

## **Minutes of a meeting of the Bures Joint Cemetery Authority held at the Bures Community Centre on Monday 6<sup>th</sup> September 2021 at 7.30pm**

**PRESENT:** Cllr J Aries (Chairman), 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

### **1/09/21 APOLOGIES FOR ABSENCE**

No apologies received.

### **2/09/21 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.

### **3/09/21 MINUTES**

Minutes of the previous meeting of 7<sup>th</sup> June 2021 (previously circulated) were approved and duly signed as a correct record.

### **4/09/21 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

### **5/09/21 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT**

Cllr McCrory had circulated her report prior to the meeting. Overall the cemetery was in an extremely good condition. Several older graves needed clearing of vegetation. Weeds visible on some paths. Need to consider low level path edging to contain shingle. One damaged headstone to be placed in shed for safe keeping. Boundaries to be strimmed and tidied as part of the winter maintenance programme. Clerk to follow up on all matters raised.

**Next Inspector:** Cllr. S Sills

### **6/09/21 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 had been reported to UK Power Network. Ref No. 248601-Z. BTS currently scheduling works into its programme and had liaised with the Clerk regarding access into the cemetery. Works remain outstanding.

**b) Commonwealth War Grave:** The Gallipoli Marker for the grave of casualty K. P. Carr, Grave reference Division B.14 has been installed. A rededication service is scheduled to be held at the cemetery on Saturday 18<sup>th</sup> September at 1.30pm. Members from the Commonwealth War Graves Commission, Royal British Legion, Bures St Mary Parish Council, Cemetery Authority and relatives of the late Katherine Carr have been invited to attend. It was agreed to submit an application to the CWGC for signage indicating war graves in the cemetery. One small sign to be ordered for both front and rear entrances.

**c) Damaged pillar:** The Clerk had followed up with 2 local builders regarding repair of the damaged pillar at the top of the main drive. The pillar has been straightened and appears safe and secure although not fully repaired. Laurels to the rear of the pillar have been cut back. Members agreed to monitor and report findings on the cemetery risk assessment.

**d) Signs:** Advisory signs for 'At Risk for Visitors' and revised regulations regarding dogs in the cemetery installed at front and rear entrances. A sign has also been placed on any unstable memorial in accordance with the risk management of the cemetery.

**e) Picus tree tests:** The 2018 Picus tests carried out by Suffolk Tree Services on the Sequoia and Cedar trees at the top of the main drive had recommended further Picus tests should be undertaken every 3 years to assess the rate of decay in the trees. A quotation from Suffolk Tree Services for further Picus tests had been accepted by members - £440 + VAT. This work has been carried out and members are awaiting the detailed written report.

**f) Monitoring of trees:** The Chairman reported that the lime tree suckers have been removed but continual growth required ongoing monitoring. Conifer on left of top path is shedding its bark. Centre tree in ashes section may require further monitoring. Members agreed the Clerk should obtain quotations for a full tree survey. Clerk to follow up

**g) Memorial bench:** The family of the late Patricia Thomson had put in a request to install a memorial bench. The Clerk and Chairman met with the family and agreed its location along the fence line of the extension area. The family agreed to meet the costs of the bench and the Cemetery Authority to meet the costs of the concrete base.

**h) Bird and bat box project:** Cllr McCrory advised that the Scout/Cub Troup will be happy to build 6 bird and 6 bat boxes as part of a badge project. The Cemetery Authority to meet material costs. Cllr McCrory to follow up now that Covid-19 restrictions have been eased.

**i) Bulb planting and ivy removal:** Cllr Ellis agreed to follow up on the purchase of bulbs for planting in suitable locations around the cemetery. £200 allocated to this project kindly donated by the family of the late Maeve White. A Working Party scheduled for Monday 11<sup>th</sup> October to plant bulbs and remove ivy from trees. Members asked to note the date in their diaries and to bring their own work tools on the day.

**j) Contractor works:** All works as per works list completed (see attached). Chairman regularly collecting up the grasscuttings in the extension area. The Clerk advised that this would be an extra cost to the Authority if the contractor collected up. Weeds continue to be an issue and the contractor has 'burnt off' weeds to improve the situation. Members agreed to a one-off weedspray followed by a request for the contractor to revert back to raking and clearing the weeds. Clerk to obtain a quotation to edge the paths in the extension area and the path leading to the rear gate. Members to consider works for inclusion in the winter maintenance programme for the coming season. Clerk to arrange for the spoil heap to be cleared.

## **7/09/21 PARKING BAY/TURNING CIRCLE**

**a) Storage shed:** New storage shed delivered and waiting on installation of concrete base before being installed. Clerk arranging works schedule with contractor.

**b) Relocation of storage/map/waste facilities:** Waste bins to remain in their set positions. Advisory arrow to be placed on the green waste bin to highlight position of the black bin until the brick wall surround is removed. Map and surround to be relocated to the side of the storage shed when in place.

**c) Water standpipe:** Clerk arranging for the standpipe to be boxed in.

**d) Visitor parking sign:** It was agreed to install a 'Limited Visitor Parking' sign at the front entrance. Clerk to follow up.

## **8/09/21 MANAGEMENT OF MEMORIALS**

**a) Memorial stability test:** Luxstone Memorials had completed the 5 year memorial stability test and the Clerk was in receipt of the written report. Members agreed that some memorials could continue to be monitored only. Those memorials under a 10 year guarantee to be made good by the respective stonemasons. Advisory warning signs have been placed on agreed unstable memorials. The quotation from Luxstone Memorials outlining costs of identified unstable memorials had been circulated. Members agreed that traceable deed holders of unstable memorials should be encouraged to meet the costs of repair. Therefore the Clerk would follow up with deed holders as identified Nos 1 – 4 on the quotation. Members also agreed that no costs should be met by the Authority and it should consider laying down of memorials instead. All memorials identified as unstable to be checked again at the Working Party on the 11<sup>th</sup> October.

**b) Garrod memorial:** The Clerk had been liaising with the family of the late Geoffrey Garrod who had been lost at sea during the war and whose death could not be recognised by the Commonwealth War Graves Commission, It had been agreed to approve a wedge tablet to be placed in front of the memorial of the late Leonard and Elizabeth Garrod..

**c) Disposal notice:** The Clerk was following up on a disposal notice to remove the damaged surround on the grave of the late Doggett family.

**d) Ashes section:** The tree branch overhanging the ashes section has been removed and along with the bird scarer temporarily deterred the birds from roosting and their droppings soiling the memorial below. As these deterrents did not fully solve the issue, the Clerk had suggested to the family that it would be sensible for a family member to take on maintenance upkeep of the memorial. This suggestion has since been accepted by the family.

## **09/09/21 CORRESPONDENCE**

**a)** Updated Certificate of Public Liability received from the gravedigger – noted.

**b)** Garden of Remembrance webinar training circulated. However this was not considered a particular need for Bures Cemetery.

**c)** The Clerk had received a request for the purchase of an ashes plot from a parishioner who had left the village 3 years previously with no other family connection to Bures. Members discussed and agreed that this request was acceptable. The Clerk would prepare the grave deed.

## **10/09/21 FINANCE**

Business Access A/C balance: £19,675.54

Community A/C balance: £3,043.80 (when all cheques paid).

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

**b)** Bank Reconciliation dated 22<sup>nd</sup> August 2021 circulated, noted and attached.

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

**c)** It was agreed to resume fee charging following the easing of Cov-19 restrictions.

**d)** Owing to the current financial climate it was agreed not to follow up on possible investment improvement for Earmarked Funds.

**e)** Half year precept requests submitted to BHPC and BSMPC – noted.

**f)** Midyear VAT claim submitted – noted.

**At this point the Chairman requested the meeting to continue after the 2 hours per Parish Council Standing Orders. All members present agreed.**

### **11/09/21 BUDGET**

The Clerk had previously circulated the proposed 3 year budget plan 2022 - 2025.

The 2021/22 £1,000 pathways budget still to be spent. It was suggested that this could be used against any agreed costs for path edging.

Precept requests to Bures Hamlet and Bures St Mary Parish Councils to remain as per previous year - £6,500 from each parish council. The proposed budget was agreed by all those members present.

### **12/09/21 AUDIT MATTERS**

a) Waiting on External Auditors approval of 2020/21 Accounting Statements – noted.

b) Internal Audit Review meeting to be held 4th October

– Cllrs McCrory & McAndrew to attend with Clerk and Internal Auditor.

### **13/09/21 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS**

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

Memorial of the late Christopher Robinson

Ashes memorial of the late Daphne & Hector Harrington

Interment of the late Patricia Thomson

Interment of ashes of the late Norman Ford

Ashes memorial of the late Norman Ford

Ashes memorial of the late Alec and Kathleen Friend

Interment of ashes of the late Daphne Harrington

Memorial of the late Patricia Thomson & marker cross

Purchase of Grave Space 2 Row 6 – A. Thomson

Interment of ashes of the late Mary Fleming

### **14/09/21 BRIEF INFORMATION & EXCHANGE**

None.

### **15/09/21 DATE OF NEXT MEETING**

Committee meeting: Monday 10<sup>th</sup> January 2022 to be held at the Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed 2022: 7<sup>th</sup> March, 6<sup>th</sup> June, 12<sup>th</sup> September

The meeting closed at 9.43pm

Signed:

Authority Chair:

Date: