

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 28th September 2015 at 7.30pm.

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

1/09/15 APOLOGIES

Apologies received and accepted from Cllr J McCrory (a prior meeting), Cllr M Cudmore (unwell).

2/09/15 REGISTER OF INTERESTS & DISPENSATION REQUESTS

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

3/09/15 MINUTES

The minutes of the previous meeting of 15th June 2015 were confirmed and signed as a true record (previously circulated).

4/09/15 INSPECTOR'S HEALTH & SAFETY REPORT

Cllr Jacqui O'Sullivan reported the following: St Edmunds Lane steps overgrown and in need of sweeping. Tree overhang in main drive to be cut back. Roots of cedar tree breaking through at top of main drive. Sprouted Holly bush to be removed. Brambles needing cutting back at top of main drive. Bench at top of main drive needed staining. Grass waiting on its next cut. Weeds in newest section to be weed killed. Headstone of the late Janet Thompson 1986 needing attention. Historical leans secure. Hooks on shed required for watering cans. Clerk to follow up on all items. Next Inspector: Cllr Philip Arnold.

5/09/15 MATTERS ARISING FROM PREVIOUS MINUTES

- a) **Resurfacing of main drive:** The Clerk advised that she was having difficulty in obtaining further quotations owing to the specialised work involved. Chairman agreed to follow up on this matter as well.
- b) **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 to accept this quotation but to ensure works did not proceed prior to the pending lime tree works.
- c) **Main driveway repairs:** Ron Adams had kindly repaired the wall. Cost £50.
- d) **Lime trees:** The Clerk had submitted an application to Babergh District Council to reduce 16 no. lime trees back to previous pruning points as appropriate. The application had been approved and works to be completed by Guy Jones via Chris Mortimer Grounds Maintenance.
- e) **Ashes interment times:** The Clerk had informed Chris Mortimer Grounds Maintenance of the Authority's decision not to allow interment times to be restricted during the grass cutting season. The Clerk would continue to liaise between all parties for an agreeable interment time with families being given priority choice.

- f) **Parking of cars:** Alan Ryman on behalf of the Trustees of the Alms Houses had kindly written to all tenants requesting that cars parked along Cuckoo Hill just before the cemetery are parked on the road within the boundary line of the building thus allowing space for vehicles to turn in through the main gates easier. Some improvement had been noted but the Clerk would ask Alan Ryman to issue reminder letters to the residents.
- g) **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.
- h) **Statement re unconsecrated land:** The Clerk had added the Statement to the Notice of Interment and removed from the Fees and Conditions as agreed at the previous meeting.
- i) **Contractor works:** All graves levelled and turfed as necessary. Paths raked and debris cleared. The Clerk advised that the contractors were struggling to complete extra work to their contract. It was noted that the two parish councils were to advertise for interested persons to take on minor works in the village and members agreed to monitor the situation. It was noted that a winter maintenance is completed yearly and any backlog of work was often finalised during this period. Dennis Ambrose had agreed to arrange for the trees along the boundary of the newest section to be fixed with higher stakes. At the Clerk's request, Kevin Baxter had submitted a quotation to repaint the front and rear cemetery gates. £200 for main gate and £50 for rear gate. This was accepted.
- j) **Scout Troop project:** Cllr Ambrose and the Clerk still to liaise and agree preferred sites for the boxes.

6/09/15 CORRESPONDENCE

- a) Babergh District Council Tree Officer had advised the Clerk that the Authority should monitor the state of the cemetery trees on a regular basis and record the details for insurance purposes. This was noted.
- b) The Clerk had been in correspondence with Raymond Bowers whose family were interred in the cemetery. A letter as previously agreed was forwarded to him to keep with any funeral bond or will arrangement he should make as the Authority no longer allowed grave spaces to be purchased. Members agreed that monitoring of available grave space should be regularly actioned.
- c) The Clerk had received one request for grave information from Roger Fletcher.

7/09/15 BUDGET

The Clerk presented the proposed 3 year budget for 2016/17 to 2018/19.

Projected figure for year-end 31st March 2016 reflected £8,500 for pathways and £2,000 for lime tree works being used. Earmarked reserves for 2016/17: £1,000 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.

8/09/15 FINANCE

Business Access A/C balance: £7,126.51

Community A/C balance: £7,553.31 (when all cheques paid)

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

Bank Reconciliation dated 18th September 2015 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

Confirmation of Bank Mandate signatory changes received from Barclays Bank.

VAT claim for 2014/15 received and noted.

2nd half year precept requests to BHPC and BSMPC presented.

9/09/15 AUDIT MATTERS

External Auditor's report for financial year end accounts 31st March 2015 received with no matters arising for report. The Annual Return was duly accepted and approved by the Cemetery Authority.

Internal Audit Review Checklist meeting date confirmed as Monday 5th October - Cllr O'Sullivan, Cllr McCrory, Clerk and Internal Auditor to attend.

10/09/15 BRIEF INFORMATION & EXCHANGE

None.

11/09/15 DATE OF NEXT MEETING

Next meeting date: Monday 11th January 2016 at The Committee Room, Bures Community Centre at 7.30pm.

Future dates booked 2016: 14th March, 13th June, 12th September.

The meeting closed at 8.30pm

Signed:

Authority Chair:

Date:

