

SOUTHBOURNE PARISH COUNCIL

Robin Davison
Clerk to the Council
e-mail: clerk@southbourne-pc.gov.uk

The Village Hall
First Avenue
Southbourne
Emsworth
PO10 8HN
Telephone (01243) 373667

6 May 2020

Dear Sir / Madam,

You are hereby summoned to the Annual Meeting of Southbourne Parish Council on **Tuesday 12 May 2020** at **7.30 p.m.** The meeting is being held in accordance with the Coronavirus Act 2020*

Robin Davison
Clerk

AGENDA

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Apologies for Absence**
4. **Declarations of Disclosable Pecuniary Interests**
5. **Minutes** of (i) the Extraordinary Meeting held on 16 April 2020 and (ii) the meeting held on 28 April 2020.
6. **Open Forum**
7. **County Councillor's Report**
8. **District Councillors' Report**
9. **[Appointments to Committees and Outside Bodies](#)**

The attached tables set out the membership of each Committee and the number of Councillors that can represent the Parish Council on the respective 'Outside Bodies'. Members may want to review the size of the Staffing Committee.

10. **[Review of Council Documents](#)**

To review the Council's Standing Orders and policies.

11. **Council Updates**

- a) Community Connections - To receive an update on the work of Community Connections and to consider sending a thank you letter to all care homes and shops in the Parish.
- b) Business Plan Training – To receive an update on the revised program for business plan training.
- c) Chemroute – To receive an update on a recent meeting of the Chichester & District Cycle Forum about Chemroute.
- d) Village Signs – To receive an update on the village signs.

12. **Flanders Close Allotments**

Hyde Housing has indicated that it is willing to accept a tenancy from the Parish Council for the Flanders Close allotments to be used as a community allotment. This would enable the planned New Homes Bonus project to proceed when the Covid-19 restrictions allow. Hyde has also indicated that alternatively it would, subject to valuation, be prepared to sell the site to the Parish Council as allotments.

Members' views are sought on the proposal to sell the site to the Parish Council.

13. **Finance**

- a) Income and Expenditure - To note the income and expenditure for May 2020.
- b) Insurance 2020/21 – To agree the insurance cover for 2020/21.

14. **Neighbourhood Plan Steering Group**

- a) To receive a report on the last meeting.
- b) To consider Chichester District Council's response to the Planning Inspector's decision to permit the development of 199 houses, North of Cooks Lane.

15. **Southbourne Environment Group**

To consider the purchase of three trees at £150 each from the County Council for highway verges in the parish. The cost would include planting by the County Council.

16. **Westbourne and Southbourne Joint Burial Committee**

To receive the Annual Report of the Joint Burial Committee and to consider its Standing Orders and Scheme of Delegation. Members will be advised of any proposed changes to the Standing Orders following the Joint Burial Committee on 7 May 2020

17. **Date of Next Meeting - 9 June 2020.**

TO: All Members of Southbourne Parish Council

***Coronavirus Act 2020**

The Coronavirus Act 2020 enables parish councils to meet 'remotely' (i.e. by video or teleconference or by live streaming amongst other means) and provides for the press and public to also attend the meeting 'remotely'. If you wish to do so, please e mail the Clerk at least 20 minutes before the meeting starts so that you can be sent a link to join the meeting. Members of the press and public are advised to email the Clerk as far in advance as possible as if technical issues prevent them from joining the meeting it will not be possible to provide technical support once the meeting has started. As with normal meetings, you will only be permitted to speak at the Chairman's discretion and you are therefore requested to ensure your device is muted at all times unless invited to speak.

The Clerk's e mail address is clerk@southbourne-pc.gov.uk or scan this code:



Filming and use of social media

During this meeting the public are permitted to film the Council or use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

For a copy of Council agendas and publicly available papers please scan this code:



Southbourne Parish Council

Minutes of the Extraordinary Meeting held on 16 April 2020 in accordance with the Coronavirus Act 2020.

Present: Mr Bulbeck (Chairman), Mrs Bangert*, Mr Brown*, Mr Hayes, Mr G Hicks, Mrs L Hicks, Mr Jennings, Miss Tait and Mrs Thorne.

*Also District Councillors for the Southbourne Ward.

1 member of the public.

In the absence of the Chairman, the Vice Chairman, Mr Brown, took the Chair.

Apologies for Absence

313. Apologies for absence were received from Mrs M Bulbeck and Mr Feltham.

Declarations of Pecuniary Interests

314. None.

Coronavirus Act 2020 – Parish Council Meetings

315. The Parish Council received the report of the Clerk on the new Regulations regarding to enable parish councils to meet 'remotely' because of the Covid-19 pandemic and the restrictions imposed by the Government to limit the spread of the virus.

316. It was noted that the Regulations permitted the use of any video or teleconferencing means that enabled a parish council to hold such meetings as it required. It did not require a parish council to hold its Annual Meeting in May although it could do so if it wished. The Annual Parish Meeting of electors could not be held because as a parish meeting, it was not covered by these Regulations.

317. Resolved –

- i. That the report be noted.
- ii. That Microsoft Teams be used for remote meetings.
- iii. That amended Standing Orders be adopted.

Community Connections

318. Members received the Clerk's report on progress with Community Connections. It was noted that the proposal for Tuppenny Barn to hold a 'float', given as a grant by the Parish Council, to support vulnerable people who had no immediate access to cash during the lockdown, could not be taken forward due to the demands on staff at Tuppenny Barn. Tuppenny Barn were now working with several Southbourne families who were in particular hardship due to the lockdown and Members gave initial consideration to a request from Tuppenny Barn for a grant to support this work. It was therefore proposed to work with Southbourne

Women's Institute who were willing to support Community Connections to provide the float.

319. Mr Bulbeck joined the meeting.

320. Resolved –

- i. That the Parish Council confirms its support for the work of Community Connections.
- ii. That the Parish Council's Grant scheme be waived to allow grants to be made to Tuppenny Barn to support the work of Community Connections
- iii. That if required an initial grant of up to £250 be awarded to Tuppenny Barn to provide a trial float to test the scheme.
- iv. That an application be made to the Sussex Community Foundation for a £1000 grant to support the work of Community Connections by providing a float for shopping and prescriptions.
- v. That a further Parish Council grant of up to £1000 to Tuppenny Barn for the same purpose whether or not an application to the SCF is successful. If the application to the SCF is successful, this grant could be allocated as necessary by delegating the action to the Clerk to provide specified instalments.
- vi. That any funds left over when the Government lifts the restrictions or at such time as decided by the Parish Council may be offered to the SCF if it provided a grant in the first instance or otherwise be given to the Chichester District Foodbank.

321. Members noted that the County Councillor for the Bourne Division had prepared a business information leaflet for distribution to residents in the Division. Some Members expressed concerns that asking volunteers to distribute the leaflets, along with a proposed additional leaflet specifically for Southbourne was unnecessary at a time when people were required to stay at home to limit the spread of Covid-19. A risk assessment would be needed for the distribution in Southbourne. Volunteers working for the Parish Council would be covered by insurance so the distribution of the business leaflet would be agreed with the County Councillor.

322. Resolved -

- vii. That the distribution and cost of production of the business information leaflet for Southbourne residents be agreed and consideration be given to what further information could be provided online.
- viii. That the additional cost of the Southbourne leaflet be approved.

Mr Bulbeck took the Chair.

Delegation to the Clerk

314. The Parish Council considered the report on delegation to the Clerk.

315. Resolved –

- i. That the Clerk to the Council, in consultation with the Chairman, be authorised to act on behalf of the Parish Council as directed to support the Parish of Southbourne during the Covid-19 pandemic.

- ii. That this delegation ceases no later than 6 May 2021 or at such time as the Parish Council determines.

Date of Next Meeting

316. Members agreed that the next meeting should be rescheduled for 28 April 2020.

Chairman.

Southbourne Parish Council

Minutes of the remote meeting held on 28 April 2020 at 7.30 p.m. in accordance with the Coronavirus Act 2020.

Present: Mr Bulbeck (Chairman), Mrs Bangert*, Mr Brown*, Mr Hayes, Mr G Hicks, Mrs L Hicks, Mr Jennings, Miss Tait, Mr Taylor and Mrs Thorne.

* Also District Councillors for Southbourne

3 members of the public.

Apologies for Absence

317. Mrs M Bulbeck and Mr Feltham.

Declarations of Disclosable Pecuniary Interests

318. None

Minutes

319. Resolved – that the minutes of the meeting held on 10 March 2020 be approved as a correct record and that they be signed by the Chairman, subject to Mrs Thorne being shown as in attendance and the amendment of the date to 10 March 2020.

Open Forum

320. None

County Councillor Report

321. Mr Magill's report was received and taken as read. Mr Magill thanked the Parish Council for its support in the production of the information leaflet for residents. He also reported that 18000 West Sussex residents were on the 'shielded' list of which 13000 were registered on the Gov.UK website and 10,000 were receiving Government food parcels. He was looking into why more people were not getting the food parcels.

322. There had been some teething problems with the free school meals vouchers but all who needed them should now have them.

323. Mr Magill and Mrs Bangert had between them spoken to all the care homes in the parish and they would keep in touch with each of them in rotation. The County Council was funding the personal protective equipment (PPE) needed in care homes and had approximately seven days' supply in reserve. The main concern now was to ensure vulnerable people who had carers visiting them at home had enough PPE.

324. Mr Magill reminded everyone that the County Council Library Service's was free to join and although libraries were shut it had an excellent e-library which

was also free to use.

325. Members thanked Mr Magill for his report. In response to a question regarding the proposed Traffic Regulation Order (TRO) for Nutbourne was intended to cover the whole of Nutbourne although Highway officers had indicated the proposal was unlikely to score enough points to be taken forward for a 30mph speed limit TRO.

District Councillor Report

326. The District Councillors' report was received and noted. Mr Brown reported that £37m in business loans had been allocated to approximately 3000 businesses in the District. The District Council was also paying for small business advertising in the local press.

327. Members noted that the District Council would not be pursuing an appeal against the decision of the Planning Inspectorate decision to allow the Rydon Homes application for 199 houses north of Cooks Lane.

328. Chichester District Council had appointed a climate emergency officer to take forward projects to reduce the carbon footprint of the district.

329. Mrs Bangert reported that all bar one couple, all the homeless in the district had been housed.

Training

330. The business planning training had been postponed. It was however proposed to carry out the training remotely in two or three sessions instead. Members supported the proposal.

331. Chichester District Council had offered online safeguarding training for that would be suitable for the 19 volunteers matched to vulnerable Southbourne residents. However, it was not felt to be a best use of their time. Safeguarding policy documents were being forwarded by the District Council. Arrangements would be made for a short presentation on safeguarding for a future Council meeting.

Community Connections

332. 64 volunteer helpers had signed up to Community Connections and 19 had been matched to vulnerable residents. Community Connections had received an e mail from a resident in Norwich thanking volunteers for supporting their elderly parents during the lockdown.

333. The County Council's Community Hub had been contacted about Community Connections and Chichester District Council was also supporting residents. Tuppenny Barn was providing and delivering food boxes and Southbourne WI had 12 bakers supplying cakes and biscuits that were collected

for distribution to vulnerable residents.

334. At the Extraordinary meeting on 16 April 2020, it had been agreed that the Southbourne WI would be a partner to Community Connections. Subsequently Southbourne WI's national body had advised that it was not possible for the Southbourne WI to hold the proposed float. Following discussions with St John's Parochial Church Council, it had agreed to hold the float to enable those residents who could not easily access their money to be able to get essential supplies.

335. Resolved – that St John's Parochial Church Council be the partner charity for Community Connections.

336. Bar a few locations, most of the leaflets had been distributed across the parish. Volunteers included two people from outside the parish and they had requested spare copies for distribution in West Ashling and Emsworth respectively. Electronic copies had been given to neighbouring Parish Councils and the Emsworth Alliance.

337. It was agreed that an advert for fruit pickers from the West Sussex Growers' Association would be placed on the Council's Facebook page.

Chichester-Emsworth Cycle Route (Chem Route)

338. Highways England had submitted a draft feasibility study to the County Council in February 2020 and was awaiting comments from the County Council. The County Council had refused to publish the document as it was not the author. Mr Magill chase up what had happened with the County Council's comments. However, it was entirely up to Highways England what would happen as a result of the study. The Chichester MP was lobbying the Secretary of State for Transport to speed up the responses. As soon as information was available, Mr Magill would circulate. Members agreed Mrs Hicks should participate in a Zoom meeting of the Chichester and District Cycle Forum.

Finance

339. Expenditure – The expenditure since the last meeting was noted as follows:

G Burley & Sons	Invoice 02358	£463.20
O'Neil Homer	Invoice 798	£3,060.00
O'Neil Homer	Invoice 813	£990.00
O'Neil Homer	Invoice 814	£330.00
Staff	Expenses	£109.63
Staff	Expenses	£10.00
Surrey Hills Solicitors	Invoice 3328	£166.20
VisionICT	Invoice 10758	£102.00
Rialtas Business Solutions	Invoice 27695	£30.00
O'Neil Homer	Invoice 849	£1,320.00
O'Neil Homer	Invoice 857	£1,410.00
Age Concern S/brne & Dist	Invoice 0046	£30.00
Age Concern S/brne & Dist	Invoice 0047	£30.00
Staff	Salary and pension (DD)	£3,202.75
Age Concern S/brne & Dist	Invoice 0034	£30.00
CommuniCorp	Annual subscription renewal	£75.00

Imperative Training	Invoice 81365	£1,740.00
Staff	Expenses	£64.00
SSE Southern Electric	Invoice to 25 March 2020	£2,406.16
Microsoft	Invoice E0800AW8ZX	£270.72
G Burley & Sons	Invoice 02929	£463.20
Viking	Invoice 88945	£171.82
Viking	Invoice 90903	£24.43
Tuppeny Barn	Grant	£500.00
	Total	£16,999.11
Transfer from Savings Account		£16,999.11

Grant Applications

340. Members considered four applications for a grant from the Parish Council.

341. Resolved – a) that the following grants be approved:

- i) The Friends of Bourne £493 for the development of an Eco-Garden working towards the RHS School Garden Award Level 5.
- ii) Southbourne Junior School £807.50 for the partial cost of solar boat trip on Chichester Harbour, bird box templates, a trip to Tuppeny Barn and supplies to make bird feeders.
- iii) AFC Southbourne £800 two sets of football kits for 2 Youth teams.

b) – That the application from Southbourne Village Hall for a grant of £1250, for fire doors and an upgrade to the emergency lighting for health and safety reasons, be declined.

342. It was noted that the Village Hall had been in discussion with the District Council about a revision of a S106 agreement to enable it to be used to extend the Parish Office and remove the wooden partition between the Sutcliffe Room and the Main Hall and replace it with brick. The money would be available for another seven years.

Infrastructure Business Plan (IBP)

343. The Clerk reported that a grant application had been received from the 1st Southbourne Sea Scouts for £10,000 for capital expenditure for repairs to the Scout Hut. The Clerk had advised that the scale of application was out of the scope of the Parish Council's grant scheme and had suggested they consider applying for a Chichester District Council grant and/or the County Council's Community Initiative Fund. One option the Parish Council could consider was the possible use of CIL to support this work and Members agreed that this idea would be taken forward at the next Finance and General Purposes Committee. Chichester District Council would be asked to include the proposal on the IBP. It was noted that items on the IBP could also be taken off the list if no longer supported.

344. Internal Audit – it was noted that the internal audit would take place during the week commencing 25 May 2020. The date was yet to be confirmed.

Future Business

345. Meetings of the Finance and General Purposes Committee to discuss the IBP and the Staffing Committee and Recreation Committee would be arranged in the coming weeks. Consideration was being given by the Co-Chairs of the Southbourne Environment Group as to how the wildlife survey could be carried out online.

346. Members agreed that the Annual Meeting would be held on 12 May 2020 as originally planned. Any Members who could not access the meeting via Microsoft Teams could do so by telephoning the Clerk.

Neighbourhood Plan Steering Group

347. The Core Group had discussed options to move the Neighbourhood Plan forward. The Steering Group would meet remotely on 5 May 2020.

Southbourne Environment Group

348. No meeting had been held in April 2020. Subject to an appropriate risk assessment and self-distancing measures, it might be possible for teams of two people to carry out some work on Footpath 212 when the lockdown was relaxed but this was being kept under review.

Risk Assessment

349. The risk assessment was noted. Members thanked Mrs Thorne for her work on the business continuity plan. The County Council would be contacted about the tools in the Community Tools shed to ensure that they were still covered by the County Council's insurance when being used by volunteers.

Date of Next Meeting

350. 12 May 2020 - to be held remotely using Microsoft Teams.

Chairman

The meeting ended at 9.15 p.m.

12 May 2020

Appointments to Committees and Outside Bodies – Current Memberships 2019/20

Title	Surname	First Name	Planning (8)	Complaints (Ch, V Ch + 1 from 3)	Staffing (6)	Finance & General Purposes (8)	Recreation (6)	Westbourne & Southbourne Joint Burial Committee (4)	Cheque Signatories (3)
Mrs	BANGERT*	Tracie	X		X	X	X		
Mr	BROWN*	Jonathan		X	X	X			
Mr	BULBECK	Christopher	X	X		X	X	X	X
Mrs	BULBECK	Marjorie		X			X	X	
Mr	FELTHAM	Alan							
Mr	HAYES	Robert	X	X	X	X		X	X
Mr	HICKS	Graham	X	X					X
Mrs	HICKS	Lyn			X	X			
Mr	JENNINGS	James (Jim)	X			X			
Mr	REDMAN	Neil	X				X		
Miss	TAIT	Amanda	X		X	X		X	
Mr	TAYLOR	Robert	X				X		
Mrs	THORNE	Phillippa			X	X	X		

Title	Surname	First Name	West Sussex Association of Local Councils (2)	Southbourne Village Hall Management Committee (1)	Friends of Maybush Copse (1)	Henry Smith Charity Trustees (3)	Bournes Forum (2)
Mrs	BANGERT*	Tracie	X				
Mr	BROWN*	Jonathan					
Mr	BULBECK	Christopher				X	
Mrs	BULBECK	Marjorie		X		X	
Mr	FELTHAM	Alan					
Mr	HAYES	Robert					X
Mr	HICKS	Graham					
Mrs	HICKS	Lyn					X
Mr	JENNINGS	James (Jim)					
Mr	REDMAN	Neil					
Miss	TAIT	Amanda				X	
Mr	TAYLOR	Robert					
Mrs	THORNE	Phillippa			X		

1 Vacancy

12 May 2020

Review of Council Documents

The Council is asked to review the Council's Standing Orders and policies. No changes however are proposed at this time. The documents are available on the Parish Council's website by clicking on the name. Members may wish to defer consideration of some or all of them to a future meeting or meetings.

Standing Orders

Planning Committee Standing Orders

Coronavirus Act 2020 - Additional Standing Orders

Code of Conduct

Complaints Policy

Councillor Co-option Policy

Data Protection Policy

Subject Access Request Policy

Early Discussions with Developers Policy

Equal Opportunities Policy

Freedom of Information Policy

Freedom of Information Procedure

Health and Safety Policy

Lone Working Policy

Media Policy

Memorial Benches

Memorial Bench Application Form

Publication Scheme

Tree Management Policy

Volunteering Policy

Note: The Council's Financial Regulations are usually reviewed at the time of the budget setting.

Robin Davison

Clerk to the Council

12 May 2020

**WESTBOURNE AND SOUTHBOURNE JOINT BURIAL
COMMITTEE**



ANNUAL REPORT 2019 – 2020

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1) Members of Westbourne & Southbourne Joint Burial Committee (JBC) for 2019 - 2020

Southbourne Parish Councillors:

Councillor Chris Bulbeck – Chairman
Councillor Marjorie Bulbeck
Councillor Robert Hayes
Councillor Amanda Tait

Westbourne Parish Councillors:

Councillor Nigel Ricketts – Vice Chairman
Councillor Mike Magill
Councillor Ann Pearcey
Councillor Lade Barker (resigned in September 2019)
Councillor Richard Hitchcock (from September 2019)

Clerk to Westbourne & Southbourne Joint Burial Committee – Mrs Caroline Davison

1) Westbourne & Southbourne Joint Burial Committee Constitution

In line with legal advice given to Westbourne and Southbourne Parish Councils new Constitution and Terms of Reference were drawn up for the Westbourne & Southbourne Joint Burial Committee and were approved with effect from 12th November 2019 once approval had been given by both Parish Councils. It was agreed that Southbourne Parish Council would be the 'host' authority in the future operation of the JBC with four members from each Parish Council. The Chair and Vice Chair to alternate annually between the Parish Councils.

2) Westbourne & Southbourne Joint Burial Committee Meetings held in 2019 – 2020

Thursday 25th July 2019 at 7.30pm in St John's Church Centre,
Southbourne

Thursday 22nd August 2019 at 6.30pm Walkaround of Westbourne
Cemetery and Visit to Chapel and Cemetery Lodge

Thursday 3rd October 2019 at 7.30pm in St John's Church Centre,
Southbourne

Tuesday 26th November 2019 at 7.30pm in St John's Church Centre,
Southbourne

Thursday 16th January 2020 at 7.30pm in The Meeting Place, Westbourne

Thursday 5th March 2020 at 7.30pm in St John's Church Centre,
Southbourne

3) **Westbourne & Southbourne Joint Burial Committee Meetings for 2020 - 2021**

It was agreed at the meeting held on Thursday 5th March that for the Municipal Year 2020-2021 the meetings will continue to be held bi-monthly with alternating venues between Southbourne and Westbourne.

Proposed dates for 2020 – 2021:

Thursday 7th May at 7.30pm (in The Meeting Place, Westbourne)

Thursday 2nd July at 7.30pm (in St John's Church Centre, Southbourne)

Thursday 3rd September at 7.30pm in The Meeting Place, Westbourne

Thursday 5th November – to include Budget Review and Budget Setting for next Financial Year 2021-2022 - at 7.30pm in St John's Church Centre, Southbourne

Thursday 7th January 2021 at 7.30pm in The Meeting Place, Westbourne

Thursday 4th March 2021 at 7.30pm in St John's Church Centre, Southbourne

Since the meeting at the beginning of March we have faced lockdown due to Covid19. The next two meetings scheduled to be held on 7th May and 2nd July will therefore be held virtually.

4) **Institute of Cemetery and Crematorium Management (ICCM) Two-day Support Programme**

The ICCM undertook a two-day Support Programme on Tuesday 22nd and Wednesday 23rd October 2019. The two-hour evening training/information session held on Tuesday 22nd October was well attended by Parish Councillors from Westbourne and Southbourne Parish Councils with both members and non-members of the JBC in attendance. During this session a paper entitled 'Cemetery Management, Roles and Responsibilities' was presented by Mat Crawley from ICCM which Members reported that they found interesting and provided a useful insight into the burial authority function.

