

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 5th January 2015 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 D Matthews, Cllr C Barnham

1/01/15 APOLOGIES

Cllr J O'Sullivan (personal commitment)

2/01/15 REGISTER OF INTERESTS & DISPENSATION REQUESTS:

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

3/01/15 MINUTES

The minutes of the previous meeting of 15th September 2014 were confirmed and signed as a true record (previously circulated).

4/01/15 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Lee gave the following report: Cemetery in an extremely good condition. Some small twigs and debris to be cleared. Previously reported loose bricks in main driveway wall on right hand side being followed up (see Item 5c on Agenda). Waste bin needed emptying. Mr Dennis Ambrose had replaced the dead trees in the newest section but some did not appear healthy and should be monitored.

The boundary to the rear of the cemetery and the new properties built on the old Builders Yard, Cuckoo Hill was not clearly defined. Cllr Holbrook agreed to check if any conditions for screening had been included within the granted planning permission. Benches may require cleaning and staining in the spring.

The gravedigger's transporter was continuing to destroy the grass verges in the extension area despite his agreement with the Clerk not to take the vehicle through during wet weather. He had apologised to the Clerk. It was agreed to obtain a quotation from Wiles Contractors to widen the path and the Clerk would investigate the possible laying of boards along the sides when access was required by the gravedigger. Clerk to follow up on all items raised.

Next Inspector: Cllr Carolyn Holbrook.

5/01/15 MATTERS ARISING FROM PREVIOUS MINUTES

- a) Tree works:** Works completed as per written survey from Suffolk Tree Services Ltd £300 and quotation from Guy Jones £800. Guy Jones advised the Authority that the Wellingtonia should be removed preferably within the next two years. It was agreed to gain a second opinion before proceeding with any further works.
- b) Winter maintenance:** Cutting back of overhang of trees at top of main drive still to be completed. Pollarding of lime trees included in the winter maintenance budget. Work in hand.
- c) Main wall repair:** Cllr O'Sullivan had checked the Party Wall Agreement photographic schedule of condition and advised that the damage to the wall was prior to the adjacent building work. Mr Ron Adams had agreed to re-point the wall. Work in hand.

- d) **Path edging repair:** The wooden edging of the path leading to St Edmunds Lane steps needed repairing. Roots from the lime trees appeared to be the problem. Clerk waiting on a quotation from Chris Mortimer Grounds Maintenance.
- e) **Contractor's works:** Graves levelled and turfed as necessary. Paths raked and weed killed. Damaged branch cleared from extension area. Mr Dennis Ambrose had kindly agreed to repair the damaged fencing along St Edmunds Lane boundary of the extension area.
- f) **Scout Troop projects:** Bures Scout Troop had cleaned the main gates and the St Edmunds Lane gate plus all the benches. A donation of £65 had been agreed. The bird and bat box project was in hand. 20 scouts were currently working towards their Creative Challenge Badge and the Clerk would agree appropriate location sites for the boxes when completed. A donation to Bures Scout Troop still to be agreed.
- g) **Noticeboard:** Quotation accepted and new noticeboard in hand.
- h) **Consecration of land:** It has been previously agreed not to arrange for the consecration of the new section of burial land. Reverend Morley had agreed to meet with the Chairman to discuss the matter more fully.

6/01/15 GROUNDS MAINTENANCE CONTRACT

Chris Mortimer Grounds Maintenance had put forward their price for the grass cutting season 2015/16. £160 + VAT per cut based on 12 cuts per season, to include emptying of waste bin during grass cutting season. This was an increase of £2 per cut on previous season. Accepted.

7/01/15 CORRESPONDENCE

Information on BRAAM & NAAM British Register of Accredited Memorial Masons circulated and noted. It was agreed that memorial applications as currently approved by the Clerk were satisfactory and therefore it was agreed not to proceed with registration. The Clerk and Chairman had been unable to attend the EALC Burial Course in 2014 but would try and ensure their attendance at a course in 2015.

8/01/15 AUDIT MATTERS

Internal Audit Review Checklist duly completed. Cllrs Holbrook and McCrory had agreed that the bank reconciliation presented at each meeting should include a corresponding bank statement. The Clerk had duly actioned.

Reviewed Complaints Procedure circulated and approved.

Reviewed Standing Orders circulated and approved.

Reviewed Financial Orders circulated and approved.

Information on Delegated Decisions had been circulated and noted. The Clerk's current recording and reporting of burials in the cemetery was approved as a delegated decision.

9/01/15 FINANCE

Business Access A/C balance: £7,123.84

Community A/C balance: £6,466.63 (when all cheques paid)

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

Bank Reconciliation dated 22nd December 2014 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

The Clerk's salary was reviewed in line with EALC recommendations. An increase of 23p per hour from £10.30 to £10.53 was agreed and contracted 2 hours per week to remain as per previous years.

It was noted that the burial of the late Geraldine Gordon had warranted a charge of double fees for out of area. The Clerk advised that there had been a valid family connection to the parishes.

10/01/15 BRIEF INFORMATION & EXCHANGE

Agenda item for March meeting: Shingling of main driveway

The Clerk noted that contractor Chris Mortimer had turfed the 3 newest graves in the extended area as the soil was very poor and the unsightly weeds had been reported at the previous meeting.

The Clerk had been contacted regarding private contracting for grave tending. She had forwarded the details to the cemetery contractor for his interest.

11/01/15 DATE OF NEXT MEETING

Cemetery Site meeting: 7th March 2015

Committee meeting: Monday 16th March 2015 at The Committee Room, Bures Community Centre at 7.30pm.

Future dates booked: Monday 8th June and 14th September 2015.

Cllr Holbrook advised that she would be unable to attend 8th June or 14th September meeting dates.

Clerk agreed to contact the hall booking secretary with a view to moving the dates forward.

The meeting closed at 8.45pm

Signed:

Authority Chair:

Date: