

Minutes of a meeting of the Bures Joint Cemetery Authority held virtually via Zoom on Monday 8th March 2021 at 8.00pm

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 M Baker, Cllr C Ellis, Cllr K McAndrew

1/03/21 APOLOGIES FOR ABSENCE

No apologies received. Cllr Alston absent.

2/03/21 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.

3/03/21 MINUTES

Minutes of the previous meeting of 11th January 2021 and the Extraordinary meeting of 1st February 2021 (previously circulated) were both approved as correct records.
To be duly signed following the virtual meeting.

4/03/21 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

5/03/21 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

Cllr Ellis had circulated her report prior to the meeting. Overall the cemetery was in an extremely good condition. Water standpipe at top of main drive being repaired. Memorials in older section checked. Several leaning but stable. However some required attention. Memorial stability 5 yearly inspection in progress. Some uneven grass areas needed making good. Clerk to follow up on matters raised.

Next Inspector: Cllr. K McAndrew.

6/03/21 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. These works required a road closure and thus causing a delay in works being completed. Matter remained outstanding. Clerk would request an update.

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 of a new project Eyes On, Hands On overseeing and reporting on the condition of 'Scattered Graves' of the war dead in the UK agreed to monitor 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 bird and bat boxes as part of a badge project. The project could commence as soon as Covid-19 restrictions eased. The Cemetery Authority agreed to meet the costs of materials.

d) Wild flowers /bulbs: The Chairman to strew the Native Wild flower Beebombs along the grass banks between the lime trees when weather frost free. Paul White had kindly donated £100 towards spring bulb planting in memory of his late mother. Suitable site options for the bulbs to be discussed at the next meeting ready for autumn planting.

e) Damaged copings: The boundary wall on left of main drive had required urgent repairs. Several bricks and copings had come loose. A quotation from T5 Building Company - £525 + VAT had been approved by the Clerk and Chairman between meetings and the repairs now complete. T5 Building Company to put forward a quotation to repair the unstable pillar at top of main drive.

f) Water standpipe: The water standpipe at top of main drive had required urgent repair. A new style tap with an automatic 1 minute trigger turn off had been fitted. Total cost £173.93.

g) Brown bin initiative: A brown bin had been ordered from BDC – cost £52.50 plus £5.00 administration fee. Cllr Aries to monitor its use and to bring the bin down to front gate for the fortnightly collection service. An adhesive 'Green Waste only please' sign to be ordered. Clerk still waiting on a response from JPB Landscapes as to whether they would consider sponsorship.

h) Laurel hedge: The laurel reduction along the St Edmunds Lane boundary completed as per the agreed quotation from Blake Tree Care. Laurels now manageable for several years. Members agreed all boundary hedge management should be monitored regularly. It was noted that the Clerk held a list of the hedgehog boxes which are placed at various locations around the cemetery boundary.

i) Contractor's works: All works as per works list completed (see attached). First grass cut of the season scheduled for the coming week. The Chairman had removed the Christmas lights which remained on a grave in the older section. The grave owner to be notified. Sunken graves to be infilled as requested by bereaved families. The tree warden still to inspect the ivy on the trees and offer his advice. Spoil heap still to be cleared.

7/03/21 PARKING BAY/TURNING CIRCLE

a) Progress of works: Clerk still waiting on clarification from JPB Landscapes when works to commence. She agreed to follow up.

b) Relocation of storage/map/waste facilities: The Chairman had looked at whether the waste bins could be relocated to the right of the path however the ground was far too uneven and space restricted. She suggested extending the existing brick surround to accommodate the black waste bin plus the new brown bin. This was agreed and the Clerk to discuss options with T5 Building Company. Cemetery map to be relocated to the boundary brick wall.

c) Storage shed: The Chairman had circulated information showing a selection of suitable storage sheds to house small items currently stored in the existing shed. Cllr Ellis asked members to consider if the existing shed could be utilised to avoid the need to purchase a new one. The Chairman responded that the bottom plinth was rotten and it was far too bulky for the needs of the cemetery. She also pointed out that the excess waste would no longer require storing in the shed following the decision to purchase a brown bin. Members agreed that further thought on a storage shed was needed.

8/03/21 MANAGEMENT OF MEMORIALS

a) Unstable memorials/signs: R W Wright had repaired two unstable memorials and would monitor if further repairs needed. The Clerk held a supply of advisory warning signs for marking unstable memorials prior to repair.

b) Memorial stability test: Luxstone Memorials had completed the memorial stability test. Clerk waiting on the written report.

9/03/21 CORRESPONDENCE

The Clerk had followed up with the family and the stonemasons to rectify the position of the ashes memorial of the late Maeve White. All parties now happy with the position. Clerk confirmed that she requests all stonemasons to notify her when works are to be undertaken in the cemetery but on occasion this does not happen.

10/03/21 FINANCE

Business Access A/C balance: £19,674.56

Community A/C balance: £9,289.31 (when all cheques paid).

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank Reconciliation dated 26th February 2021 circulated, noted and attached. Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.

The Clerk asked members to consider whether to increase the Retention Buffer. It was agreed to discuss at the next meeting when all outstanding works completed and costs met.

The Clerk to also investigate options for investment of Earmarked Funds.

- c) The Clerk confirmed that all ashes interment fees paid during the Covid-19 restrictions had been reimbursed to the bereaved families. It was agreed to review the waiving of interment fees at the next meeting.

11/03/21 AUDIT MATTERS

It was agreed to review the cemetery conditions and Exclusive Rights letter to the bereaved. Amendments and additions to the Conditions and the letter agreed as follows:

Addition – glass vases and breakables not to be placed on the graves

Amendment – all graves will be cleared of interment flowers within three months of interment date either by the family or the Cemetery Authority

Amendment – dogs must be on a lead and dog owners are responsible for cleaning up after their dog

Amendment – no vehicles, except those authorised by arrangement with the Clerk are allowed access to the cemetery owing to limited parking space

12/03/21 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 Michael Redford

Ashes interment of the late Laura Goody

Interment of the late Alan Burbidge

She had received an enquiry into the possible purchase of 2 ashes plots in Row P8. The Chairman agreed that there was sufficient space for 2 plots. Clerk to follow up.

13/03/21 BRIEF INFORMATION & EXCHANGE

The Chairman asked if members would be happy to continue meeting virtually if government regulations permitted. All members suggested they would.

Matters for next agenda:

- a) Bird and bat boxes project
- b) Turning circle and parking bay works
- c) Finances – discuss options for investment
- d) Zoom or face to face meetings
- e) Re-scheduling of site meeting

14/03/21 DATE OF NEXT MEETING

Committee meeting: Monday 7th June 2021 to be held either virtually or at the Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed 2021: 6th September.

The meeting closed at 9.30 pm

Signed:

Authority Chair:

Date: