

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 9th June 2014 at 7.30pm.

PRESENT: Cllr D Lee (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr M Seymour
Bures Hamlet Parish Council: Cllr J O'Sullivan, Cllr C Barnham, Cllr D Matthews

1/06/14 APOLOGIES

Cllr Jennie McCrory (village commitment), Cllr Carolyn Holbrook (hols).

2/06/14 REGISTER OF INTERESTS & DISPENSATION REQUESTS:

To declare any 'Pecuniary' or 'Non Pecuniary' interests. None declared.

3/06/14 MINUTES

The minutes of the previous meeting of 17th March 2014 were confirmed and signed as a true record (previously circulated).

4/06/14 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Seymour gave the following report: Cemetery in an extremely good condition. Vegetation growth would soon require strimming. Path from shed to St Edmunds Lane needed weedkilling. Top section of noticeboard rotten. Benches all secure but some needed a clean. Scouts still to clean gates. Cllr Seymour had tested some headstones for stability and all appeared safe. Water still running from building site and this matter being investigated by Suffolk County Council. Hanging tree branch on yew tree at top of drive noted. Clerk advised that Cllr Ambrose had checked and agreed that it was safe. Clerk to follow up on all items raised.
Next Inspector: Cllr Carol Barnham.

5/06/14 MATTERS ARISING FROM PREVIOUS MINUTES

- a) Fees and Conditions:** The Clerk had circulated the Fees and Conditions to show amendments as previously agreed regarding preparation of ashes interments.
- b) Letter for funeral bond arrangements:** The Clerk had circulated a prepared letter for attachment to funeral bond arrangements honouring persons wishes for an interment in Bures Cemetery. It was agreed to amend to: 'to those persons who have an association to Bures Hamlet and Bures St Mary.....'.
- c) Consecration of land:** As the Rural Dean had been unsure on the matter, the Clerk had investigated online. The Chairman and Clerk had also both previously attended Cemetery training courses. It was agreed that as a secular Authority the Bures Joint Cemetery Authority would not arrange for the consecration of the new section of land but individual burial plots could be consecrated if the family requested this. Clerk to discuss the matter with the new vicar when he/she took up residency.
- d) Tree Surgeon advice:** Cllrs Lee, Holbrook, Mc Crory and the Clerk had met with Tree Surgeon Guy Jones on site to check on the condition of the two trees at the top of the main drive. It had been agreed to proceed with a written tree survey. Guy Jones informed the Clerk that this would cost £300. This was accepted.

- e) **Scout Troop projects:** Bures Scout Troop had agreed to clean the main gates and St Edmunds Lane side gate. Clerk would also ask if they would be willing to clean the benches again. Bird and bat box project agreed for the autumn term. Donation to Bures Scout Troop to be agreed when projects completed.
- f) **Replacement saplings:** Farm Manager, Dennis Ambrose had kindly replaced the dead trees along the boundary line and these appeared to growing well.
- g) **Ornamental Xmas tree:** The Clerk had removed this from the ashes plot as per the Cemetery Authorities conditions.
- h) **Contractors works:** The St Edmunds Lane fence rail had been repaired. All Easter wreaths removed. Damaged grass had been repaired and re-seeded. One bench cleaned at top of main drive. Dead tree along righthand boundary cleared. Bottom corner of extension area cleared of debris.
- i) **Noticeboard:** A quotation of £300 from Ron Wright for a replacement noticeboard was accepted.
- j) **Water leak:** Suffolk County Council Highways Officer Paul Gant had investigated the water leak and agreed that a drainage channel would be put in near the garage to alleviate the problem.
- k) **Gravediggers transporter:** The Clerk had discussed the problem of the transporter destroying the grass edging when being taken into the new section. The gravedigger had agreed to tidy up and in future would only take the vehicle in when weather conditions suitable. It was agreed that the Clerk and members would monitor. A parishioner had suggested to the Clerk to widen the path with raised paved edging but this was not favoured by members.

6/06/14 CORRESPONDENCE

Stonewriters of Halstead had written requesting permission in principle for QR Codes to be added to future memorial applications in Bures Cemetery. Members agreed as long as they were discreet and had been requested by the deceased's next of kin. Clerk to reply to Stonewriters accordingly.

The Gravedigger had discussed with the Clerk the poor grading of soil in the first section of the newly acquired land. He advised that due to lack of top soil he was unable to make good the graves when infilling. It was agreed to continue as per the cemetery conditions, levelling and seeding as necessary after 6 months. If not successful then to look at a charge for turfing.

A Clarke Memorials had re-issued the stone memorial application for the late Honour Williams and amended the size of the base to 18" for approval.

The Clerk had received a request for a 'corded base' to lay under the shingling of the new path in the extension. This was not favoured by members.

Details of an EALC Burial course on 3rd July – circulated and noted.

Legal Topic Note LTN 64 Tombstones and Memorials – circulated and noted.

The Clerk had received two requests for information of deceased relatives in Bures Cemetery – noted.

7/06/14 AUDIT MATTERS

Financial year end accounts for 2013/14 were approved and duly signed.

Annual Return 2013/14 and Annual Governance Statement approved and duly signed.

Asset Register approved.

2014/15 Insurance Renewal Premium accepted.

Accounts to be made available for sale at £2 per copy – agreed.

Internal Audit Review Checklist date agreed – 7th October at 6.00pm – Cllr McCrory, Cllr Holbrook, Clerk and Internal Auditor to attend.

It was agreed that Mr Angus Goody should continue as Internal Auditor for financial year end 31st March 2015 and his fees to remain at £30 for the year.

Internal Auditor's Report for financial year end 2013/14 circulated and noted. Mr Goody had noted that the Authority had ample funds and had suggested that precepts for the next financial year could be waived. The members considered this and agreed to review when budgeting for 2014/15 as tree survey and new pathway costs still pending.

Standing Orders approved with no amendments.

Financial Regulations had been updated in accordance with the NALC recommendations.

It was agreed that the Cemetery Authority would continue with the 2 cheque signatory system for all payments.

Cemetery Fees and Conditions approved subject to one amendment: 'turfing of graves may be completed by request to the Cemetery Clerk for an additional sum of £30.'

Risk Assessments approved.

Model Publication Scheme approved.

Complaints Procedure approved.

8/06/14 STATEMENT OF ACCOUNTS

Business Access A/C balance: £7,121.00

Community A/C balance: £6,490.33 (when all cheques paid)

Finance & Budget Monitoring Report – circulated, noted and attached

Bank Reconciliation dated 30th May 2014 presented and approved

Year end 2013/14 Clerk's salary and tax completed – noted

VAT claim 2013/14 submitted and received – noted

Half year precept requests to BHPC & BSMPC had been presented and received

9/06/14 BRIEF INFORMATION & EXCHANGE

It was agreed to consider shingling the main drive. Agreed to be an Agenda item for the September meeting. It was noted that the shed had been opened but nothing taken. Clerk had secured the lock.

10/06/14 DATE FOR NEXT MEETING

Monday 15th September 2014 at The Committee Room, Bures Community Centre at 7.30pm. Cllr Holbrook gave her apologies for that meeting.

Future dates agreed: Mondays: 15th September 2014

2015: 5th January, 16th March, 8th June, 14th September.

The meeting closed at 8.45pm.

Signed:

Authority Chair:

Date:

