

# 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 30 April 2018    **Time:** 7.15pm    **Place:** Beeding & Bramber Village Hall

<b>Present:</b>	Cllrs R Potter & N Stubbs (Bramber Parish Council); Cllrs P Bowell & M Willett (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:0418:01</b> <i>Apologies</i>	None on this occasion
<b>J:0418:02</b> <i>To receive questions from the Public</i>	None on this occasion
<b>J:0418:03</b> <i>Declarations of interest</i>	None on this occasion
<b>J:0418:04</b> <i>Minutes of the previous meeting</i>	The Minutes of the meeting held on Monday 29 January 2018 were agreed as a correct record <i>Proposed Cllr Bowell; Seconded Cllr Warren</i>
<b>J:0418:05</b> <i>Matters Arising</i>	None on this occasion

<p><b>J:0418:06</b></p> <p><i>To discuss any information re the cemetery extension including suggestions raised by the public at the Steyning Showcase event</i></p>	<p>The Chair thanked all Councillors for attending the site meeting at Botolphs Cemetery on Saturday 28 April 2018 at which all the following matters were informally discussed:</p> <ul style="list-style-type: none"> <li>- enquiries made regarding a piece of land, belonging to a nearby resident, which might be of interest as an extension to the cemetery</li> <li>- enquiries of suitable land for sale had been made of various local estate agents by the Chair</li> <li>- an enquiry made with a local land owner for a suitable plot had been met with mild interest</li> <li>- the suggestion that the Parish Councils might, in time, have to consider using a Compulsory Purchase Order in order that the cemetery could be extended. Therefore the need to log all correspondence and discussions with land owners, estate agents and national bodies was paramount</li> <li>- the request for a professional updated costs for the proposed cemetery extension was awaited</li> <li>- the suggestion that the drainage ditch could be possibly be covered by a culvert; contact with the Environment Agency regarding a site visit was also suggested</li> <li>- the suggestion, received from several members of the Public at the Steyning Showcase event, that part of the extended cemetery be used as a woodland burial site</li> </ul> <p>All of the above matters were re-discussed formally by Councillors at the meeting from which it was noted that Cllr Howell would forward all email correspondence he had had with various local landowners and national bodies so that the Cemetery Clerk could log them for the JPCC.</p> <p>It was further noted that the Cemetery Clerk had had discussions with a landowner but access to the piece of land available was not suitable.</p> <p>All matters to be formally logged.</p>
<p><b>J:0418:07</b></p> <p><i>Cemetery Plan and Data re interment of burials and cremated remains to year-end 31 March 2018</i></p>	<p>The Cemetery Clerk provided Councillors with an updated copy of the cemetery plan to 30 April 2018 together with a paper detailing the latest data re number of burials and cremated remains to year-end 31 March 2018.</p> <p>Councillors were informed since the last meeting, Row K had been completed and graves infilling in Row H, (numbers 10 to 16) had already commenced.</p> <p>It was also noted that data, taken from the burial registers since 2010/11, regarding the average age of the deceased had been provided.</p>

**J:0418:08**

***To discuss maintenance and other work required for the cemetery and the request for two benches***

**(i)** In discussing the on-going maintenance and the need for other work to be undertaken in Botolphs Cemetery, it was also noted that Gary Stanbridge would be raising his fees, for the first time since 2012/13, to £3,600.00 per annum which included the removal of rubbish left behind by members of the public.

He also requested that his financial year be brought in line with that of the JPCC, ending 31 March each year instead of 21 February as had been arranged, many years ago, with the former JPBB.

In the discussion that ensued, it was agreed that the yearly payment for the maintenance of Botolphs Cemetery be increased to £3,600.00 payable in three instalments of £1,200.00; to bring the bring his financial year in line with that of JPCC and to pay the residual amount owing from 2017/18. It was also agreed that the JPCC should review his charges each year.

**(ii)** Councillors discussed various works which needed to be completed at Botolphs Cemetery, including the need:

- for the spoil, taken from graves, to be moved so that the first two rows on the left-hand side of the cemetery would be usable within a short time. Agreed sum for the work of £592.00
- to find a company to repair the water well as quickly as possible
- for all signage around the cemetery to be renewed in the names of the three Parish Councils
- for all broken slabs in the pathways to be repaired as quickly as possible
- to start a new children's area, adjacent to graves, in Row L. After further discussion it was agreed that it should not be surrounded by a fence
- the suggested Memorial Wall which should be placed on the inside walls of the shelter rather than on the outside
- to give attention to the bench within the flower bed
- to check the legal boundary of Botolphs Cemetery in respect to the drainage ditch and to ensure that it is clear of debris

**(iii)** Councillors also discussed and agreed the following suggestions:

- the compost heap, situated in the lower right-hand corner of the cemetery, should be surrounded by a small hedge
- the flower bed and wire netting, surrounding the tree in the car park, should be removed and grassed over, as the plants were being stolen
- to purchase a further waste bin

**(iv)** Councillors were informed that the Cemetery Clerk had received requests for two new benches to be placed in Botolphs Cemetery, one of which had been accepted by the former JPBB.

