Assessment for each meeting of the Cemetery Authority. Advisory warning signs have been placed on any memorials found to be unstable.

b) Grave surround of the late Doggett family: The grave surround and the inscribed plaques have been temporarily removed to the cemetery boundary and the grave infilled by the contractor. It is agreed that the grave should be further levelled and if at a cost of £250 or less then the contractor be asked to replace the inscribed plaques and bed in the surrounds.

10/03/22 CORRESPONDENCE

The Clerk submitted a request to purchase a grave space for herself. Members agreed and the Clerk thanked members for considering her request.

11/03/22 FINANCE

Business Access A/C balance: £19,676.52

Community A/C balance: £5,876.48 (when all cheques paid).

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank Reconciliation dated 26th February 2022 circulated, noted and attached.
Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.
- c) Cemetery fees and conditions reviewed. The following increases in fees are agreed:
 - Part 1 – Interment Fees – increased to £100
 - Part 1 - Ashes Interment Fees – increased to £60
 - Part 2 – Exclusive Rights of Burial – increased to £100
 - Part 2 - Exclusive Ashes Rights of Burial – increased to £60
 - Preparation of cremated remains plots – increased to £40
 - Part 4 – For the right to erect a gravestone or tablet – an increase of £10 for each listing.It was agreed the edging of paths in the cemetery should be put on hold as a future project for when finances allow.
The Clerk is requested to establish expenditure of all Picus Tests and works undertaken to the Sequoia and Cedar since the initial survey and bring to the next meeting.
The Chair noted to members that the Cemetery Authority has an obligation to monitor trees in the cemetery and is complying with advice given for the Sequoia and Cedar.
Cllr Alston agreed to make enquiries on how other local landowners monitor trees and to investigate alternative methods for ensuring the safety of the public in the cemetery in regard to trees,

12/03/22 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

The Clerk reported that the following interments had taken place and memorial applications approved:

Purchase of Grave Space 3 Row S4 – J Davy

Memorial of the late Geoffrey Howard (lost at sea)

Interment of the late Margaret Keeble

Interment of ashes of the late David Keeble

Purchased grave space re-allocation from R3 Space 2 to R5 Space 7 – A Keeble

13/03/22 BRIEF INFORMATION & EXCHANGE

None.

14/03/22 DATE OF NEXT MEETING

Committee meeting: Monday 6th June 2022 to be held at the Garrad Room,
Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed 2022: 12th September

The meeting closed at 9.35pm

Signed:

Authority Chair:

Date: