

## **Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 11<sup>th</sup> January 2016 at 7.30pm**

**PRESENT:** Cllr D Lee (Chairman), Mrs J Wright (Clerk)  
Bures St. Mary Parish Council: Cllr L Alston, Cllr M Cudmore, Cllr J McCrory  
Bures Hamlet Parish Council: Cllr C Barnham

The Chairman welcomed all those present and especially new member Cllr Alston who had taken over from Cllr Arnold recently resigned from Bures St Mary Parish Council.

### **1/01/16 APOLOGIES**

Apologies received and accepted from Cllr D Matthews (unwell).

### **2/01/16 RESIGNATION**

The Chairman advised members that Cllr Jacqui O'Sullivan had put forward her immediate resignation from Bures Hamlet Parish Council thus creating a vacancy on the Cemetery Authority. Following notification to Braintree District Council the Casual Vacancy would be duly advertised.

### **3/01/16 REGISTER OF INTERESTS & DISPENSATION REQUESTS**

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

### **4/01/16 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman  
No members of the public present.

### **5/01/16 MINUTES**

The minutes of the previous meeting of 28<sup>th</sup> September 2015 were confirmed and signed as a true record (previously circulated).

### **6/01/16 INSPECTOR'S HEALTH & SAFETY REPORT**

Cllr Carol Barnham reported the following: Cemetery in an extremely satisfactory condition. Waste bin required emptying. Ivy on right hand wall to be removed. Dip in path at main entrance needed making good. Grave of the late Addison to be infilled. Xmas wreaths to be removed in line with the Cemetery Regulations. Member's details needed updating to reflect recent changes.  
Next Inspector: Cllr Michaela Cudmore.

### **7/01/16 MATTERS ARISING FROM PREVIOUS MINUTES**

- a) **Resurfacing of main drive:** The Clerk had met with Shepherd Construct to gain a second quotation. Clerk still waiting on a full written quotation. Wiles Contractor's quotation dated June 2015 still held on file. Clerk to check whether this would still be valid so as to enable the members to access accurate costs of the pending work.
- b) **St Edmunds Lane path repairs:** As the lime tree work had now been completed it was agreed to proceed with the accepted quotation from Wiles Contractors dated 8<sup>th</sup> June 2015 for £1,463.24 + VAT. Works due to commence at the end of January.

- c) **Lime trees:** The work to the lime trees had been completed as per the original quotation from Chris Mortimer Grounds Maintenance. All debris and tree branches had been cleared. Tree Surgeon Guy Jones had suggested that the trees could be reduced further which would defer any future maintenance for at least 10 years. The Clerk had contacted David Pizzey BDC Tree Officer but he advised it was normally good practice to only prune to previously established pruning points. Therefore it was agreed that the completed tree works was satisfactory.
- d) **Parking of cars:** Alan Ryman on behalf of the Trustees of the Alms Houses had written again to all tenants to encourage sensible parking near the Cemetery entrance. The Clerk reported that parking had improved and it was agreed to remove this item from the agenda.
- e) **Party Wall Agreement for Slaughter House site:** Cllr McCrory had taken photographs of the boundary. Site currently up for sale and a Party Wall Agreement to be drawn up with new owners when site re-sold. Agreed to remove this item from the agenda until a Party Wall Agreement is required.
- f) **Bird & bat boxes:** Dennis Ambrose and Ron Wright had kindly erected the bird and bat boxes at various suitable locations in the cemetery.
- g) **Contractor works:** Winter maintenance completed. Tree overhang at top of main drive still to be cut back. St Edmunds Lane steps cleared of debris. Newest section had been weed killed. Benches stained. Front gates painted. All paths raked and weed killed. 5 sturdy hooks had been purchased and fixed on to the shed for visitors watering cans. Replacement trees along boundary still to be planted. Dennis Ambrose, Probert Estate Farm Manager had kindly agreed to include the St Edmunds Lane grass verge within the estate's verge cutting programme.

## 8/01/16 CORRESPONDENCE

- a) The family of the late George and Lilian Webb whose ashes stone bordered the two new sections had written to the Clerk with their concerns that the movement of soil behind the stone may de-stabilise it. The reason for the movement of the soil was not clear but possibly made by animals. The Clerk had requested the contractors to remove some of the soil and was waiting on the family to agree if now satisfactory.
- b) Following a request from Mr Gilbert Cox to purchase a grave space in the cemetery the Clerk had advised him of the Authority's Conditions in respect of grave purchase.
- c) The Chairman and Clerk had agreed to attend an EALC Cemetery Management and Compliance course in the autumn.
- d) Following comments received from parishioners as to why the headstones in the newest section did not appear in line with the first section it was agreed that the final pathway design should be implemented as soon as possible. Clerk to obtain quotations from Wiles Contractors and Shepherd Construct.
- e) The Clerk advised that she was currently liaising with the family of the late Vera Bunch regarding the interment of ashes and future use of the purchased grave No. 8 Row P6.

### **9/01/16 GROUNDS MAINTENANCE CONTRACT**

The current grounds maintenance contract with Chris Mortimer Grounds Maintenance expires on the 31<sup>st</sup> March 2016. It was agreed to advertise for tenders. The Clerk had drawn up a new draft contract which was approved by the members. It was agreed to move the date for the next Authority meeting from the 14<sup>th</sup> March to the 7<sup>th</sup> March to enable all received tenders to be discussed and approved at that meeting thus allowing all documentation to be signed and agreed prior to the 1<sup>st</sup> April 2016.

### **10/01/16 FINANCE**

Business Access A/C balance: £7,127.40

Community A/C balance: £7,586.92 (when all cheques paid)

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

Bank Reconciliation dated 27<sup>th</sup> December 2015 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

### **11/01/16 AUDIT MATTERS**

The Internal Audit Review Checklist duly completed and reported as satisfactory.

Standing Orders had been amended in line with Legal Briefing LO5-15 Public Contracts regulations 2015. Duly approved.

Details of new regulatory framework for external audits – circulated and noted.

Factsheet – Procurement of Audit for Smaller Authorities – circulated and noted.

### **12/01/16 BRIEF INFORMATION & EXCHANGE**

None.

### **13/01/16 DATE OF NEXT MEETING**

It was agreed to move the next meeting date forward to 7<sup>th</sup> March 2016 to enable the 2016/17 season grounds maintenance tenders to be discussed and processed.

It was also agreed to hold a cemetery site meeting on Saturday 5<sup>th</sup> March 2016 at 10.30am.

Future dates booked 2016: 13<sup>th</sup> June, 12<sup>th</sup> September.

The meeting closed at 8.30pm

Signed:

Authority Chair:

Date:

