

Minutes of a meeting of the Bures Joint Cemetery Authority held at the Bures Community Centre on Monday 7th June 2021 at 7.30pm

PRESENT: Cllr J Aries (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr J McCrory, Cllr S Sills
Bures Hamlet Parish Council: Cllr C Ellis, Cllr K McAndrew

1/06/21 APPOINTMENT OF CHAIRMAN

Cllr J Aries duly elected as Chairman.

2/06/21 APPOINTMENT OF VICE-CHAIRMAN

Cllr M Baker duly elected as Vice-Chairman.

3/06/21 APOLOGIES FOR ABSENCE

Apologies received from Cllr M Baker (hospital appointment). Apologies accepted by all members present. Apologies also received from C Holbrook (Internal Auditor). Apologies received immediately following the meeting from Cllr Alston (work commitment). Apologies accepted by the Chairman.

4/06/21 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.

5/06/21 MINUTES

Minutes of the previous meeting of 8th March 2021 and notes from the Cemetery Site meeting of 1st May 2021 (previously circulated) were both approved and duly signed as correct records.

6/06/21 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

7/06/21 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

Cllr McAndrew had circulated his report prior to the meeting. Overall the cemetery was in an extremely good condition. Rear steps needed clearing of nettles. Grass due to be cut. Several overgrown graves. Chairman noted that she does some minor trimming but digging out of shrubs needs to be referred to the contractor. Several memorials leaning but appeared stable. Nettles along field boundary to be monitored and cleared as necessary. Boundary to left at top of main drive is open and a potential risk. Clerk to arrange for the 'At Risk' notice to include reference to this particular risk. 'At Risk' notices to be fixed to front and rear gates plus placed in the noticeboard. Clerk to follow up on all matters raised.

Next Inspector: Cllr. J McCrory.

8/06/21 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.

- b) Commonwealth War Grave:** The Gallipoli Marker for the grave of casualty K. P. Carr, Grave reference Division B.14 was awaiting delivery from France. The Clerk had signed the Consent to Erect application and agreed that the cemetery fees could be waived. Paul White, local based co-ordinator is monitoring the progress of the Gallipoli Marker installation.
- c) 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 project would commence as soon as Covid-19 restrictions eased. The Cemetery Authority to meet material costs.
- d) Wild flowers/bulbs:** Native wild flower Beebombs have been strewn along the grass banks between the lime trees. Paul White kindly donated £100 towards the purchase of bulbs for planting in the autumn in memory of his late mother. Clerk to arrange a working party group session later in the year.
- e) Damaged pillar:** Clerk to gain a quotation for repair of the damaged pillar at the top of the main drive.
- f) Brown bin initiative:** The brown bin initiative appeared reasonably successful. Cllr Aries monitoring the waste in the bin and moving waste into the black bin as needed. Clerk to follow up with JPB Landscapes again to enquire if they would consider sponsorship of the £50 annual brown bin charges.
- g) 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. Members agreed the Clerk should contact Suffolk Tree Services for a quotation to carry out further tests and to provide a written report with recommendations.
- h) Signs:** The Clerk had ordered new signs for the front and rear gates with wording in line with the recently agreed Cemetery regulations regarding dogs. A further 4 unstable memorial warning signs were also on order.
- i) Ashes section:** The tree branch overhanging the ashes section has been removed and this action appears to be successful in deterring the birds from roosting and their droppings soiling the memorials below. A bird scarer has also been purchased and will be fixed in the tree if necessary.
- j) Christmas lights/tributes:** The Chairman has dealt with an issue raised regarding the removal of fairy lights from a grave. Matter satisfactorily resolved and members agreed that lights/tributes could remain temporarily in place for a short period of time as and when memorable occasions arose.
- k) Matters arising from the site meeting:** Members to meet in the autumn to follow up on removing the offending ivy from trees in the cemetery. It was agreed not to plant more trees along the extension boundary fence line but to wait on offers of memorial trees for departed loved ones.
- i) Contractor works:** All works as per works list completed (see attached). Several graves waiting to be turfed and infilled but agreed this should be completed in the autumn. Spoil heap still to be cleared. Front gate painted. Paths continuing to be raked in preference to weed spraying. Christmas and Easter wreaths cleared. Nettles and weeds still to be cleared from rear gate and steps.

9/06/21 PARKING BAY/TURNING CIRCLE

a) Progress of works: JPB Landscapes had completed the works in line with the agreed quotations. Photographs of the work had been circulated to all members. Some minor waste items still to be disposed of. The old wooden shed had not been salvageable.

b) Relocation of storage/map/waste facilities: The Chairman suggested that the waste bins remain in their original positions. Cllr McAndrew suggested they could be gated. Cemetery map could be relocated to the boundary brick wall but needed to be protected from the elements. All dependent on choice of storage shed.

c) Storage shed: A quotation from T5 to build a brick shed with timber roof was not accepted. Members agreed it was more practical to follow up on purchasing a cheap wooden shed which will be sufficient for the cemetery storage needs. The Chairman to investigate suitable styles and sizes. JPB Landscapes to be approached to install the shed which may require a wood treatment.

10/06/21 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. The findings from the report were identified at the site meeting on 1st May. Members agreed that some memorials could continue to be monitored only. Those memorials under a 10 year guarantee have been made good by the Stonemasons. Advisory signs warning of an unstable memorial have been placed as required.

b) The Clerk has requested a quotation to repair the remaining identified unstable memorials. Members agreed that as the next full meeting of the Cemetery Authority is not scheduled until September, the Clerk should be given authority to follow up on the memorial repairs on receipt of the quotation. Members agreed that traceable deed holders of unstable memorials should be encouraged to meet the costs of repair.

11/06/21 CORRESPONDENCE

The Clerk had completed the Valuation Office Agency's form for information to enable a re-assessment of the Cemetery rateable value to be made.

BDC Business Rates demand 2021-22 received showing Nil payment due – noted.

12/06/21 FINANCE

Business Access A/C balance: £19,675.05

Community A/C balance: £13,959.40 (when all cheques paid).

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

b) Bank Reconciliation dated 29th May 2021 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 to investigate investment of Earmarked Funds and to increase the Retention Buffer when all outstanding works completed and costs met.

d) The 2020/21 year end HMRC Clerk's salary and tax completed – noted.

e) The 2020/21 year end VAT claim submitted and received – noted.

f) First half year precepts submitted to BHPC and BSMPC – noted.

13/06/21 AUDIT MATTERS

a) The findings of the Review of the effectiveness of the system of internal control held on 23rd November 2020 were considered and accepted.

b) The Internal Auditor's Report 2020/21 was noted with matters raised duly followed up.

c) The Annual Governance Statement 2020/21 was considered, approved by resolution

and duly signed

- d) The Annual Accounting Statement 2020/21 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 Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
 - Training Policy
- f) The following were considered, amended as required and approved:
 - Carolyn Holbrook appointed as Internal Auditor for 2020/21. It was agreed to increase her fees to £80 per annum.
 - Internal Audit Review Checklist – agreed to meet in October – date to be arranged
 - Approved accounts to be made available for sale for £2
 - Asset Register- old wooden shed to be recorded as a disposal
 - Insurance Renewal Premium
 - Funeral Bond letter
 - Notice of Interment form
 - Memorial Application form
 - Grave Deed letter

It was agreed to continue with the waiving of interment fees until the September meeting.

14/06/21 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

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

- Additional inscription of the late Joan Kendall
- Additional inscription of the late Laura Goody
- Interment of ashes of the late Kate and John Friend
- Interment of the late Kevin O'Grady
- Scattering of ashes of the late Molly and John Edmondson

15/06/21 BRIEF INFORMATION & EXCHANGE

Working party for autumn bulb planting and stripping of ivy – date and time to be arranged.

16/06/21 DATE OF NEXT MEETING

Committee meeting: Monday 6th September 2021 to be held at the Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed 2022: 10th January, 7th March, 6th June, 12th September

The meeting closed at 9.05 pm

Signed:

Authority Chair:

Date:

