

UPPER BEEDING PARISH COUNCIL

Minutes of the meeting of the Joint Parishes Cemetery Committee held on Monday 29 January 2019 in Beeding & Bramber Village Hall

Present: Councillors: P. Bowell, (Chairman)(Steyning Parish Council), D. Goodall (Bramber Parish Council), R. Harber & C. Warren (Upper Beeding Parish Council)

In attendance: Cemetery Clerk - Colette Harber; Upper Beeding Parish Clerk - Celia Price

Public: None present

J:0119:01 Apologies for absence

Apologies for absence were received and accepted from Councillors D. Hanson (Steyning Parish Council) and N. Stubbs (Bramber Parish Council)

J:0119:02 Declaration of Councillors personal or prejudicial interest

None stated.

J:0119:03 Public Adjournment

No questions as no members of the public were present on this occasion

J:0119:04 Minutes of the previous meeting

The Minutes of the previous meeting held on 29 October 2018 were agreed.

Proposed: Cllr Warren; Seconded: Cllr Harber and agreed by all

J:0119:05 Matters Arising from the Minutes

All matters arising were discussed within the appropriate agenda item

J:0119:06 Draft Management Accounts to 25 January 2019

Draft Management Accounts to 25 January 2019 were received and noted.

Additionally, the accounts showed the monies put aside for the purchase of new land to extend Botolphs Cemetery together with a sum set aside for the maintenance of the cemetery. The number of pre-purchased graves and ashes plots were also shown on the same document.

J:0119:07 Financial Report from Celia Price, Clerk to UBPC

Celia Price reported that, with immediate effect, and in line with the General Data Protection Regulations, (GDPR), she would not be providing financial spreadsheets from her cost centre report system. Instead she would work closely with the Cemetery Clerk in marrying the draft Management Accounts to her system as both reports should be the same.

In the discussion that ensued, it was suggested that the Cemetery Clerk and the Clerk to UBPC review the financial operation of JPCC since its inception in April 2017.

She also reported that, with the assistance from the Upper Beeding Parish Council auditors, she was currently preparing an accounting system specifically designed for joint financial arrangements between two or more Parish Councils, thereby

providing greater clarity to the financial situation of the Joint Parishes Cemetery Committee for Bramber, Steyning and Upper Beeding Parish Councils.

J:0119:08 Cemetery Plan

For information only, Councillors were provided with an updated copy of the cemetery plan together with a paper detailing the latest data on the number of burials and cremated remains undertaken in Botolphs Cemetery to 25 January 2019.

J:0119:09 Matters relating to Botolphs Cemetery

a) Maintenance

It was noted that Botolphs Cemetery continued to be maintained to a high standard by Gary Stanbridge. Since the previous JPCC meeting Councillors also noted that the rose borders and central shrub borders had been weeded and mulched, the cotoneaster and hellebores in the car park had been cut back; the central border in the car parking area had been covered in slate with the marker plate being reset near to the tree.

The raising of the canopy of the trees around the cemetery would be undertaken shortly.

The Cemetery Clerk reported that she had received a complaint from Gary Stanbridge that the digging equipment, used by the gravedigger, was causing deep ruts to several graves which he had had to repair. It was noted that the Cemetery Clerk would speak with the gravedigger.

The Cemetery Clerk also reported that the plant, Japanese Knotwood, had been seen on the land adjoining Botolphs Cemetery car park. Given that landowners were legally required to eradicate this invasive plant from their land, the Cemetery Clerk together with Cllr Warren would speak with them.

The Cemetery Clerk further reported that she had yet to obtain quotes for the front gates of the cemetery but would bring them to next meeting. She was advised to obtain three quotes for Councillors to peruse.

b) Memorial application

The Cemetery Clerk presented Councillors with a memorial application which she considered to be outwith Botolphs Cemetery regulations and general guidelines for memorials.

In the discussion that ensued Councillors advised that, in line with all other memorials, the name of the deceased must be on the memorial. The Cemetery Clerk was also advised that a modest decoration down one side of the memorial stone together with the first three or four lines of the text, as a quote, would be acceptable.

c) Proposed extension

The search for land to provide an extension for Botolphs Cemetery was on-going.

It was noted that Cllr Bowell, in his role as Chair of the JPCC, had spoken to another landowner in the vicinity of Botolphs Cemetery and felt that any land available in the vicinity would receive favourable change of use with Horsham District Council.

One piece of land investigated on the outskirts of Upper Beeding proved not viable as the amount of water running off the hillside might be problematic for graves together with the fact that the road leading up to the land was a private unmade road which needed attention. The Cemetery Clerk to speak with the landowners.

It was also noted that a further piece of land on the Upper Beeding Neighbourhood Plan which was designated as 'undeliverable' was also being investigated by the Cemetery Clerk.

J:0110:10 Cheques to be signed by Upper Beeding Parish Council

The following invoices were requested for payment by the next meeting of Upper Beeding Parish Council:

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|--|-----------|
| - Gary Stanbridge - four-monthly maintenance payment | £1,200.00 |
| - Gary Stanbridge - agreed cemetery works | £1,335.00 |
| - B&B Village Hall - room rent | £22.80 |
| - B&B Village Hall - showcase event | £25.00 |

It was noted that the Cemetery Clerk would shortly receive the Public Liability Insurance quote for 2019/20, which should be paid as soon as possible together with any stationary or postage expenses that she might have.

Proposed: Cllr Warren; Seconded: Cllr Harber and agreed by all

J:0119:11 Correspondence

The attention of Councillors was drawn to two matters of correspondence:

- Beeding & Bramber Village Hall Showcase which would be held on Saturday 6 April, and where it was agreed that the Cemetery Clerk should be present with a donation of £25.00 being made toward the cost of the event.
- Steyning Village Directory, where it was noted that the Cemetery Clerk had been invited to place a free advertisement for Botolphs Cemetery.

J:0119:12 Matters for information and discussion, or inclusion in a future Agenda

The Committee's desire for a proposed extension to Botolphs Cemetery should remain on the Agenda.

There being no further business the meeting concluded at 8.24pm

The next meeting of the JPCC will be held at Beeding and Bramber Village Hall on Monday 15 April at 7.00pm.

Minutes signed by: **Date:**

Email: clerk@upperbeeding-pc.gov.uk Website: www.upperbeeding-pc.gov.uk