Following discussion it was agreed that both benches would be accepted and placed at the lower end of the cemetery, on either side of the path, within the new ashes area; anyone sitting on the bench would then have a view across the whole cemetery.

*Proposed Cllr Warren; Seconded Cllr Potter*

<p><b>J:0418:09</b> <i>Draft end-of-year Management Accounts to 31 March 2018</i></p>	<p>Draft Management Accounts to end-of-year 31 March 2018 were received and noted.</p>																														
<p><b>J:0418:10</b> <i>Financial Report</i></p>	<p>Steve Coberman, Clerk to Upper Beeding Parish Council, provided Councillors with a detailed report of receipts and payments by budget heading.</p> <p>In noting that, at the January meeting, the Earmarked Reserves for JPCC had been increased to £60,000, Cllr Willett felt that it might be prudent to have a second Earmarked Reserve Account purely for long-term maintenance of the current cemetery because when the new cemetery comes into being, there will no longer be any future funding from the original cemetery.</p> <p>In the discussion that ensued, it was agreed to set up the Earmarked Reserves under two separate headings. It was also agreed to start the on-going maintenance with £5,000, which should be taken from the £60,000 already reserved.</p> <ul style="list-style-type: none"> <li>- EMR Cemetery General Reserve - £55,000</li> <li>- EMR Cemetery Long term Maintenance - £5,000</li> </ul> <p><i>Proposed Cllr Harber; Seconded Cllr Stubbs</i></p>																														
<p><b>J:0418:11</b> <i>To consider fees and charges for 2018/19</i></p>	<p>The Committee received a copy of the current fees and charges dated 1 April 2017.</p> <p>In the discussion that ensued, it was agreed that interment fees together with fees for the Grant of Exclusive Right of Burial (GEROB) should be increased as follows:</p> <p><b>Burial Plots</b></p> <table border="1" data-bbox="565 982 1471 1285"> <thead> <tr> <th>Category</th> <th>Fee per person</th> <th>GEROB</th> </tr> </thead> <tbody> <tr> <td>Residents over 18</td> <td>£400.00</td> <td>£400.00</td> </tr> <tr> <td>Children under 18</td> <td>Free</td> <td>Free</td> </tr> <tr> <td>Former Residents</td> <td>£800.00</td> <td>£800.00</td> </tr> <tr> <td>Non-Residents</td> <td>£1,200.00</td> <td>£1,200.00</td> </tr> </tbody> </table> <p><b>Cremation Plots</b></p> <table border="1" data-bbox="565 1344 1471 1646"> <thead> <tr> <th>Category</th> <th>Fee per person</th> <th>GEROB</th> </tr> </thead> <tbody> <tr> <td>Residents over 18</td> <td>£170.00</td> <td>£170.00</td> </tr> <tr> <td>Children under 18</td> <td>Free</td> <td>Free</td> </tr> <tr> <td>Former Residents</td> <td>£260.00</td> <td>£260.00</td> </tr> <tr> <td>Non-Residents</td> <td>£340.00</td> <td>£340.00</td> </tr> </tbody> </table> <p>It was noted that the cost of digging graves and cremation plots was extra to these charges and arranged via the various Funeral Directors.</p> <p>Following a suggestion to reduce the term of years for the GEROB, Councillors decided not to reduce the 50 year term any further.</p> <p><i>Proposed Cllr Harber; Seconded Cllr Stubbs</i></p>	Category	Fee per person	GEROB	Residents over 18	£400.00	£400.00	Children under 18	Free	Free	Former Residents	£800.00	£800.00	Non-Residents	£1,200.00	£1,200.00	Category	Fee per person	GEROB	Residents over 18	£170.00	£170.00	Children under 18	Free	Free	Former Residents	£260.00	£260.00	Non-Residents	£340.00	£340.00
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<p><b>J:0418:12</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 - £1,200.00 plus residue of charges for 2017/2018</li> </ul>
<p><b>J:0418:13</b>  <i>Correspondence</i></p>	<p>None on this occasion</p>
<p><b>J:0418:14</b>  <i>Matters for information and discussion at future meetings</i></p>	<p>Appreciation was expressed to Roger Potter for providing refreshments for the meeting.</p> <p>It was agreed that the following matters be discussed at a future meeting:</p> <ul style="list-style-type: none"> <li>- Memorial Wall</li> <li>- Update re Land acquisition although Councillors would also be kept informed via email between meetings</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 July 2018 commencing at 7.00pm

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