

**Minutes of a meeting of the Bures Joint Cemetery Authority held virtually via Zoom on Monday 13<sup>th</sup> March 2023 at 7.30pm**

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

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

**1/03/23 APOLOGIES FOR ABSENCE**

Mrs J Wright (Clerk) unwell.

Apologies accepted by those present.

**2/03/23 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.

**3/03/23 MINUTES**

Minutes of the previous meeting of 9<sup>th</sup> January 2023 (previously circulated) were duly approved and signed as a correct record.

**4/03/23 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

**5/03/23 INSPECTOR'S ASSET & RISK ASSESSMENT REPORTS**

Cllr S Sills presented her report to the meeting.

**a) Risk Assessment Checklist:** Overall the cemetery was in an extremely good condition. Small twigs and debris to be cleared. An overhead cable on the St Edmunds Lane bank needs to be monitored as it appears to be close to the trees. All wildlife boxes had been accounted for against the new check list. The newly planted hedge and the view from the woodyard boundary gave the cemetery a new lighter outlook.

**b) Memorial Stability Checklist:** Chair had completed a full memorial checklist shortly before the meeting and had added some new entries to the list. It was suggested that one warning notice which is mounted on a wooden frame should be lowered and placed on the memorial plinth, to be displayed in the same way as the other warning signs around the cemetery.

**Next Inspector: Cllr Aries**

**6/03/23 MATTERS ARISING FROM PREVIOUS MINUTES**

**a) Tree monitoring: .**

- 1) **Tree Survey:** Blake Tree Care has carried out the reduction works on two Lime trees and the Red Oak as recommended in the tree survey undertaken by Hayden's Arboricultural Consultants Ltd.
- 2) **Lime suckers:** There were some residual overhead lime suckers which required clearing.
- 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. To be guided by Blake Tree Care as when to carry out the visual annual check.

**4) The Woodland Trust:** 300 hedge whips were delivered in the first week of March. Volunteers, organised by Cllr Koeck, had planted a mixed native hedge the length of the wood yard bank. Grateful thanks were extended to the team. There were some hedge whips remaining and it was decided to plant these along the teazel field fence to conceal it over time and thereby eliminate the need for a full replacement.

**b) Boundary fencing:** JPB Landscapes had replaced the dilapidated fencing along the bank from the rear gate of St Edmunds Lane with stock fencing. The woodyard boundary bank had also been fenced off with stock fencing. Members were very pleased with the work carried out. The project had opened up the cemetery and created a view overlooking the village.

**c) Main drive wall pointing:** No further costings available yet for work required to the wall adjoining the extension area. These will be sought when funds allow.

**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 on order to be installed along the path line to inform visitors of the scheme.

**e) Water standpipe repairs:** Both standpipes had developed leaks due to the cold weather and had been turned off during a very cold period. Members asked if more lagging to the pipes might prevent a similar problem next winter. Cllr Baker offered some sheep wool to be used as extra insulation inside the casings.

**f) Contractor works:** (see attached) – all noted. The drive way looked much improved and was largely clear of weeds. Spoil heap still needs clearing. Bushes at the top of the drive still looking rather ragged but they may need more time to repair. Christmas floral tributes nearly all removed in readiness for Mothers' Day visitors.

**g) Map of all trees in Cemetery:** This had been drawn up. Identification of some trees to still be clarified once there was some leaf growth. The map also showed where the wildlife boxes are situated.

**h) Notices:** Two notices have been purchased, stating 'funeral taking place today', to give visitors some notification to ensure that parking did not become a problem.

#### **7/03/23 TURNING AND PARKING BAY AREAS**

**a) Additional gate entrance:** Cllr Koeck has not yet had the opportunity to follow up with the gravedigger to look at options to solve the vehicle issues.

**b) Boundary fence:** The rear boundary fence is severely dilapidated. It was agreed that a full replacement of the rear fence should be delayed as it seemed more likely that additional land to the north might be offered rather than to the east of the new section. In order to extend the life of the existing chestnut fencing, it was suggested to install angle iron supports along its length. For example, Wickes supply 1.5m. lengths x 12 at a current cost of £96. To be discussed with the contractor.

#### **8/03/2023 MATTERS ARISING WHICH DO NOT APPEAR ELSEWHERE ON THE AGENDA**

**a)** It was suggested that the cemetery map on display on the shed should be updated more frequently than is done at the moment. It was explained that the cabinet containing the map of burial and ashes plots was sealed to prevent the penetration of damp. This made regular access to the maps more problematic. Ron Wright to be consulted about an alternative means of protecting the map whilst giving easier access for regular updating.

**b)** The Chair explained to members that a representative of the Authority should be present at all Interments to ensure that the proceedings ran smoothly, to monitor traffic within the Cemetery and to collect legal documentation. Currently the Chair or the Clerk attend but there may be the need to ask another member to carry out this duty if the Chair or the Clerk are not available.

### **9/03/23 FINANCE AND AUDIT MATTERS**

a) BACS payment procedures to be followed up with Barclays Bank as soon as practical to minimise the need for written cheques and associated admin time. Members felt that if this arrangement was not possible then the Cemetery Authority should move its business to an alternative bank e.g., Lloyds.

**b) Business Access A/C balance: £15,719.52**

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

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

d) Bank Reconciliation dated 13<sup>th</sup> March 2023 circulated, noted and attached.

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

e) Internal Audit Review 2022/23 agreed with PKF Littlejohn.

f) Asset Checklist updated – bat, bird, owl and hedgehog boxes. To be used in conjunction with the tree map to aid location.

### **10/03/23 CORRESPONDENCE**

None.

### **11/03/23 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS**

The Chair reported that the following interments had taken place:

Interment of the late David Vango

Interment of the late Violet Boyce

### **12/03/23 BRIEF INFORMATION & EXCHANGE**

None.

### **13/03/23 DATE OF NEXT MEETING**

Future dates agreed 2023: Site meeting 10<sup>th</sup> June

Committee meetings: 12<sup>th</sup> June, 11<sup>th</sup> September

The meeting closed at 8.25pm

Signed:

Authority Chair:

Date:

