

# 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 3 July 2017 Time: 7.00pm Place: Beeding & Bramber Village Hall**

<b>Present:</b>	<p>Cllr R Potter (Bramber Parish Council); Cllr P Bowell (Steyning Parish Council); Cllrs R Harber &amp; C Warren (Upper Beeding Parish Council).</p> <p>Cllr S Birnstingl (Chair of Upper Beeding Parish Council) present from the beginning of the meeting to the end of agenda item J:0717:02 only.</p> <p>There were six members of the Public present.</p>
<b>In Attendance</b>	<p>Steve Coberman, Clerk to UBPC.</p> <p>Colette Harber, Cemetery Clerk</p>
<b>Welcome</b>	<p>Cllr Warren, as the outgoing Chair, welcomed all councillors and members of the Public to the meeting of the Joint Parishes Cemetery Committee before handing over to Cllr Birnstingl.</p>
<b>J:0717:01</b> <i>To elect a Chairman of the committee for the current Council year</i>	<p>In noting that Cllr Warren did not wish to be re-elected as Chairman, Cllr Birnstingl called for nominations for the role of Chairman to the committee.</p> <p>Two nominations were received:</p> <p>Cllr Bowell – <i>proposed Cllr Willett; seconded Cllr Potter</i></p> <p>Cllr Harber – <i>proposed Cllr Warren; seconded Cllr Stubbs</i></p> <p>Each candidate was asked to give a brief oral presentation. Following a show of hands vote, the vote was tied 3:3</p> <p>Cllr Harber withdrew his nomination.</p> <p>Cllr Bowell was duly elected Chairman of the Joint Parishes Cemetery Committee (JPCC) for the current electoral year, which he accepted.</p>
<b>J:0717:02</b> <i>To elect a Vice-Chairman</i>	<p>Cllr Bowell called for nominations for the role of Vice-Chairman.</p> <p>Cllr Harber was nominated</p> <p><i>Proposed Cllr Willett; seconded Cllr Potter</i></p> <p>As no other nomination was received, Cllr Harber was duly elected as Vice-Chairman of the JPCC for the current electoral year, which he accepted.</p>
<b>J:0717:03</b> <i>Apologies</i>	<p>None on this occasion</p>

<p><b>J:0717:04</b> <i>To receive questions from the Public</i></p>	<p>Rev'd Mark Heather, Rector of St Andrews and St Cuthman Church Steyning enquired as to when the JPCC might reconsider its position regarding the inclusion of one or more faith people onto the Committee</p> <p>Rev'd Emma Stonham, Rector of Beeding and Bramber with Botolphs spoke of the upset caused to her parishioners regarding the decision to exclude faith people.</p> <p>Ian Tovey commented that there were seven people at the table.</p> <p>Firstly, Cllr Bowell apologised for the oversight and introduced Steve Coberman, Clerk to UBPC.</p> <p>In the discussion that ensued, it was noted that anyone co-opted on to the Committee would have full voting rights therefore the concerns of the Committee's regarding financial matters would need to be resolved.</p> <p>Cllr Harber suggested that a paper be prepared by Steve Coberman in readiness for the October meeting so that a decision regarding the matter could be taken.</p> <p>Following a show of hands vote, the Committee agreed unanimously on this course of action.</p>
<p><b>J:0717:05</b> <i>Declarations of interest</i></p>	<p>Cllr Harber declared that he and his wife, the Cemetery Clerk, had pre-purchased a double depth burial plot in Botolphs Cemetery.</p> <p>Cllr Bowell declared that he had pre-purchased a double-depth cremation plot in Botolphs Cemetery.</p> <p>It was noted that these declarations need not be made at every meeting.</p> <p>Cllr Potter questioned the pecuniary interest relating to Cllr Harber and the Cemetery Clerk, as the Cemetery Clerk had her own business as a Funeral Celebrant.</p> <p>Whilst the Cemetery Clerk was not a member of the Joint Parishes Cemetery Committee, but an employee of Upper Beeding Parish Council, she commented that she had informed the former Joint Parishes Burial Board of her business, therefore she was quite happy to publicly do so again to the Joint Parishes Cemetery Committee.</p> <p>It was noted that she had undertaken a few secular burials and interments of ashes at Botolphs Cemetery.</p> <p>It was also noted that Cllr Harber played no role in his wife's business as a Funeral Celebrant.</p>
<p><b>J:0717:06</b> <i>Minutes of the previous meeting</i></p>	<p>The Minutes of the meeting held on Monday 20 March 2017 were agreed.</p> <p><i>Proposed CllrPotter; Seconded Cllr Harber</i></p>

<p><b>J:0717:07</b> <i>Matters Arising</i></p>	<p>(i) Cllr Potter expressed concerns regarding the signing of cheques and questioned the payments procedure as he had been delegated by his Parish Council to act on its behalf. Procedurally he felt that Bramber PC and Steyning PC should be advised of all payments being made.</p> <p>It was felt that, for information, all JPCC councillors should have prior notice of cheques being signed, in particular, cheques for large amounts.</p> <p>In his role as the Responsible Financial Officer for Upper Beeding Parish Council, Steve Coberman suggested that a budget for 2018/19 be set at the October meeting together with a list of planned spending.</p> <p>(ii) An unsigned letter, dated 21<sup>st</sup> February 2017, regarding St Botolphs Cemetery and sent to the Chairs of the Parish Councils of Steyning, Bramber and Upper Beeding was received.</p> <p>It was sent on behalf of St Andrews and St Cuthman Church, Christ the King Catholic Church, Parishes of Beeding and Bramber with Botolphs and the Nuns of the Tower's Convent.</p> <p>The contents of the letter were noted but not discussed as the matter had been discussed under item J:0717:04</p> <p>At this juncture, all members of the public, with the exception of the Rev'd Emma Stonham, left the meeting.</p>
<p><b>J:0717:08</b> <i>Management Accounts to 31 March 2017</i></p>	<p>Draft Management Accounts to the year-end 31 March 2017 were presented and noted.</p>
<p><b>J:0717:09</b> <i>Draft Management Accounts and Financial Reports to June 2017</i></p>	<p>Draft Management Accounts to the 26 June 2017 were received and noted.</p> <p>Steve Coberman also provided the Committee with the following financial reports:</p> <ul style="list-style-type: none"> <li>- a Cost Centre Report detailing receipts and payments by budget heading</li> <li>- a paper showing the earmarked reserves as agreed at the March meeting</li> <li>- details of income and expenditure which included the Clerk's salary.</li> </ul>
<p><b>J:0717:10</b> <i>Cemetery Clerk's salary and office allowance</i></p>	<p>The Cemetery Clerk was asked to leave the room for this item, and Mr S Coberman agreed to take the minute.</p> <p>Mr Coberman then indicated that he understood Mrs Harber had not been awarded any salary increase for four years; however, Upper Beeding PC's usual policy was to award an annual increment to salaried staff on the NALC National Scales to represent increased experience and expertise.</p> <p>Mrs Harber is paid on scale point 26 within these scales. Mr Coberman was then asked whether he was given an annual appraisal, and confirmed that he was.</p> <p>The meeting then requested that Mr Coberman carry out an appraisal of Mrs Harber over the summer, and to report on this to the next meeting of the Committee, along with a paper setting out options and associated payments, for the meeting to then come to a decision.</p>

<p><b>J:0717:11</b> <i>Legal Compliance</i></p>	<p>The Committee received a paper detailing Cemetery Management - Legal Compliance for Burial Authorities following the Cemetery Clerk's attendance at a cemetery management course run by the Sussex Association of Local Councils.</p> <p>In the discussion that ensued, it was agreed that the Cemetery Clerk</p> <ul style="list-style-type: none"> <li>i) should always carry out the correct procedures regarding all burials and interment of ashes.</li> <li>ii) add an extra line on the Botolphs Cemetery interment forms so that the Minister, taking the ceremony, can sign to say they have checked the nameplate on the coffin.</li> <li>iii) the cemetery brochures should be re-sent to grave owners with a feedback form in case anyone has moved and inadvertently not notified the Cemetery Clerk of their new address</li> <li>iv) should be provided with a separate laptop to be used exclusively undertake the work of the JPCC and Botolphs Cemetery</li> <li>v) should, digitally map the burial registers and memorials in order to back-up the written hard-backed registers used at present.</li> </ul> <p>It was also noted that the course briefly covered forward planning in case of a pandemic.</p> <p>It was agreed that this matter would, in all probability, be taken out of the hands of local Burial Authorities and undertaken by Horsham District Council, or in the event of a nationwide pandemic, by the Government.</p>
<p><b>J:0717:12</b> <i>Interments since last meeting</i></p>	<p>The Committee noted a paper detailing the number of burials and interment of cremated ashes in Botolphs Cemetery from March 2010 to 30 June 2017.</p>
<p><b>J:0717:13</b> <i>New paths</i></p>	<p>It was agreed that as soon as the Cemetery Clerk receives the estimate for the new paths on the left-hand side of the cemetery she will email it round to all Councillors.</p> <p>The Chairman was delegated to approve the estimate, if deemed appropriate; the decision to be ratified at the next meeting.</p>
<p><b>J:0717:14</b> <i>Update re the proposed cemetery extension</i></p>	<p>It was noted that discussions with staff at the South Downs National Park, DEFRA and pre-planning advice was being sought from Horsham District Council.</p> <p>Discussions with the landowners had been taken very slowly following a death in the family, but useful discussions could now recommence.</p> <p>The Cemetery Clerk to email JPCC Councillors with the outcome of her discussions.</p>
<p><b>J:0717:15</b> <i>Memorial Service</i></p>	<p>The Committee had agreed to hold its Memorial Service on Sunday 10 September 2017. The Chair formerly requested Rev'd Emma Stonham to officiate at the ceremony, to which she agreed and would liaise with the Cemetery Clerk.</p> <p>It was agreed that given the number of elderly people who attend the service, the provision of toilet services should be sought.</p> <p>It was also suggested that the Friends of St Botolphs be asked to provide teas and coffees for the afternoon.</p>

<b>J:0717:16</b> <i>Correspondence</i>	None on this occasion
<b>J:0717:17</b> <i>Matters for information and discussion at future meetings</i>	The following Agenda items to be discussed at the next meeting <ul style="list-style-type: none"> <li>- <b>J:0717:04</b> - to reconsider the inclusion of one or more faith people on the JPCC</li> <li>- <b>J:0717:07</b> – to consider an expenditure budget for 2018/19</li> <li>- <b>J:0717:14</b> – update re cemetery extension.</li> </ul>

There being no further business the meeting closed at 9.26pm.

The next meeting of the committee will be held at Beeding & Bramber Village Hall on Monday 2 October 2017 commencing at 7.00pm

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