The Clerk found the detailed procedural management audit held on the second day of the support had been extremely informative and had highlighted some important areas for focus.

5) **New Schedule of Fees for Bereavement Services**

Following an in-depth review of the fees charges for bereavement services in order to bring them in line with those charged elsewhere a new Schedule of Fees for Bereavement Services at Westbourne Cemetery was agreed and adopted with effect from 30th November 2019.

6) **Rules and Regulations for Westbourne Cemetery**

New Rules and Regulations for Westbourne Cemetery were agreed and introduced with effect from 1st February 2020.

A new approved list of Memorial Masons has been introduced. In order to carry out works to memorial stones at Westbourne Cemetery a Memorial Mason needs to have met the criteria for inclusion on this list.

7) **Cemetery Maintenance**

The additional works to the main Cemetery Maintenance Contract undertaken at the end of the municipal year 2018 – 2019 and during the municipal year 2019 – 2020 included:

- The installation of new plots for cremated remains
- Tree survey and audit of all trees including tree tagging
- Remedial works to trees as identified in audit
- Grave levelling and removal of unauthorised planting – works to 18 graves in total
- New door and lock to toilet at Cemetery
- Removal of old noticeboard at main entrance

Works to be carried out during municipal year 2020 – 2021 include:

- New noticeboard at main entrance
- Repair works to the inner and outer doors of the Chapel. It has been advised that these need to be undertaken by a specialist contractor
- Cleaning of the interior of the Chapel
- Remedial works to improve the ground surface and drainage at the pedestrian entrances at the Cemetery
- Installation of six further cremation plots

8) **Memorial Stability Test**

It has been agreed that a specialist contractor will be employed to undertake a Memorial Stability Test on the Memorial Stones in Westbourne Cemetery during this current municipal year.

9) **Cemetery Extension**

There are currently twenty new burial plots and four new cremated remains plots at Westbourne Cemetery. In addition, there are a number of pre-purchased graves and remaining capacity in existing burial plots for family members.

The Consultants TGMS Ltd were instructed last year to support with the development of the new cemetery extension from inception to practical completion. TGMS are one of the leading consultancy practices in the country specialising in the development of new cemeteries and cemetery extensions. As part of Stage One of the works the Consultants attended the site twice in July. They undertook a site survey and dug test pits to a

depth of three metres at three different locations on the site to test for ground water. They also extracted soil samples from separate bore holes at the three locations to a depth of four metres. The test dip wells were left in place to undertake monitoring of the ground water levels. This testing was undertaken weekly over a six-month period between October 2019 and March 2020. Despite inclement weather conditions none of the dip well readings indicated the presence of underlying water. These results have now been forwarded to the Environment Agency. Concurrently plans for the conceptual design of the new Cemetery Extension have been drawn up under Stage Two of the works and approved by the JBC.



10) **Cemetery Lodge**

The renovation works to Cemetery Lodge were completed in early summer. These works were project managed by the Clerk whose hours were increased accordingly with the approval of the JBC for the duration of the works. The works included:

- Reconfiguration and design of kitchen including installation of new back door and window, repositioning of the internal door and the removal of boiler and larder housings
- Installation of new kitchen units including in-built white goods
- Installation of new shower room
- Complete rewiring of property following electrical survey including repositioning of sockets and switches
- Installation of central heating system including installation of base for LPG cylinder housing unit

- Redecoration throughout property
- Removal of old unsafe back boiler from living room
- Repairs to and replacement of double-glazed windows where necessary
- Creation of new cubby off hallway with cupboard to house electrical meters
- New flooring throughout property
- New paving area outside back door
- Repainting of fencing
- Repainting of rear outhouse and repairs to the roof
- Installation of new water meter to separate water usage of Cemetery from water usage at Cemetery Lodge.
- Other external works to property highlighted in survey
- Insulation of roof
- Fixing of new blinds and curtain poles throughout the property





Letting agents were appointed to market the property on the rental market and new tenants moved in at the end of November. The tenancy is managed by the Letting Agents.

