

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 30th July 2018 Time: 7.00pm Place: Beeding & Bramber Village Hall

Present:	Cllrs D Goodall & N Stubbs (Bramber Parish Council); Cllrs P Bowell & D Hanson (Steyning Parish Council); Cllr R Harber (Upper Beeding Parish Council). No members of the public were present
In Attendance	Colette Harber, Cemetery Clerk
J:0718:01 <i>Election of Chairman</i>	The Cemetery Clerk called for nominations for the role of Chairman of the Joint Parishes Cemetery Committee (JPCC) for the ensuing year. Cllr Bowell was nominated. <i>Proposed Cllr Harber; seconded Cllr Hanson.</i> As no other nomination was received, Cllr Bowell was duly elected Chairman of the JPCC for the current council year, which he accepted. In accepting the role, Cllr Bowell welcomed two new councillors to the JPCC, Cllr D Goodall (Bramber Parish Council) and Cllr D Hanson (Steyning Parish Council). He also paid tribute to the retiring members of the Committee; Cllr Potter, (Bramber Parish Council) and Cllr Willetts (Steyning Parish Council). The Cemetery Clerk was asked to send a letter of appreciation to the former committee members.
J:0718:02 <i>Election of Vice-Chairman</i>	Cllr Bowell called for nominations for the role of Vice-Chairman. Cllr Harber was nominated <i>Proposed Cllr Bowell; seconded Cllr Stubbs.</i> As no other nomination was received, Cllr Harber was duly elected as Vice-Chairman of the JPCC for the current council year, which he accepted.
J:0718:03 <i>Apologies</i>	Apologies for non-attendance were received from: <ul style="list-style-type: none">- Cllr C Warren (Upper Beeding Parish Council);- Steve Coberman, Parish Clerk to Upper Beeding Parish Council.
J:0718:04 <i>To receive questions from the Public</i>	No members of the public present.
J:0718:05 <i>Declarations of interest</i>	Re item J:07:10, Cllr Harber declared that the Cemetery Clerk was his wife.

<p>J:0718:06 <i>Minutes of the previous meeting</i></p>	<p>The Minutes of the meeting held on Monday 30th April 2018 were agreed. <i>Proposed Cllr Bowell; Seconded Cllr Stubbs</i></p>
<p>J:0718:07 <i>Matters Arising</i></p>	<p><u>J:0418:11 To consider Fees and Charges for 2018/19</u></p> <p>In considering the fees and charges for Botolphs Cemetery for 2018/19 at the April meeting, The committee omitted to set a date for the commencement of the new fees and charges which had been agreed.</p> <p>In the discussion that ensued, it was proposed that the commencement date should be 1 September 2018. <i>Proposed Cllr Bowell; seconded Cllr Hanson.</i></p> <p>The Cemetery Clerk reported that she had been asked by local families about the possibility of a family cremation plot in the form of a single-depth grave which would solely be used for up to four sets of ashes and which would also be allowed to have a headstone, rather than a tablet, as on small cremation plots.</p> <p>The committee felt that this new concept could be incorporated into the new cremation plot area at the lower end of the cemetery. It was also agreed that Family Cremation plots should have a headstone.</p> <p>With respect to the fees to be paid, it was agreed that should a family wish to pre-purchase a ‘Family Cremation’ plot, payment would be required for each set of ashes, together with payment for Grant of Exclusive Right of Burial (GEROB) for each set of ashes at the current price. However, should a family wish to have an ‘at-need’ Family Cremation plot, then after the first set of ashes is interred at the current price with the GEROB, each successive set of ashes would be paid at the prices charged in the future.</p> <p>It was agreed that this new concept of Family Cremation plots should be available to the public and that the fees and charges would be individually tailored to each family’s requirements. Additionally, the interment of ashes may be undertaken by a Minister of any religion; the family’s chosen Funeral Director; or a Cemetery employee, but it may not be performed by the family without supervision.</p> <p>At present and at no charge, the Cemetery Clerk inters ashes for any family not wishing a Minister or Funeral Director to do so. The committee felt that it was reasonable to make an attendance fee charge to facilitate the interment of ashes for families not wishing to use the services of Ministers or Funeral Directors, and it was resolved that an attendance fee of £40 should be charged. <i>Proposed Cllr Harber, seconded Cllr Bowell</i></p> <p>The Cemetery Clerk was asked to advise Funeral Directors of the increases and changes to Botolphs Cemetery fees and charges before 1st September 2018.</p>
<p>J:0718:08 <i>Management accounts to 27th July 2018</i></p>	<p>Draft Management Accounts to 27th July 2018 were presented.</p> <p>In receiving the draft Management Accounts it was noted that these are now presented on a cash-basis only, with receipts and payments clearly defined and that the General Reserve, Long-term Maintenance and JPCC working capital also being stated.</p> <p>Additionally, the number of outstanding pre-purchased graves and ashes plots were also given on the same document.</p>

<p>J:0718:09 <i>Financial report</i></p>	<p>Steve Coberman provided the committee with the following financial reports:</p> <ul style="list-style-type: none"> - a Cost Centre Report detailing receipts and payments by budget heading - a paper showing the earmarked reserves as agreed at the April meeting - details of income and expenditure which included the Clerk's salary. <p>In the discussion that ensued, the Chairman commented that the JPCC should be cognisant of its current and future responsibilities to build up the necessary long-term maintenance fund for Botolphs Cemetery.</p> <p>It was therefore resolved that a minimum of £5,000 should be set aside each year for this purpose. <i>Proposed Cllr Howell; seconded Cllr Stubbs.</i></p>
<p>J:0718:10 <i>Cemetery Clerk's salary</i></p>	<p>The Cemetery Clerk was asked to leave the room for this item; Cllr Harber also left the room. On their return the Chairman dictated the following Minute, that:</p> <p>The JPCC proposed to acknowledge and accept the written statement provided by Steve Coberman, Clerk to Upper Beeding Parish Council, in its entirety, with respect to the Cemetery Clerk's salary for the financial year commencing 1st April 2018.</p> <p>It was therefore noted that the Cemetery Clerk's salary would progress from NALC scale point 27 to scale point 28, and her monthly office allowance to £51.25. <i>Proposed Cllr Howell; seconded Cllr Stubbs.</i></p>
<p>J:0718:11 <i>Cemetery plan and data</i></p>	<p>For information only, the committee was provided with an updated copy of the cemetery plan to 30th July 2018 together with a paper detailing the latest data on the number of burials and cremated remains undertaken to 31st July 2018.</p> <p>The committee was informed that since the last meeting, the graves infilling in Row H, (numbers 10 to 15) had been completed and graves in Row L had already commenced.</p>
<p>J:0718:12 <i>Cemetery maintenance</i></p>	<p>In discussing the ongoing maintenance at Botolphs Cemetery, the committee noted that the first two rows of the unused (left-hand) side of the cemetery had been raised to a suitable level so that it was now usable for graves.</p> <p>It was suggested that a 600mm width path be installed between every two rows of graves on the left-hand side of the cemetery so that it looked similar to the right-hand side, and to provide access to graves in the new area.</p> <p>It was also noted that due to the lack of rain, many recent graves had not settled and were subject to rabbits burrowing underneath, spilling clods of earth out on to the path and grass. A complaint in this respect had been received from a distressed grave owner via a Funeral Director.</p> <p>It was noted that the replacement of broken slabs in paths were the next major item of repair.</p> <p>The committee also discussed the emptying of the brown cemetery bins as it was noted that a letter of complaint had been received regarding the overflowing rubbish bins. Currently the emptying of the bins was undertaken by Gary Stanbridge; however, it was noted that some visitors to the cemetery did not recycle their rubbish, in spite of notices requesting same being at the bin area. It was also noted that various household items and bags of dog faeces were often placed in the bin.</p>

<p>J:0718:12 <i>Cemetery maintenance (cont)</i></p>	<p>The committee was informed that with the proposed changes being made to local Council tips, Gary Stanbridge was having difficulty in disposing of the rubbish. The disposal of rubbish was also undertaken by the Cemetery Clerk from time to time. In the discussion that ensued, the Cemetery Clerk was requested to make enquiries with Horsham District Council as to the cost of collecting the rubbish and also respond to the letter.</p>
<p>J:0718:13 <i>Cemetery extension</i></p>	<p>In updating the JPCC re the proposed cemetery extension, the Cemetery Clerk provided each councillor with an enlarged copy of the Register of Title for Botolphs Cemetery.</p> <p>She also reported that she had started to investigate the possibility of a nearby piece of land.</p> <p>It was agreed that given the previous discussions regarding a culvert across the little stream, it was time to seek professional advice from the Environment Agency and request an on-site meeting, to which Councillors would be invited to attend. It was also agreed to allow the Cemetery Clerk to spend up to a maximum of £1,000 for professional fees at this stage. <i>Proposed Cllr Bowell; seconded Cllr Harber.</i></p>
<p>J:0718:14 <i>Memorial service</i></p>	<p>The Committee had agreed to hold its Memorial Service on Sunday 9th September 2018.</p> <p>It was noted that Rev'd Emma Graeme would be in attendance and organising the service with the Cemetery Clerk; refreshments will be provided after the service.</p> <p>In the discussion that ensued, it was resolved that the donation of £100 usually made by the JPCC to the PCC of Beeding, Bramber with Botolphs be raised to £150 as the sum had remained at £100 for a number of years. <i>Proposed Cllr Bowell; seconded Cllr Hanson.</i></p> <p>It was also noted that the JPCC covered the cost of employing an organist; this to be arranged by Rev'd Graeme.</p> <p>Apologies for non-attendance were received from Cllrs, Goodall, Hanson and Harber.</p>
<p>J:0718:15 <i>Payment of cheques</i></p>	<p>The JPCC agreed to request payment of the following invoices:</p> <ul style="list-style-type: none"> - Beeding & Bramber Village Hall - meeting venue - £22.80 - Gary Stanbridge - moving of soil - £592.00 - Chalcraft Funeral Directors – digging of four cremation plots - £240.00 - Colette Harber – purchase of stamps - £133.52 - The PCC of Beeding & Bramber with Botolphs - £150.00
<p>J:0718:16 <i>Correspondence</i></p>	<p>Correspondence and telephone calls had been covered under the relevant items.</p> <p>For information only, Councillors received a copy of a newspaper cutting relating to:</p> <ul style="list-style-type: none"> - a cemetery extension to Durrington Cemetery, Worthing - proposed changes regarding the possible need for a permit for drivers of vans which were being considered at West Sussex amenity tips

J:0718:17 <i>Matters for information and discussion at future meetings</i>	The following Agenda item to continue to be discussed at meetings: <ul style="list-style-type: none">- J:0718:13 – update re cemetery extension including the facilitation of a site meeting with the Environment Agency
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There being no further business the meeting closed at 9.00pm.

The next meeting of the committee will be held at Beeding & Bramber Village Hall on Monday 29 October 2018 at 7.00pm

Minutes signed by: **Date:**