

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre on Monday 11th March 2024 at 7.30pm

PRESENT: Cllr J Aries (Chair), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr J McCrory
Bures Hamlet Parish Council: Cllr S Manning, Cllr K McAndrew

1/03/24 APOLOGIES FOR ABSENCE

Apologies received from Cllr Ellerbeck (work commitment) and Cllr Koeck (holiday).
Apologies accepted by those members present.

2/03/24 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.

3/03/24 MINUTES

Minutes of the previous meeting of 8th January 2024 (previously circulated) were duly approved and signed as a correct record.

4/03/24 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

5/03/24 INSPECTOR'S ASSET & RISK ASSESSMENT REPORTS

a) Risk Assessment Checklist: Cllr McCrory presented her report to the meeting and the checklist held on file. A few Christmas floral tributes still to be cleared from graves. Some small twigs and branches removed following the recent high winds. Wildflower area sign needed to be placed back in position. The squirrels had sadly dug up the recently planted spring bulbs. The contractors had completed the winter tidy up and all extremely satisfactory.

b) Memorial Stability Checklist: Cllr Aries presented her report to the meeting and the 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 requiring attention: Gilbert, Cardy, Perry, Fairless and Corbett. Grave of the late Synnak to be turfed. Clerk to follow up.

Next Inspector: Cllr McAndrew

6/03/24 MATTERS ARISING FROM PREVIOUS MINUTES

a) Tree monitoring:

1) **Limes/laurel hedges:** Works completed efficiently by Blake Tree Care as per written quotation. 2 no. limes sadly needed further reduction. Both laurel hedges reduced in height and works completed satisfactorily.

2) **Sequoia and Cedar trunks:** Members agreed to leave the trunks in place and plant a clematis or honeysuckle at the base of the Sequoia. Chair following up.

3) **Tree Inspections:** Blake Tree Care to complete 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) Grass cuttings: Contractors to collect grass cuttings in the extension area commencing the first cut of the season in March at an additional cost of £35 per cut.

- 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, scarifying regularly done and poppy seeds to be scattered when weather good.
- d) Teasel field fence:** There is sufficient hedging growing on both sides of the fence to disguise any dilapidation. Therefore members agreed to leave the fence repair for the time being.
- e) Maps:** The map casing continues to condensate creating issues with the condition of the maps. Maps have been updated and new copies made to replace the damaged ones. Mr Ron Wright who had made the original casing suggested building a noticeboard accessible via inside the shed to replace the existing casing. Members agreed to accept this proposal. Map held in church choir vestry still to be updated.
- f) Lawn cemetery grave regulations:** Several grave owners were not taking note of the lawn cemetery regulations. Graves had tributes extending the full length of the grave. Members agreed that all tributes should either be removed or moved back inline with the headstone. Chair and Clerk to follow up on this matter.
- g) Gravel grids:** Members agreed that this item should be removed from the agenda. Noted.
- h) Water standpipes:** Both standpipe taps repaired. Insulation covers to be removed as soon as weather becomes warmer.
- i) 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 returfed as required. Removal of Christmas floral tributes ongoing. Members will be guided by the tree inspection report regarding removal of ivy. Spoil heap still needs clearing from the teasel field.

07/03/24 FINANCE AND AUDIT MATTERS

Business Access A/C balance: £15,051.35

Community A/C balance: £4,084.55

- a) Finance & Budget Monitoring Report** – circulated, noted and attached.
- b) Bank Reconciliation** dated 1st March 2024 circulated, noted and attached. Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.
- c) Members agreed to move the Clerk's salary point to Level 17 from the 1st April 2024.**

08/03/24 GROUNDS MAINTENANCE CONTRACT

The current 3 year contract with JPB Landscapes is due for renewal on the 1st April 2024. Tenders had been sought as agreed with 3 interests shown but only 2 written tenders received. Members agreed to continue with the current contractor JPB Landscapes.

09/03//24 CORRESPONDENCE

The HMRC Valuation Office Agency had requested written data of interments, land usage, and future land. The Clerk has duly completed the form on behalf of the Authority.

10/03/24 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

The Clerk reported the following interments/memorial applications since the last meeting:
Ashes memorial of the late D & B Delmonte
Memorial of the late David Vango
Ashes interment of the late Dulcie Cardy
Additional inscription of the late Dulcie Cardy

11/03/24 BRIEF INFORMATION & EXCHANGE

A cemetery site meeting to be held on Saturday 15th June at 10.00am.

12/03/24 DATE OF NEXT MEETING:

Monday 17th June 2024 at Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed 2024: Monday 9th September.

Future dates to be agreed 2025: Monday 13th January, 10th March, 9th June, 8th September

Site meeting 15th June 2024 at 10.00am. Cllr McCrory gave her apologies for the site meeting.

The meeting closed at 8.40pm.

Signed:

Authority Chair:

Date: