

Minutes of a meeting of the Bures Joint Cemetery Authority held virtually via Zoom on Monday 9th January 2023 at 7.30pm

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

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

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

1/01/23 APOLOGIES FOR ABSENCE

None received.

2/01/23 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.

3/01/23 MINUTES

Minutes of the previous meeting of 12th September 2022 (previously circulated) were duly approved and signed as a correct record.

4/01/23 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

5/01/23 INSPECTOR'S ASSET & RISK ASSESSMENT REPORTS

Cllr McCrory presented her report to the meeting.

a) Risk Assessment Checklist: Overall the cemetery was in an extremely good condition. Latch on main gate needs attention. Weeds visible, particularly on main drive and extension area paths. Several paths need to be edged. Small twigs and debris to be cleared. Sign on rear of main gate faded. Clerk to follow up on matters raised.

b) Memorial Stability Checklist: Chair to complete a full memorial checklist prior to next meeting. **Next Inspector: Cllr Sills**

6/01/23 MATTERS ARISING FROM PREVIOUS MINUTES

a) Tree monitoring:

1) Sequoia and Cedar: Tree work completed as agreed by all parties. Trees to continue to be monitored.

2) Tree Survey: Blake Tree Care has assessed the Lime trees and Red Oak referenced in the tree survey undertaken by Hayden's Arboricultural Consultants Ltd. Quotation to reduce in height one Lime by 50%, to reduce in height one Lime by 4 metres, remove hanging branches on one Red Oak and sever Ivy from base of trees £540 + VAT – accepted.

3) Tree Inspections: Blake Tree Care to do a visual annual check of all trees in the cemetery plus a full tree inspection on a 3 year rolling programme commencing in 2024.

4) Leylandii: The removal of the Leylandii trees on the western boundary overlooking the Cuckoo Hill wood yard has been completed. A number of previously concealed graves have now 're-joined' the cemetery. Leftover timber to be removed to the wood yard. There was some public concern about the removal of the trees therefore a letter was distributed to nearby residents to explain that the trees had become too difficult and very expensive to maintain. They were posing a possible threat to adjacent property, situated as they were in a very exposed position on top of a boundary bank. The Woodland Trust will be delivering over 300 hedge whips in March to create a mixed native hedge the length of the bank. Members and willing volunteers to assist with the planting.

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b) Boundary fencing: Members discussed the exposed boundaries in the oldest section. It is agreed to leave the section to the far end overlooking Apple Tree Mews as this has always been an exposed area and will be extremely difficult to fence or hedge. JPB Landscapes submitted a quotation to install stock fencing along the section overlooking the wood yard - £1,239.10 + VAT - accepted. This will provide security and act as a safety measure. JPB Landscapes submitted a quotation to replace the dilapidated fencing along from the rear gate of St Edmunds Lane – to install stock fencing - £663.62 – accepted.

c) Main drive wall pointing: Some re-pointing completed - £400 + VAT. To consider further re-pointing in 2023/24 financial year. Cllr Koeck advised that some urgent work may be required to the wall adjoining the extension area. He agreed to investigate possible costs.

d) Wild flower meadow: Trial in hand for the area in the oldest section of the cemetery on the St Edmunds Lane side of the path.. Contractor aware. Signs to be installed along the pathline to inform visitors of the scheme.

e) Commonwealth War Grave signs: These have now been installed to both the front and rear entrances. The Cemetery Authority is very grateful to Mr Alan Beales and Mr Paul White for all their endeavours to bring the recognition of K.P. Carr's grave to completion. Clerk to forward letters of thanks to Alan and Paul.

f) Bat box project: 6 bat boxes kindly built by the Scouts now ready to be installed along with one Owl box kindly made by Ferriers Barn. Those trees with a bird or bat box to be marked for reference and entered on the Inspector's Asset Checklist for members to monitor. One bat box on the Cedar tree is damaged and will need to be repaired.

g) Ivy removal: Some ivy removal has been done particularly from memorials but still quite an amount on the trees. Blake Tree Care has agreed to remove.

h) Water standpipe repairs: Ron Wright has renewed the standpipe casing.

i) Contractor works: Works as per works list completed (see attached). NewWay weed spray being trialled in the village and at the cemetery. Spoil heap still needs clearing. Bushes at top of main drive to be monitored. Turfing of graves scheduled for the spring. Christmas floral tributes to be cleared prior to Easter. Glass vases and jam jars on graves remain an issue. Any found should be removed to the shed or disposed of inline with the Cemetery Authority regulations. St Edmunds Lane bank has been strimmed and tidied following branches and grass cuttings being thrown on the bank by persons unknown.

7/01/23 TURNING AND PARKING BAY AREAS

a) Additional gate entrance: Although the path has been widened, the funeral cortège still has difficulties in manoeuvring its vehicles in the turning area. Therefore it is agreed that the cortege should not enter but remain at the entrance into the new section. However the contractor vehicles do require access. The gravedigger remains happy to enter his vehicle via the rear field gate but agreed that a gate central to the path would be beneficial. Cost to install a 4m double swing gate is in the region of £850. Cllr Koeck agreed to follow up with the gravedigger and to look at options to solve the vehicle issues. Discussion ensued as to when best to approach Bevills Estate regarding extending the cemetery. Questions raised as to whether the Estate will be willing to offer the track up the hill or the section to the right. Clerk and Chair to continue to monitor the situation.

b) Boundary fence: The rear boundary fence is severely dilapidated. Members agreed that this matter, along with the installation of a new field gate, should be a future project for when finances improved.

c) Pea shingle: It was agreed not to lay further pea shingle at the moment as the paths urgently needed clearing of weeds and the edges trimmed back. This to be costed to the Winter Maintenance budget.

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8/01/23 FINANCE AND AUDIT MATTERS

a) External Auditors report for 2021/22 Accounting Statements received with no matters arising. It is agreed to request a similar review to be undertaken for financial year ending 31st March 2023.

b) Internal Audit Review meeting held on 10th October 2022 with Cllr McAndrew, Cllr McCrory, Clerk and Internal Auditor in attendance. Notes from the meeting circulated to all members and held on file. It is noted that the Sportsground Committee will be holding a separate Internal Audit Review. Items agreed: Internal Auditor to have sight of all legal notifications issued via NALC. Internal Auditor to check the EALC and SALC websites for training needs targeted specifically at Internal Auditors. Areas for development to be considered by all members. BACS payment procedures to be followed up.

Business Access A/C balance: £19,695.54

Community A/C balance: £3,699.70 (when all cheques paid)

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

d) Bank Reconciliation dated 22nd December 2022 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.

e) NALC 2022/23 Clerk's National Salary Award accepted.

f) The Clerk circulated the Cemetery Authority Fees, Conditions and Grave Deed covering letter for review. All members considered these to be satisfactory with no amendments required.

9/01/23 GROUNDS MAINTENANCE CONTRACTS

The current contracts held with JPB Landscapes are due for renewal on 31st March 2024.

The Clerk informed members that JPB Landscapes confirmed they are happy to continue on the current terms of the contracts. Contracts to be reviewed January 2024.

10/01/23 CORRESPONDENCE

Risk Management Guidance for Council on Tree Maintenance – circulated and noted.

A request had been made to the Clerk for a family history of burials in Bures Cemetery in the name of Springett. Details forwarded as requested. The Chair noted that the Cemetery Authority did not charge for this service but members may wish to reconsider this at a later date.

11/01/23 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

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

Interment of ashes of the late Christopher Ayers

Purchase of ashes grave space for Ayers family

Interment of the late Hugh Thornton

Interment of ashes of the late Brian and Sharon Pacey

12/01/23 BRIEF INFORMATION & EXCHANGE

None.

13/01/23 DATE OF NEXT MEETING

Committee meeting: Monday 13th March 2023 at 7.30 pm to be held virtually via Zoom at members' request,

Future dates agreed 2023: Site meeting 10th June

Committee meetings: 12th June, 11th September

The meeting closed at 9.30pm

Signed:

Authority Chair:

Date:

