

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre on Monday 8th January 2024 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 S Manning, Cllr K McAndrew

1/01/24 APOLOGIES FOR ABSENCE

Apologies received from Cllr Baker (Covid). Apologies accepted by those members present.

2/01/24 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.

3/01/24 MINUTES

Minutes of the previous meeting of 11th September 2023 (previously circulated) were duly approved and signed as a correct record.

4/01/24 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

5/01/24 INSPECTOR'S ASSET & RISK ASSESSMENT REPORTS

Cllr Manning presented her reports to the meeting.

a) Risk Assessment Checklist: Checklist held on file. Some signs and floral tributes blown around the cemetery during recent high winds. Debris of twigs, branches and leaf fall to be cleared. Benches in good condition and stable. Water standpipe at top of drive still leaking.

b) Memorial Stability Checklist: Checklist held on file. All memorials checked for stability. Any memorials found to be seriously unstable are to be laid down for safety reasons. No further warning signs to be put on unstable memorials as per previously agreed.

Memorials added for further safety check - Pilgrim Row R1 No. 13, Horsford Row S1 No.16, Martin Row R1 No. 5.

Next Inspector: Cllr McCrory.

6/01/24 MATTERS ARISING FROM PREVIOUS MINUTES

a) Tree monitoring:

- 1) Limes:** The quotation received from Blake Tree Care to reduce in height 16 no. Lime trees accepted - £1,650 + VAT. Works scheduled early February.
- 2) Laurel hedges:** The quotation received from Blake Tree Care to reduce in height the laurel hedge along older boundary of St. Edmunds Lane accepted - £1,250 + VAT. Works scheduled for early February. The laurel hedge along the new section boundary has been trimmed and tidied by the cemetery contractor.
- 3) Sequoia and Cedar trunks:** Members agreed to leave the trunks in place and plant a clematis or honeysuckle at the base of the Sequoia in the autumn. Chair following up.
- 4) Tree Inspections:** Blake Tree Care to do an annual visual check of all trees in the cemetery plus a full tree inspection on a 3-year rolling programme commencing in 2024. Blake Tree Care confirmed a date is to be scheduled for the spring.

b) Grasscuttings: Members accepted the quotation received from JPB Landscapes to collect grass cuttings from the new section - £35 per cut. To commence from the first cut of the season. It was agreed for the time being not to follow up on the purchase of a leaf and grasscutting collector for cemetery volunteer use.

c) Wild flower meadow: Area in the oldest section of the cemetery on the St Edmunds Lane side of the path becoming well established as a wild flower meadow. Size of area has been increased, scarified and cut over the autumn. Poppy seeds to be scattered when weather good.

d) Teasel field: Angle iron supports installed along the teasel field boundary fencing. It was noted that this fence remains dilapidated and will require further attention. To discuss more fully at next meeting..

e) Gravel grids: Contractor to lay gravel grids at the corner of the parking area to prevent vehicles intruding on the adjacent graves. Clerk to follow up again with contractor as works remain outstanding.

f) Water standpipes: Standpipe tap at top of main drive has been dripping over the winter period. Water has been turned off and both standpipe taps to be repaired when weather improves.

g) Maps: The noticeboard continues to condensate creating issues with the condition of the maps. Maps have been updated and new copies made to replace the damaged ones. Clerk following up with Chair.

h) Contractor works: (see attached) – all noted. Contractor willing to increase the grounds maintenance hours at peak weed growth times only to improve the condition of the main paths. Graves levelled and turfing. Hedgeline along wood yard boundary cleared. Removal of Christmas tributes ongoing. One watering can missing. Chair has planted a supply of daffodil bulbs around the cemetery.

07/01/24 FINANCE AND AUDIT MATTERS

a) Internal Audit Review held on 30th October 2023 – Clerk, Cllr McAndrew and Cllr McCrory attended. Notes from meeting circulated to all members. No issues raised.

Letter of Engagement from BB Business Associates accepted for the completion of an internal audit for year ending 2023/24.

Business Access A/C balance: £15,019.24

Community A/C balance: £8,127.96

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

c) Bank Reconciliation dated 2nd January 2024 circulated, noted and attached.

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

d) It was agreed not to proceed with an External Audit Review for year end 2023/24.

e) The transfer of accounts to Lloyds from Barclays completed with signatories updated.

Both Barclays accounts now closed. Bankers Automated Clearing System (BACS) working well.

f) HMRC payroll and payment of Clerk's tax now outsourced. Tax paid by monthly Direct Debit to HMRC.

g) The NALC Salary Pay Award 2023-24 was noted and Clerk's salary increase to be backdated to 1st April 2023.

08/01/24 GROUNDS MAINTENANCE CONTRACT

The current 3 year contract with JPB Landscapes is due for renewal on the 1st April 2024.

Although members noted that there were no issues with the current contractor it was agreed the pending renewal should be duly advertised. The Clerk to follow up.

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09/01//24 CORRESPONDENCE

A complaint received from a grave owner regarding damage to recently laid turf has been satisfactorily dealt with by the Clerk. Replacement turf has since been laid by the contractor at his own expense and the complainant is happy that the matter has been resolved. A resident raised concerns regarding the use of 'friendly' chemicals'. The Chair discussed these concerns with the resident and explained the current weed management for the cemetery. No further concerns have been raised.

The Bures NHP Group has notified all owners of Local Green Spaces identified by a community survey as adding special character to the village that it wishes to include these within the Bures Joint NHP. The Chair has acknowledged the notification as requested. BHIB Councils Insurance is now known as Clear Councils Insurance – noted.

10/01/24 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

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

Ashes interment of the late George Dawson

Interment of the late John Synnak

Interment of the late Gordon Harrod

Ashes memorial of the late Julie Brice

Memorial of the late Angela and Gordon Harrod

Ashes interment of the late Kwai Jerome

11/01/24 BRIEF INFORMATION & EXCHANGE

A cemetery site meeting agreed for Saturday 15th June at 10.00am.

Next agenda item – to discuss repair/renew of fencing along teasel field boundary.

12/01/24 DATE OF NEXT MEETING:

Monday 11th March 2024 at Bures Community Centre, Nayland Road at 7.30pm.

Cllr Koeck gave his apologies for this meeting owing to holiday commitment.

Future dates agreed 2024: Monday 17th June, 9th September.

Site meeting 15th June 2024 at 10.00am.

The meeting closed at 8.30pm.

Signed:

Authority Chair:

Date: