

UPPER BEEDING PARISH COUNCIL

Minutes of the Annual Meeting of the Joint Parishes Cemetery Committee held on Monday 29 July 2019 in Beeding & Bramber Village Hall which commenced at 7.00pm

Present: Councillors: T. Bignell & S. Green (Bramber Parish Council), R. Harber & C. Warren (Upper Beeding Parish Council); T. Cree & T. Rudkin (Steyning Parish Council)

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

Public: Two members of the public present

The Cemetery Clerk welcomed all Councillors and members of the public to the Annual Meeting of the Joint Parishes Cemetery Committee. Prior to the start of the meeting, all Councillors introduced themselves.

J:0719:01 To elect a Chair of the JPCC for the current Council year

The Cemetery Clerk invited nominations for the role of Chair of the Committee. There was one nomination, Cllr R. Harber.

Subject to there being no further nominations, Cllr Harber was duly elected as Chair of the Joint Parishes Cemetery Committee for the current Council year, which he accepted.

Proposed: Cllr Warren; Seconded: Cllr Green

J:0719:02 To elect a Vice-Chair of the JPCC for the current Council year

Having taken his seat as the Chair, Cllr Harber invited nominations for the role of Vice-Chair of the Committee

As there were no nominations and neither did any Councillor volunteer to take the role, the Clerk to Upper Beeding Parish Council advised that it was not necessarily essential to fill this role. Noted.

J:0719:03 Apologies for absence

No apologies needed as all Councillors were present.

J:0719:04 Public Adjournment

Former Cllr P. Howell (Steyning Parish Council) and Cllr J. Shaw (Upper Beeding Parish Council), the two members of the public present at the meeting had no questions to ask but said that they were attending the meeting to continue their interest in the work of the Joint Parishes Cemetery Committee for Botolphs Cemetery.

Councillors noted that former Cllr Howell had been appointed to the now dissolved Joint Parishes Burial Board from Steyning Parish Council and assisted with the formation of the Joint Parishes Cemetery Committee, leaving in May of this year. It was also noted that Cllr Joyce Shaw had been appointed to the now dissolved Joint Parishes Burial Board from Upper Beeding Parish Council and on which she served for a number of years.

Given their continued interest in Botolphs Cemetery, the Chair indicated that any comments could be raised as the meeting progressed.

J:0719:05

Declaration of Councillors personal or prejudicial interest

Prior to any personal and prejudicial interests being declared, Cllr Cree felt that the Public Adjournment for questions should be placed on the Agenda following the Declarations by Councillors in case any member of the public wished to ask a question relating to those declarations.

Cllr Cree then declared that he was an occasional pall bearer with Chalcraft Funeral Directors in Steyning.

Cllr Harber declared that he was married to the Cemetery Clerk.

The Cemetery Clerk declared she had undertaken a few burials at Botolphs Cemetery in her role as a Funeral Celebrant.

J:0719:06

Minutes of the previous meeting

The Minutes of the previous meeting held on Tuesday 30 April 2019 were agreed by those Councillors present at the meeting.

Proposed: Cllr Warren; Seconded: Cllr Harber

J:0719:07

Matters Arising from the Minutes

All matters arising were discussed within the appropriate agenda item.

J:0719:08

Setting up of the Joint Parishes Cemetery Committee

Councillors received the following documents which had been agreed by the three Parish Councils of Bramber, Steyning and Upper Beeding in 2016/17 when the Joint Parishes Cemetery Committee was set up:

- a) Heads of Agreement
- b) Terms of Reference
- c) Parish Council Resolution
- d) Standing Orders

In the brief discussion that ensued Cllr Green suggested that the words 'one from each Parish' be inserted into paper d) Standing Orders, with the sentence then reading:

'The quorum required for the Annual Meeting and other meetings shall be 3 (THREE) (one from each Parish) voting members in accordance with UBSO'.

Proposed: Cllr Green; Seconded Cllr Warren

Vote: Agreed by all

Following further advice from Upper Beeding Parish Clerk it was noted that paper b) the Terms of Reference, could be amalgamated with paper d) Standing Orders, and then adopted at a subsequent meeting, if all Councillors agreed.

She also advised that Councillors should annually review the Terms of Reference.

Proposed: Cllr Harber; Seconded Cllr Green

Vote: Agreed by all

For information a copy of Upper Beeding Standing Orders (UBSO) would be emailed out to JPCC Councillors by the Cemetery Clerk.

Councillors also received a copy of the Cemetery Brochure which had last been reviewed in January 2017 and which would be placed as an agenda item at a subsequent meeting.

J:0719:09 Management Accounts year-end 31 March 2019

Management Accounts to year-end 31 March 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:0719:10 Draft Management Accounts to 24 July 2019 (year-end 31 March 2020)

Draft Management Accounts to 24 July 2019 were received and noted.

J:0719:11 Botolphs Cemetery

For information only, Councillors were provided with a 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 24 July 2019.

Following the informal meeting at Botolphs Cemetery on Saturday 27 July, so that new Councillors could acquaint themselves with the layout of the cemetery, the area designated for graves was re-measured to the cemetery boundary, the middle of the drainage ditch.

After taking accurate measurements it was noted that a further 26 (twenty-six) grave spaces would be made available in the Cemetery.

Councillors also commented that the amount of animal droppings appearing in the cemetery could possibly belong to sheep or deer which had wandered through the open gates into the cemetery.

As the front entrance appeared to be left wide open by people leaving the cemetery, it was felt that a notice, requesting that people close the entrance gates, was needed.

J:0719:12 Maintenance of Botolphs Cemetery

a) Cemetery Gates

Councillors received a copy of two quotes for the renewal of the main entrance gates from:

- R J Meaker
- Gary Stanbridge

In the discussion that ensued, it was agreed to defer the matter until the next meeting as Councillors felt that the installation of new hard wood gates would be preferable to the soft wood as quoted.

The Cemetery Clerk to discuss the matter with both companies requesting a further quote for oak gates, together with a minimum period of guarantee, in time for the next meeting.

J:0719:13 Cemetery extension

Councillors noted that the search for land to provide an extension for Botolphs Cemetery was on-going.

In the discussion that ensued, the Cemetery Clerk was requested to maintain contact with the landowner adjacent to the Cemetery and with the landowners of land in Upper Beeding.

For information it was noted that access to land at the Bostal in Upper Beeding had proved to be unsuitable.

J:0719:14 Remembrance Service

It was noted that the notice inviting grave owners and their families to the Annual Remembrance Service at St Botolphs Church to be held on Sunday 8 September 2019 would be sent out shortly.

It was also noted that the Rev'd Emma Graeme would be inviting other local clergy to attend and take part in the service and that refreshments would be provided afterwards.

J:0719:15 Correspondence

The Cemetery Clerk reported that she had received an email from a resident complaining that rabbits were entering their garden from the Cemetery.

It was noted that over the years, the matter of rabbits in the Cemetery had been discussed at length and as the both the Cemetery and the surrounding properties were in the countryside, nothing could be done about them.

J:0719:16 Matters for information and discussion, or inclusion in a future Agenda

The following matters would be placed on the Agenda for the next meeting or included in a future Agenda:

- Cemetery gates
- Cemetery fees and charges - review
- Cemetery extension
- Cemetery brochure – review

The Chair thanked Phil Bowell and Cllr Joyce Shaw for their contributions throughout the meeting, which were well received by all Councillors.

J:0719:17 Date of Next Meeting

The next meeting of the JPCC will be held at Beeding and Bramber Village Hall on Monday 28 October 2019 at 7.00pm.

Cllr Green apologised in advance of the meeting for non-attendance.

There being no further business the meeting concluded at 8.45pm

Minutes signed by: **Date:**