Minutes of the Meeting of the Joint Parishes Cemetery Committee held on Monday 13 July 2026 in Botolphs Cemetery commencing at 7.00pm following the annual inspection of the Cemetery

Present: Councillors: S. Blakelock (Bramber PC); I. Alexander & C. Young (Steyning PC); R. Harber & C. Warren (Upper Beeding PC)

In attendance: Colette Harber - Cemetery Clerk

Public: None present on this occasion

J:0726:01 Following the annual inspection of the Cemetery and, in line with the Minutes of the meeting held on Thursday 29 January 2026, Cllr I. Alexander resumed his role as Chair for the municipal year ending May 2027.

J:0726:02 **Apologies**
Apologies were received from Cllr. S. Green (Bramber PC) and Cllr. S. Linfield (Steyning PC) prior to the meeting

J:0726:03 **Declaration of Councillors personal or prejudicial interest**
No change to previous declarations.

J:0726:04 **Minutes of the meeting**
The Minutes of the meeting held on Thursday 29 January 2026 were received and accepted as a true record of the meeting.

Proposed: Cllr. Alexander: Seconded: Cllr. Warren; Agreed by 4 Councillors present at the meeting and 1 abstention.

J:0726:05 **Public Adjournment -** No member of the public was present on this occasion.

J:0726:06 **Finance**
Draft Joint Burial Authority Trading Accounts for the year ended 31 March 2026 and to 30 June 2026 were received and noted.

In the discussion that ensued, it was agreed that the Long-Term Maintenance Reserve should be increased to £50,000.00 and a maximum working capital of £20,000 kept in the day-to-day bank account.

Proposed: Cllr. Alexander; Seconded: Cllr. Blakelock; Agreed by all Councillors

J:0726:07 **Formalisation of Delegated Authority**
The Cemetery Clerk suggested given that her role included paying all invoices for works undertaken at Botolphs Cemetery, she would prefer to have formal delegated authority from the Joint Parishes Cemetery Committee to do so.

In the discussion that ensued, it was resolved that the Cemetery Clerk could sign off invoices for payment of up to £5,000.00. It was further resolved that, in the case of an

emergency, she could sign off the invoices up to £10,000.00 but, must speak with the Chair of the Committee prior to doing so.

Proposed: Cllr. Alexander; Seconded: Cllr. Blakelock; Unanimously agreed by all Councillors present.

J:0726:08 **Cemetery Reports**

Councillors discussed matters relating to the following reports:

a) **Data re interment of burials cremated remains interred to 6 July 2026**

Councillors received and noted a paper detailing the number of burials and cremated remains interred in Botolphs Cemetery to 6 July 2026.

b) **Cemetery Plan to 6 July 2026**

Councillors received and noted a copy of the Cemetery Plan to 6 July 2026.

In the brief discussion that ensued regarding the number of spaces available within the cemetery, it was suggested that the left-hand side of the cemetery be re-measured due to the decision that no paths were to be installed between the rows of graves, from Row M onwards. It was felt that more space could possibly be freed up for an extra row of graves.

c) **Tree Report**

Councillors received a full tree report indicating several trees which needed to be removed.

In the discussion that ensued it was felt that the trees should be removed as appropriate, except for two trees which should continue to be monitored. Councillors also advised that the autumn/winter seasons would be the best time for planting both new trees and hedges and, that ornamental flowering trees might be a good option, around the cemetery boundary, as they do not grow as tall as field trees.

It was suggested that Steyning-in-Trees might be an excellent contact regarding the various types of trees to plant.

d) **Botolphs Cemetery Extension**

The Chair and the Cemetery Clerk reported that they, together with Steve Keogh, Parish Clerk for Upper Beeding Parish Council, attended a meeting with a local land agent on Tuesday 3 March regarding the purchase of land for a possible extension to Botolphs Cemetery.

As the land agent had not been in contact since the meeting, it was therefore suggested that a further personal discussion with a local landowner might be appropriate, indicating that just half an acre of land may be an option.

In answer to a question, Councillors were advised that, should progress be made with the landowner, all legal matters will be handled by Steve Keogh.

e) **Botolphs Cemetery Website**

The Cemetery reported that each constituent Parish Council Clerk had agreed to have a page or two on their own website, detailing Botolphs Cemetery.

J:0726:09 **Correspondence -** None on this occasion

J:0726:10 **Matters for information and discussion, or inclusion in a future Agenda**

The extension of Botolphs Cemetery would continue to be an agenda item.

The Chair requested that he have sight of the Agenda prior to it being sent to Councillors, in order that he could discuss the meeting with the Cemetery Clerk and advise if anything was missing from the Agenda.

The Chair also wished to discuss the possibility of having a culvert built across the field drain on the eastern side of the Cemetery at the next meeting.

J:0726:11 **Date of Next Meeting**

In preparation for the next meeting, the Cemetery Clerk would email a doodle poll to Councillors in early December 2026 for a meeting to be held in late January 2027; avoiding dates of scheduled Parish Council meetings.

There being no further business the meeting concluded at 8.10pm.

Signed: …… Dated: …….