

## **Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 15<sup>th</sup> June 2015 at 7.30pm.**

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

### **1/06/15 APOLOGIES**

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

The Chairman welcomed all those present and especially new members Cllr Cudmore and Cllr Arnold. The Chairman then gave a short insight in to the current workings of the Joint Cemetery Authority for the benefit of those new members.

### **2/06/15 REGISTER OF INTERESTS & DISPENSATION REQUESTS**

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

### **3/06/15 MINUTES**

The minutes of the previous meeting of 16<sup>th</sup> March 2015 were confirmed and signed as a true record (previously circulated).

### **4/06/15 INSPECTOR'S HEALTH & SAFETY REPORT**

Cllr Jennie McCrory reported the cemetery to be in an extremely satisfactory condition. Contractors had recently completed a grass cut, strim and litter clearance. Next Inspector: Cllr Jacqui O'Sullivan.

### **5/06/15 MATTERS ARISING FROM PREVIOUS MINUTES**

- a) **Resurfacing of main drive:** A quotation from Wiles Contractors Ltd was presented, £7,099.94 for the resurfacing of the section from the wall end of the main drive to just past the water standpipe. The cost presented was the maximum as the work was dependant on the condition of the existing tarmac which was unable to be ascertained until all existing surfacing was removed. It was agreed to obtain further quotations before any decision made.
- b) **Extension path repairs:** Works had been satisfactorily completed. Cost £716.06 + VAT.
- c) **St Edmunds Lane path repairs:** A quotation from Wiles Contractors Ltd was presented, £1,463.24 to provide new surface and provide and fix new board edging to one side. It was agreed that the pending works to the lime trees should be completed before any decision made.
- d) **Main driveway repairs:** Holly tree causing damage to wall of main driveway. Still waiting on Ron Adams to re-point the wall. Clerk to follow up.
- e) **Lime trees:** The lime trees along the extension boundary wall were in need of pollarding. Chris Mortimer's quotation for £1,850 + VAT (maximum costs) had been accepted and budgeted for within the Winter Maintenance budget. The Clerk to submit a Works to Trees within a Conservation Area application to Babergh District Council before works could commence in the autumn.

- f) **Party Wall Agreement for Slaughter House site:** Cllr McCrory had taken photographs of the boundary. The adjacent site had planning approval for 6 dwellings but access issues were still to be addressed. Site currently up for sale and a Party Wall Agreement to be drawn up with new owners when site re-sold.
- g) **Statement re unconsecrated land:** The Clerk had drawn up a statement for the Cemetery Fees and Conditions advising that the newest section of the cemetery had not been consecrated and therefore in accordance with Canon 38.5, a blessing of an individual burial plot would be taken by the officiating minister on request. The Chairman advised all members of the Authority's previous recommendations which had been taken from The Local Cemeteries Order 1977. Cllr Cudmore requested that the statement be inserted within the Interment Notice and not the Fees and Conditions to ensure the Grave Deed Owner or Next of Kin was fully aware of the Authority's decision not to arrange for consecration of the land. This was agreed by all members.
- h) **Contractor's works:** All graves top soiled and seeded as necessary. Paths raked and debris cleared. Nettles cleared from St Edmunds Lane steps and the verges of the cemetery boundary. Bush at top of main drive way had been damaged by a vehicle. Broken branches removed. Guttering repaired on cemetery shed.
- i) **Scout Troop project:** The bird and bat boxes had been delivered. Cllr Ambrose had agreed to arrange for the boxes to be erected as Chris Mortimer had advised the Clerk that he would prefer not to do the work. Clerk to liaise with Cllr Ambrose on preferred sites for the boxes.
- j) **Noticeboard:** New noticeboard now in place. Cost £300.

## 6/06/15 CORRESPONDENCE

- a) Following an extremely busy period for burials and ashes interments, the Cemetery Contractor Chris Mortimer had asked if the Authority could consider that ashes interment times be restricted to between 1.30pm and 4.00pm from March to September, this being the grass cutting season. The remainder of the year interment times could be made available to suit the families. The authority were not happy with this request and felt that it was important for families to be able to negotiate preferred interment times with the Clerk. Clerk would inform Chris Mortimer accordingly.
- b) Anglian Water had fitted a new water meter at the main gate entrance.
- c) The Clerk advised that cars were being parked too close to the main entrance causing vehicles visiting the cemetery, especially the funeral corteges to struggle to manoeuvre through the entrance gates. Cllr Cudmore agreed to follow up and contact the car owners to make them aware of the problem.

## 7/06/15 FINANCE

Business Access A/C balance: £7,124.66

Community A/C balance: £7,315.09 (when all cheques paid)

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

Bank Reconciliation dated 5<sup>th</sup> June 2015 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

Clerk's 2014/15 year end salary and tax finalised for HMRC and employee pay and deductions record presented.

The 2014/15 VAT claim had been submitted to HMRC.

The Clerk was confirmed as Contact for BHPC for the Pensions Regulator.  
Half year precept requests to BHPC and BSMPC presented.  
An unpaid returned cheque had been re-issued by the client but required dollars exchange rate – the Clerk was now in receipt of Barclays Bank Advice of Credit.

### **8/06/15 AUDIT MATTERS**

2014/15 year end accounts approved and signed.  
2014/15 Annual Return and Annual Governance Statement approved and signed.  
Updated Asset Register approved.  
2015/16 Insurance renewal approved.  
2014/15 year end accounts to be made available for sale for £2 - agreed.  
Internal Audit Review Checklist – Clerk to arrange a date for September/October – Cllr O’Sullivan, Cllr McCrory, Clerk and Internal Auditor to attend.  
It was agreed that Mr Angus Goody should continue as Internal Auditor for 2015/16 and noted his fees would be £30 as per previous year.  
Internal Auditor’s Report circulated. The Internal Auditor suggested that as the balances were high the Authority should consider reducing future requests to both Parish Councils. The Clerk advised that as the Authority were considering expenditure on pathways and tree works then this high balance should be retained until costs allocated. This was noted and agreed.  
Standing Orders and Financial Regulations approved.  
Cemetery Fees and Conditions approved.  
Risk Assessments approved. Cllr Arnold agreed to be stand in for Clerk as necessary during her absence.  
Model Publication Scheme approved.  
Complaints Procedure approved.

### **9/06/15 BRIEF INFORMATION & EXCHANGE**

None.

### **10/06/15 DATE OF NEXT MEETING**

Committee meeting: Monday 28th September 2015 at The Committee Room, Bures Community Centre at 7.30pm.

Future dates booked 2016: 11<sup>th</sup> January, 14<sup>th</sup> March, 13<sup>th</sup> June, 12<sup>th</sup> September.

The meeting closed at 9.00pm

Signed:

Authority Chair:

Date:

