

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 17th March 2014 at 7.30pm.

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

1/03/14 APOLOGIES

Cllr D Matthews

2/03/14 REGISTER OF INTERESTS & DISPENSATION REQUESTS:

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

3/03/14 MINUTES

The minutes of the previous meeting of 6th January 2014 and notes from site meeting of 15th March 2014 were confirmed and signed as a true record (previously circulated).

4/03/14 INSPECTOR'S /HEALTH & SAFETY REPORT

Cllr O'Sullivan gave the following report: Cemetery in an extremely good condition. First grass cut of the season due this month. 3 dead saplings in extension area to be replaced. Broken top rail along the St Edmunds Lane fencing. Xmas wreaths removed but one small ornamental Xmas tree with baubles still remaining on ashes grave of the late Terry Houghton. Clerk to follow up on all items raised. Next Inspector: Cllr Mike Seymour.

5/03/14 EXTENSION AREA

a) Layout of graves and paths

2 burials had taken place in the newest section. These had been placed along the 1st row on the left. It was agreed not to proceed with laying of the centre path until more burials had taken place in that section.

Purchasing of grave spaces was discussed at length. No reserving of grave space to be allowed; one exception being when a burial takes place and the family request purchase of an adjoining grave space. Single or double depth graves only to be allowed. Up to 2 ashes interments to be allowed in addition to the agreed interments of a single or double depth grave. Up to 4 ashes interments allowed in an ashes grave space. Clerk agreed to amend the Authority Regulations and present at the next meeting for approval.

The Clerk advised that persons making their funeral arrangements in advance via a bond needed to confirm that their wishes for a burial in the cemetery would be honoured. As members had agreed to no longer allow reserving it was agreed the Clerk should prepare a letter from the Authority which could be attached to a funeral bond stating that there was adequate burial land for at least 20 years and this should allow the wishes of a bond holder to be honoured.

The Clerk agreed to arrange for the making good of the damaged grass either side of the new path.

b) Consecration of land

The Clerk had written to the Rural Dean to gain further advice as to whether the land should remain unconsecrated. Braintree District Council Cemeteries Officer had previously advised not to have the land consecrated. The Clerk was still waiting on a response from the Rural Dean.

c) Replacement trees

Farm Manager, Dennis Ambrose had agreed to replace the 3 dead trees along the boundary line. Clerk would follow up on the matter.

d) Letter of thanks

The Clerk had written a letter of thanks to Mr Geoffrey Probert for gifting the land to the Cemetery Authority and an acknowledgement had been presented to the members.

6/03/14 OTHER MATTERS ARISING FROM PREVIOUS MINUTES

- a) Chris Mortimer maintenance contract:** The Clerk had amended the Authority's Fees and Conditions to include the extra £2 for preparation of ashes interments. Cost increased from £30 to £32. Clerk confirmed that the price of £158 + VAT per cut, based on 12 cuts included the cutting of the newest section of land plus the emptying of the waste bin during the grass cutting season. Clerk also confirmed that an additional cost of £15 + VAT would be charged for the collection of the grass cuttings from the first section as and when required.
- b) Winter maintenance:** Laurels and shrubs had been cut back along St Edmunds Lane boundary. One lime tree lopped. All paths raked and cleared of debris. The large tree at the top of the main drive had suffered substantial damage during the winter gales. It was agreed the Clerk should contact Tree Surgeon Guy Jones to discuss.
- c) Contractors works:** Graves levelled and infilled as necessary. The Clerk had not received the oak saplings from Mrs Lalley for planting. Agreed to wait on Mrs Lalley. Damaged conifer along the Almshouse boundary had been removed. It was agreed to leave the barren section of land in the new area to grass over naturally.
- d) Gates:** Front and St Edmunds Lane gates needed cleaning. Clerk to contact Bures Scout Troop to see if they were prepared to do this for a donation.
- e) Bird & bat boxes:** Bures Scout Troop had offered to take up a project in the autumn to make and erect up to 20 bird and bat boxes for the cemetery. It was agreed the Authority would pay for any costs entailed and would offer a donation to the Troop for the project when completed.
- f) Water leak:** The Clerk had reported the water leaking from the adjacent building site but a second leak had sprung from under the cemetery boundary wall. Suffolk County Council Highways Engineer had visited the site but no action taken. The Clerk would continue to monitor the situation.
- g) Noticeboard:** It was agreed to proceed with a new noticeboard to replace the existing one which was rotten at the top and side.

7/03/14 CORRESPONDENCE

The Clerk was in receipt of an ashes memorial application from A Clarke Memorials Ltd of Colchester for the late Honour Williams. The Clerk advised that she would be returning this application as the memorial base width did not comply with the Authority Regulations.

The Clerk had confirmed with Bures Royal British Legion details of the late Katherine Carr who was buried in the cemetery and had lost her life in action during World War 2. To commemorate the Centenary of WW1 the RBL were considering if it may be appropriate to lay a wreath on the grave.

Chris Mortimer Grounds Maintenance Annual Waste Transfer Note had been duly signed and a copy held on file.

The Clerk was in receipt of the Babergh District Council Business Rates 2014/15 showing a Nil charge to the Authority.

The Clerk had completed an online survey on Cemetery and Burial Space for the Institute of Cemetery and Crematorium Management (ICCM).

8/03/14 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 6th March 2014 presented and approved

Register of Burials book ordered and received - noted

9/03/14 BRIEF INFORMATION & EXCHANGE

Bench at top of main driveway required cleaning.

10/03/14 DATE FOR NEXT MEETING

Monday 9th June 2014 at The Committee Room, Bures Community Centre at 7.30pm.

Future dates agreed: Mondays: 15th September 2014

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

Cllr Holbrook gave her apologies for the meeting on 15th September 2014.

The meeting closed at 9.00pm

Signed:

Authority Chair:

Date: