

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre on Monday 19th June 2023 at 7.30pm

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

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

Bures Hamlet Parish Council: Cllr M Baker, Cllr S Manning, Cllr K McAndrew

1/06/23 APPOINTMENT OF CHAIR

Cllr Aries duly elected as Chair.

2/06/23 APPOINTMENT OF VICE-CHAIR

Cllr Baker duly elected as Vice-chair.

3/06/23 APOLOGIES FOR ABSENCE

No apologies put forward.

4/06/23 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.

5/06/23 MINUTES

Minutes of the previous meeting of 13th March 2023 (previously circulated) were duly approved and signed as a correct record.

6/06/23 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

7/06/23 INSPECTOR'S ASSET & RISK ASSESSMENT REPORTS

Cllr J Aries presented her reports to the meeting.

a) Risk Assessment Checklist: Checklist held on file. Rear field gate catches on a tree root. New stock fencing sound. Ivy on trees dying off where gradually cut at base of the tree. Some persistent weeds on the paths. Tree roots in main drive largely concealed by conifer litter. Fir cones cleared. 'Cook' bench back rest showing signs of deterioration. Sign on rear of gate faded. Some graves need levelling. Graves tidied of dead tributes and empty flower pots. Laurel hedge along St Edmunds Lane to be trimmed in autumn/spring.

b) Memorial Stability Checklist: Checklist held on file. All memorials checked for stability. Several new unstable memorials added to the list since the last check in March owing to soil drying out. It was agreed not to put up any further warning signs. However any memorials found to be seriously unstable then these should be laid down for safety reasons.

Next Inspector: Cllr Ellerbeck

8/06/23 SITE MEETING 17th JUNE

The notes from the cemetery site meeting held on Saturday 17th June 2023 at 10am have been circulated to all members, placed on the website and held on file.

One item discussed which is not on this meetings agenda: To consider options for remaining trunk of the Sequoia (Cedar trunk to remain). Options put forward – fully remove, make as a feature, cut down and leave base as a seat, clematis to grow up the trunk.

Agreed to obtain a quote for removing the Sequoia trunk and sale of the wood. Clerk to also gain advice from Blake Tree Care and the Cuckoo Hill Workshop.

9/06/23 MATTERS ARISING FROM PREVIOUS MINUTES

a) Tree monitoring:

- 1) **Limes:** Cllr Baker has removed the low suckers along the path leading to the rear gate. Clerk to discuss with Blake Tree Care when a further height reduction is required.
- 2) **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. To be guided by Blake Tree Care as to when to carry out the visual annual check.
- 3) **The Woodland Trust:** The mixed native hedge planted along the length of the wood yard bank has been mulched with compost and is doing well.

b) Boundary wall pointing: The main driveway walls pointed satisfactorily. Extension area boundary walls and the St Edmunds Lane pillar need attention. To be discussed at Item 12 on the agenda.

c) Wild flower meadow: Area in the oldest section of the cemetery on the St Edmunds Lane side of the path being trialled as a wild flower meadow. Signs installed informing visitors of the scheme. Members agreed the area should be brought closer to the path line in the autumn. Clerk to follow up with the contractor.

d) Cemetery map: The Clerk following up on how to manage a more regular updating of the cemetery map installed on the shed without the need to remove the map from its casing on each occasion.

e) Water standpipe repairs: Both standpipes had developed leaks due to the cold weather last winter and had been turned off during a very cold period. The Clerk has established that the standpipes were sufficiently lagged inside however she had purchased two covers to protect the taps.

f) Benches: The Scout Troop had cleaned the benches. A donation of £50 contributed to the troop funds. The 'Cook' bench is showing signs of deterioration and in need of a further clean owing to its location.

g) Contractor works: (see attached) – all noted. It is agreed to obtain a cost from the contractor to collect the grass cuttings in the lawn section following each grass cut plus a cost to clear the grass cuttings from the memorials. Spoil heap still to be cleared. 2 damaged posts in extension area to be replaced. Contractor to be asked for cost of clearing the original old compost heap and brambles. Chair continuing to monitor and empty the waste bins. Discussion ensued as to whether to move the bins to a different location but members agreed for them to remain in situ for the time being.

10/06/23 EXTENDED AREA & TURNING AREA

a) Additional gate entrance: Members agreed not to follow up on this matter until a further cemetery extension area is required.

b) Boundary fence: The rear boundary fence is severely dilapidated. In order to extend the life of the existing chestnut fencing, it is suggested to install angle iron supports along its length. Cllr Koeck to rally a group of volunteers to do the work. Clerk to purchase the 1.8 metre angle irons and cable ties.

c) Teasel field: Angle iron supports to be installed along this boundary fencing as well. Clerk to ask Adam Norton to kindly clear a corridor so that the work can proceed.

d) Parking area: Clerk to arrange with the contractor for gravel grids to be laid at the corner of the parking area to prevent vehicles intruding on the adjacent graves.

11/06/23 AUDIT MATTERS

- a) The findings of the Review of the Effectiveness of the system of internal control held on 10th October 2022 were considered and accepted.
- b) The Internal Auditor's Report 2022/23 was noted with any matters raised duly followed up.
- c) The Annual Governance Statement 2022/23 was considered, approved by resolution and duly signed.
- d) The Annual Accounting Statement 2022/23 was considered, approved by resolution and duly signed.
- e) The following were reviewed and duly adopted:
 - Standing Orders
 - Financial Regulations
 - Cemetery Fees and Conditions
 - Risk Assessment
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
 - Health & Safety
 - Training & Development Policy
- f) Internal Auditor: Carolyn Holbrook has resigned and a new Internal Auditor needs to be appointed for 2023/24. One interest received for the role. However the fee quoted is £35 per hour which is considerably higher than previous years.
Clerk agreed to check how many hours will be required to complete the Internal Audit and to obtain further quotes prior to any decision being made.
Internal Audit Review – date to be arranged following appointment of an Internal Auditor.
Approved accounts to be made available for sale for £2.
The following were considered, amended as required and accepted:
 - Asset Register
 - Insurance renewal
 - Funeral Bond letter
 - Notice of Interment form
 - Memorial Application form
 - Grave Deed letter

12/06/23 FINANCE MATTERS

Business Access A/C balance: £15,719.52

Community A/C balance: £2,671.94 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank Reconciliation dated 12th June 2023 circulated, noted and attached.
Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.
- c) The Clerk considered it prudent to move the Cemetery Authority business accounts from Barclays Bank to Lloyds inline with St Mary Parish Council and Sportsground Committee following the closure of Barclays Bank Sudbury. 4 Signatories agreed – Cllr Aries, McAndrew, McCrory and Baker plus the Clerk. Online banking facilities and transferring of monies from Barclays to Lloyds to be completed following the approval from Lloyds. This procedure could take up to 2 months to finalise.

d) It is agreed to accept the quotation from Parker Pointing Limited to repoint 25m² of brick work along extension boundary wall - £1,500 + VAT. Soil heap to be cleared prior to work commencing.

e) Notification received that East of England Co-operative Society will no longer pay Funeral suppliers by cheque and instead, all payments will be made by BACS – noted.

13/06/23 CORRESPONDENCE

A letter from a resident raised concerns regarding damages to post surrounds, damage to a flower trough and grasscuttings left by the contractors. The Clerk has resolved these concerns. A piece of bone discovered within the cemetery boundary has been collected by Suffolk Police at the request of a resident and will be forwarded to CSI for analysis. On initial analysis the bone is not thought to be human.

The Scout Troop has visited the grave of the late K.P.Carr recently recognised formally as a war grave casualty by the War Commission. It is hoped that future generations will continue to recognise the service given by Katherine Carr to our country.

14/06/23 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

The Clerk reported the following interments/memorial applications: since the last meeting:

Memorial of the late S & D Nevill and B Lawson

Memorial of the late Christopher Ayers

Interment of the late Pamela Steventon

Interment of the late Catherine Dawson

Interment of the late Reginald Dolling

Memorial of the late Rowland Grindell

15/06/23 BRIEF INFORMATION & EXCHANGE

Cllr Baker volunteered to edge the path leading to the rear gate.

Next agenda item: To agree a Bio Diversity Policy.

16/06/23 DATE OF NEXT MEETING: Monday 11th September 2023 at Bures

Community Centre, Nayland Road at 7.30pm.

Future dates agreed 2024: Monday 8th January, 11th March, 17th June, 9th September.

The meeting closed at 9.15pm.

Signed:

Authority Chair:

Date: