

**Minutes of a meeting of the Bures Joint Cemetery Authority held at
Bures Community Centre, Nayland Road on Monday 10th September 2018
at 7.30pm**

PRESENT: Cllr D Lee (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr L Alston, Cllr J McCrory
Bures Hamlet Parish Council: Cllr A Crowe, Cllr M Baker

1/09/18 APOLOGIES FOR ABSENCE

Apologies received from Cllr C Ellis (holiday) and Cllr J Aries (work commitment)
Apologies accepted by those present.

2/09/18 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.

3/09/18 APPOINTMENT OF NEW MEMBERS

Two new members, Cllr Ellis and Cllr Baker had been elected at the July meeting of
Bures Hamlet Parish Council bringing the Joint Cemetery Authority to full membership.

4/09/18 APPOINTMENT OF VICE-CHAIRMAN

It was proposed that a Vice-chairman should be appointed for the Joint Cemetery Authority.
In her absence Cllr Jan Aries was proposed. The Clerk agreed to ask if she was willing to
accept the appointment.

5/09/18 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

6/09/18 MINUTES

The minutes of the previous meeting of 11th June 2018 were confirmed and signed
as a true record (previously circulated).

7/09/18 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Jan Aries had submitted her report to the meeting. Gravel on pavement at main gate
entrance needed clearing. Raking of paths needed following the recent weed spraying.
General clear up of twigs and debris needed. Nettles to be cut back at rear steps.
Hedgehog and bat boxes had been placed at various locations in the cemetery. Clerk to
follow up on all items raised. It was noted that Cllr Aries and the Clerk had arranged to meet
at the cemetery to do a general tidy up of all graves.

Next Inspector: Cllr Jennie McCrory.

8/09/18 MATTERS ARISING FROM PREVIOUS MINUTES

a) Cuckoo Hill site boundary: Following the refusal of the retrospective planning
application by BDC all works on the site had ceased and the development issues were
now a matter for the Enforcement Team. Therefore members agreed not to pursue the
request for a boundary fence for the time being but this would remain an agenda item.

b) Monitoring of trees – Sequoia and Cedar: A quotation from Gary Vaughan of £250
to do a climb of the Sequoia as per the recommendation of the recent Picus Test was
accepted on the proviso that any works found necessary should be completed at the time
of the climb.

c) Pathways for extension area: Design of the extension area had previously been agreed by members following the gifting of the land and therefore it was considered that the decision should be upheld and pathways should be laid. It was agreed to proceed with obtaining quotations for the work. Clerk agreed to follow up.

d) Storage of top soil: Owing to the poor soil condition in the newest section of the cemetery the Clerk had agreed with the Farm Manager that the Authority could store a supply of top soil next to the skip area in the field. The members agreed for the contractor to purchase a tonne of top soil for use when infilling graves prior to turfing.

e) Purchase of ashes plots: It was agreed to continue with the sale of ashes plots for the time being. This matter would be reconsidered once all currently allocated ashes areas of the cemetery had been filled. Members to consider a further area for ashes in the recently gifted section of the cemetery at its site meeting in March.

f) Painting of front gate: This was agreed by all members. Clerk to follow up.

g) Scout Troop projects: 4 bat and 8 hedgehog boxes had been presented to the Cemetery Authority by the Bures Scout Troop to support the wildlife in the cemetery as part of their Community Badge activities. These had been installed at various locations around the cemetery. Members expressed their appreciation and an agreed donation of £50 had been sent. A further project to plant autumn bulbs was in hand.

h) Skip site issues: The current skip hire company had expressed its concerns regarding the current location of the skip in the field during the winter months. The skip had since been moved nearer to the field path and it had been necessary to reposition the fence panels. The cost of the skip hire had been increased by £2 and the Clerk had agreed with the company that the skip would be emptied at least every 3 months to avoid any deterioration. She had also arranged for the grave spoil heap to be cleared from the field.

i) Contractor works: All works as per works list completed.

9/09/18 CORRESPONDENCE

a) A request to install a bench in memory of the late Stephen Dexter was considered. All costs would be met by the family and the Cemetery Authority to take over future maintenance of the bench once installed. Cllr Aries confirmed that the bench would be placed along the fence line of the new extension area. All members in agreement.

b) The Clerk was pleased to report to the members that following the sad death of Mr Basil Pilgrim, former Chairman of the Cemetery Authority the family had retrieved several burial records from amongst his possessions and returned them to her for safe keeping. Within the records minutes gave reference to the establishment of the Joint Burial Board in 1871 and its renaming to Joint Cemetery Authority on 1st July 1974 following the relinquishment of the Burial Board Act. Also minutes dated January 17th 1947 referred to the combining of the two roles of Superintendent and Clerk of the Cemetery Authority.

c) The Clerk had received the Gravedigger's insurance renewal certificate for holding on file.

10/09/18 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

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

Memorial of the late Frances Burbidge

Memorial of the late Roy Hartley

Memorial of the late Caroline & James Macmillan

Memorial of the late Stephen Davies

Interment of the late Ernest Kemp

Interment of the late Basil Pilgrim

Purchase of adjacent Grave Space - Mrs S Ashdown

11/09/18 FINANCE

Business Access A/C balance: £7,638.13

Community A/C balance: £3,207.25 (when all cheques paid).

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank Reconciliation dated 28th August 2018 circulated, noted and attached.
Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.
- c) Second half year precepts presented to BHPC and BSMPC – noted.

12/09/18 BUDGET

The Clerk presented the proposed 3 year budget for 2019/20 – 2022.

Precept requests to Bures Hamlet and Bures St Mary Parish Councils to be increased from £5,500 to £6,500 for 2019/20 as agreed at the previous budget setting meeting in 2017. The proposed budget was agreed by all those members present.

It was agreed to review the Burial Fees and Conditions at the May 2019 meeting.

13/09/18 AUDIT MATTERS

- a) Still waiting on the External Auditor's approval of 2017/18 Accounting Statements.
- b) Internal Audit Review meeting arranged for 3rd October – Cllr Crowe and Cllr McCrory to attend with the Clerk and Internal Auditor.
- c) The Cemetery Authority insurance policy documents were now accessible via the BHIB website.

14/09/18 DATA PROTECTION

The subject of Data Protection was discussed. The Clerk had access to the National Association of Local Councils advisory information and she noted that certain personal data was required to be maintained by the Cemetery Authority under Burial Law.

The Clerk informed members that the Joint Parish Councils website was now legally compliant and the Cemetery Authority information accessible.

15/09/18 BRIEF INFORMATION & EXCHANGE

None.

16/09/18 DATE OF NEXT MEETING

Monday 7th January 2019 to be held at The Committee Room,
Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked for 2019: 11th March, 10th June, 9th September.

Cllr Baker gave her apologies for the next meeting owing to holiday commitment.

The meeting closed at 9.20pm

Signed:

Authority Chair:

Date:

