

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 15th September 2014 at 7.30pm.

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

1/09/14 APOLOGIES

Cllr Derek Matthews (unwell), Cllr Carolyn Holbrook (on holiday).

2/09/14 REGISTER OF INTERESTS & DISPENSATION REQUESTS:

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.
None declared.

3/09/14 MINUTES

The minutes of the previous meeting of 9th June 2014 were confirmed and signed as a true record (previously circulated).

4/09/14 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Barnham gave the following report: Cemetery in an extremely good condition. Loose bricks in main driveway wall on righthandside. Chairman agreed to check and if necessary follow up on Party Wall agreement. St Edmunds Lane gate slightly noisy may need attention. Wooden edging along path leading to St Edmunds Lane gate damaged. Old cemetery path on left to be raked. Two graves in newest section to be cleared of weeds. Clerk to follow up on all items raised.
Next Inspector: Cllr David Lee.

5/09/14 MATTERS ARISING FROM PREVIOUS MINUTES

- a) **Tree damage:** Suffolk Tree Services Ltd had submitted their report on both the Sequoia and the Cedar situated at the top of the main drive. The report had been circulated to all members. Following receipt of the report the Clerk had requested a quotation for the necessary work from Guy Jones Tree Surgery. A quotation received for £800 + VAT to reduce weight on major limbs of the Cedar, to remove major deadwood and broken/hanging branches. This was accepted.
- b) **Scout Troop projects:** Bures Scout Troop had agreed to clean the main gates and the St Edmunds Lane side gate and all benches. Date set for work to be done by end of the month. Bird and bat box project now set for January. Donation to Bures Scout Troop to be agreed when projects completed.
- c) **Shingling on main drive:** It was agreed that this work was not urgent and members would discuss the matter again in March.
- d) **Contractor's works:** All paths had been weedkilled and raked. Moss removed from main driveway. Bush overgrowth cut back at front entrance. Ivy cleared at top of main drive. Limes to be lopped during the winter maintenance.
- e) **Noticeboard:** Quotation accepted and new noticeboard in hand.
- f) **Water leak:** Suffolk County Council Highways had put in a new drainage channel and the matter appeared resolved.

- g) 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 reinstated the damaged grass and agreed in future to only take the vehicle in when weather conditions suitable. Clerk monitoring.
- h) Consecration of land:** 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. The Chairman was arranging a meeting with Reverend Morley to discuss the matter and to ensure that he was aware that the land was unconsecrated.
- i) Letter for funeral bond arrangements:** The Clerk had circulated the amended draft letter to all members. This was approved and both the Chairman and Clerk had duly signed it. Copies would be held on file for distribution as requested.

6/09/14 CORRESPONDENCE

East Anglian Daily Times article dated 1st November 1941 regarding details of the late Katherine Parkhill, buried in Bures Cemetery and who had died suddenly on active service during WW11 was circulated to all members for interest.

7/09/14 BUDGET

The Clerk presented the proposed 3 year budget for 2015/16 to 2017/18. £3,000 budgeted in 2015/16 for shingling of main driveways. Earmarked reserves: £4,000 for extension area and £2,000 for tree works. Proposed budget agreed. Precept requests to Bures Hamlet and Bures St Mary Parish Councils to remain as previous year at £3500 each.

8/09/14 AUDIT MATTERS

External Auditor's report for year end 2013/14 received with no matters arising. There had been no fees charged owing to the allocated financial band for the Authority being between £5,000 - £10,000.

Internal Audit Review Checklist date set for 7th October. Clerk, Internal Auditor, Cllr Holbrook and Cllr McCrory agreed to attend.

Updated Cemetery Fees and Conditions circulated and agreed.

Draft updated Complaints Procedure circulated. It was agreed to adopt subject to the following revisions – to take into account redress, confidentiality, verbal and written and legal advice. Clerk to revise and recirculate.

Following the receipt of the updated LTN 5 Parish and Community Council Meetings it was agreed to revise the Standing Orders in accordance with the guidelines of LTN5. The Standing Orders included the revision of dispensation delegation. Decision procedure was also noted. After some discussion members agreed the Clerk should re-issue amended Standing Orders following approval at the next Bures Hamlet and Bures St Mary Parish Council meetings.

9/09/14 STATEMENT OF ACCOUNTS

Business Access A/C balance: £9,121.00.

Community A/C balance: £1,440.50 (when all cheques paid).

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

Bank Reconciliation dated 5th September 2014 circulated, noted and attached.

Half year precept requests to Bures Hamlet and Bures St Mary Parish Councils presented and agreed.

10/09/14 BRIEF INFORMATION & EXCHANGE

None.

11/09/14 DATE OF NEXT MEETING

Monday 5th January 2015 at The Committee Room, Bures Community Centre at 7.30pm.

Future dates agreed: Mondays: 2015:16th March, 8th June, 14th September.

The meeting closed at 8.45pm.

Signed:

Authority Chair:

Date: