

# UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman Cemetery Clerk: Colette Harber

## MINUTES OF THE MEETING OF THE JOINT PARISHES CEMETERY COMMITTEE

**Date:** Monday 29 January 2018    **Time:** 7.00pm    **Place:** Beeding & Bramber Village Hall

<b>Present:</b>	Cllrs R Potter & N Stubbs (Bramber Parish Council); Cllr P Bowell (Steyning Parish Council); Cllrs R Harber & C Warren (Upper Beeding Parish Council). No members of the Public were present
<b>In Attendance</b>	Steve Coberman, Clerk to UBPC. Colette Harber, Cemetery Clerk
<b>J:0118:01</b> <i>Apologies</i>	Cllr M Willett (Steyning Parish Council)
<b>J:0118:02</b> <i>To receive questions from the Public</i>	None on this occasion
<b>J:0118:03</b> <i>Declarations of interest</i>	None on this occasion
<b>J:0118:04</b> <i>Minutes of the previous meeting</i>	The Minutes of the meeting held on Monday 2 October 2017 were agreed as a correct record <i>Proposed Cllr Potter; Seconded Cllr Warren</i> Steve Coberman, apologised for not bringing the Minute Book to the meeting for signing; Cllr Bowell, Chairman, agreed to sign the Minute Book outside of the meeting.
<b>J:0118:05</b> <i>Matters Arising</i>	None on this occasion
<b>J:0118:06</b> <i>Reconsider the Committee's position regarding the inclusion of non-councillors</i>	In clarifying the situation, Steve Coberman reported that he had sought legal advice regarding the matter of the inclusion of non-councillors on the Joint Parishes Cemetery Committee. He confirmed that the Committee is a not a finance committee and whilst, under the Standing Orders JPCC could have additional representation from non-councillors; they would not have voting rights, but they would have the right to speak on any matter.

<p><b>J:0118:06</b>  <b><i>Reconsider the Committee's position regarding the inclusion of non-councillors (cont)</i></b></p>	<p>In opening the discussion relating to the Committee's position regarding the inclusion of non-councillors, the Chair commented that he found this situation to be embarrassing as the Committee had discussed the situation over several meetings, without resolution.</p> <p>However, he conceded that the Committee had been running for one year and that some Councillors no longer appeared keen to include Church representation.</p> <p>Councillors commented that:</p> <ul style="list-style-type: none"> <li>- if a member of the public was interested in the workings of or, sitting on the JPCC then, he would have expected them to have stayed for the entire meeting rather than leaving half way through the proceedings</li> <li>- as the JPCC meetings are so infrequent, it might be useful to discuss any matters of mutual benefit with Church representatives</li> <li>- the representatives may not have felt welcome at the meeting</li> <li>- it was the right time to invite extra people on-board due to the proposed extension of the Cemetery especially as the local churchyards are becoming full. And, that it might fall to any of the Parish Councils to oversee the churchyards when they are declared full by the Churches</li> <li>- the agreement made with the Rev'd Emma Stonham, (now Rev'd Emma Graeme) at the previous meeting that she would be consulted when needed and that she would be the link person between the Churches and the JPCC should stand.</li> </ul> <p>In sensing that the discussion was going round in circles, the Chair asked Councillors if they wished to co-opt any person to the JPCC at this time.</p> <p>In taking a show of hands vote, the following vote was noted:</p> <ul style="list-style-type: none"> <li>- Yes - 2 votes</li> <li>- No - 3 votes</li> </ul> <p>Given that the matter is now closed, the Chair requested that, if they had not already been sent, letters of appreciation should be sent to church representatives of the former Joint Parishes Burial Board.</p>
<p><b>J:0118:07</b>  <b><i>Update re Cemetery extension</i></b></p>	<p>The Cemetery Clerk gave a brief update relating to the purchase of land for the proposed extension of Botolphs Cemetery.</p> <p>In the discussion that ensued, it was agreed that Councillors should explore all options to purchase a suitable parcel of land</p> <p>Steve Coberman reiterated his suggestion made at the previous meeting that whilst acknowledging that the purchase of land would not be an easy process, he had advised the Committee that they should start seeking other options with immediate effect.</p> <p>He also suggested that, it might be prudent of the Committee to spend a limited sum of money in commissioning a firm of Chartered Surveyors to undertake a land search.</p> <p>He further commented that there was an unused strip of land in Smugglers Lane, Upper Beeding, owned by West Sussex County Council, which he would discuss with the relevant officer. It was noted that this piece of land was not in the South Downs National Park.</p>

<p><b>J:0118:08</b> <i>Cemetery Plan and Registers</i></p>	<p>The Cemetery Clerk provided Councillors with an updated copy of the cemetery plan to 29 January 2018 together with a paper detailing the latest data re number of burials and cremated remains which had been interred since the last meeting.</p> <p>In noting the facility for a large number of cremation spaces at Botolphs Cemetery, Cllr Harber suggested that JPCC consider promoting the sale of places for a memorial tablet when ashes had already been scattered elsewhere.</p> <p>Councillors also received an initial draft of the Cemetery register which the Cemetery Clerk had started compiling and reported that the photographing of the headstones was in progress.</p> <p>In the discussion that ensued, it was agreed that the Cemetery Clerk should make contact with Horsham District Council in respect to data protection and the amount of information which could be placed on the Cemetery website.</p>
<p><b>J:0118:09</b> <i>Maintenance of Cemetery</i></p>	<p>The Cemetery Clerk reported that following her discussions with Gary Stanbridge regarding purchasing soil to raise the left-hand side of the Cemetery, it was noted that he had recommended that only two-thirds of the ground should be raised, to allow for the spoil from new graves to continue to be placed in the same area.</p> <p>In the discussion that ensued it was noted that some very large flints were now appearing after digging recent graves which looked unsightly lying in the cemetery. The Cemetery Clerk to discuss with Gary Stanbridge.</p> <p>Discussions regarding the water well had drawn a blank; Cllr Warren offered to chase the matter as he knew one or two businesses which might be able to assist.</p> <p>A further site meeting was agreed; the Cemetery Clerk to email Councillors with suggested dates.</p>
<p><b>J::0118:10</b> <i>Management Accounts</i></p>	<p>Management Accounts to the 31 December 2017 were received and noted.</p> <p>In acknowledging the difficulty in calculating an appropriate budget for Botolphs Cemetery, Cllr Potter suggested that an average budget be applied to the accounts for the pre-purchase of burial, cremation plots and the Grant of Exclusive Right of Burial rather than having no possible budget at all.</p> <p>In the discussion that ensued, it was agreed that the terms ‘Earmarked Reserve’ and ‘General Reserve’ were causing confusion for some Councillors.</p> <p>The Cemetery Clerk suggested that the terms ‘Earmarked Reserves for JPCC’ and ‘Working Capital’ be used in future.</p>
<p><b>J:0118:11</b> <i>Financial Report</i></p>	<p>Steve Coberman provided the Committee with a Cost Centre Report detailing receipts and payments by budget heading.</p> <p>In the discussion that ensued, it was agreed to move a further £25,000 into the Earmarked Reserve from the ‘Working Capital’ for use by the Joint Parishes Cemetery Committee for work relating to the proposed extension to Botolphs Cemetery and for future maintenance</p> <p>It was therefore agreed that the Earmarked Reserves for JPCC would be increased to £60,000 and that a working capital of £10,000 would be sufficient for yearly on-going costs.</p>
<p><b>J:0118:12</b> <i>Recommending authorisation of cheques for payment</i></p>	<p>The Committee recommended the following invoices for payment:</p> <ul style="list-style-type: none"> <li>- Beeding &amp; Bramber Village Hall meeting venue - £22.80</li> <li>- Gary Stanbridge, maintenance - £2,000.00</li> </ul>
<p><b>J:0118:13</b> <i>Correspondence</i></p>	<p>The Cemetery Clerk reported that she had received a letter from Steyning Parish Council detailing the timings for the Steyning Showcase on Saturday 24 February 2018</p>
<p><b>J:0118:14</b> <i>Matters for information and discussion at future meetings</i></p>	<p>It was agreed that the following matters be discussed at a future meeting:</p> <ul style="list-style-type: none"> <li>- review of Cemetery Fees and Charges</li> <li>- possible income streams</li> </ul>

There being no further business the meeting closed at 8.55pm.

The next meeting of the committee will be held at Beeding & Bramber Village Hall on Monday 30 April 2018 commencing at 7.00pm

**Minutes signed by:** ..... **Date:** .....