11) **Webpages**

New webpages have been created for Westbourne & Southbourne Joint Burial Committee to link into the Southbourne and Westbourne Parish Council websites.

12) **Finance**

- i) Budget: The budget for the JBC is set in early December each year for the following financial year. This then used to set the amount of money which each Parish Council needs to budget for within their precept to finance the burial authority function and assets. This amount is paid to the JBC by the two Parish Councils in two instalments in the month following the receipt of the half annual precept by the Parish Councils.
- ii) Expenditure: The annual day to day expenditure for the Financial Year 2019 – 2020 fell within agreed budgetary parameters. All expenditure relating to renovation work on the Cottage was approved in advance by the JBC using funds from general and earmarked reserves and closely monitored.

- iii) Income: As the Cottage was not rented out until the end of November 2019, rental income levels were lower than projected for the Financial Year 2019 - 2020. Income from provision of bereavement services however was significantly higher due to the revised fee schedule from the beginning of December 2019 and the number of burials and burial of ashes undertaken during the municipal period. Overall therefore the income was greater than projected in the budget figures.

13) **Burials and Interment of Ashes at Westbourne Cemetery**

Municipal Year	No of Burials	No of Interments of Ashes
2014 - 2015	15	1
2015 - 2016	12	3
2016 - 2017	14	12
2017 - 2018	8	6
2018 - 2019	5	2
2019 - 2020	13	5

Figure 1: Table showing the Number of Burials and Number of Interment of Ashes for six-year period 2014 to 2020

The current Burial Record book for Westbourne Cemetery is available to view at Southbourne Parish Council Offices.

14) **Covid19 Lockdown Period**

Westbourne Cemetery remains open for burials and interment of ashes during the lockdown period and there have been two interments of ashes and a burial. For the purposes of Covid 19 the Clerk to the JBC is considered to be a 'key worker'. A business continuity plan has been drawn up to cover for the absence of the Clerk.

Report compiled by Caroline Davison
 Clerk to Westbourne & Southbourne Joint Burial Committee
 23rd April 2020

Westbourne and Southbourne Joint Burial Committee

A. Constitution

The purpose of the Terms of Reference and Scheme of Delegation is to establish the functions delegated to the Joint Burial Committee. The management and maintenance of Westbourne Cemetery will be carried out by the joint arrangement under the direction of the JBC.

The Westbourne and Southbourne Joint Burial Committee (JBC) is established as a Joint Committee of the Westbourne Parish Council (WPC) and Southbourne Parish Council (SPC) under S102 of the Local Government Act 1972.

It has been agreed that SPC will act as 'host council' for the purposes of the JBC's administration (entering into contracts, employing staff and holding land)¹.

The JBC shall comprise four (4) members of WPC and four (4) members of SPC who shall be appointed annually from each Parish Council. Members who are no longer a member of their respective Parish Council shall no longer be a member of the JBC.

The Chairman and the Vice Chairman of the JBC shall be elected by its members and will rotate annually between WPC and SPC. In any year the Chairman and Vice Chairman shall not be from the same Parish Council.

The quorum for all meetings shall be two (2) members from WPC and two (2) from SPC.

The JBC will meet at least four times per year. Meetings shall rotate each time where practical between venues in Westbourne and Southbourne².

The Terms of Reference and Scheme of Delegation will be initially reviewed after six months of its implementation to ensure it meets the requirements of all parties. It will then be reviewed on an annual basis thereafter.

B. Terms of Reference and Scheme of Delegation to the JBC

The JBC shall

- 1.** discharge both the WPC and SPC burial authority functions at Westbourne Cemetery, Cemetery Lane, Westbourne within the budget approved by WPC and SPC as set out in:
 - Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970;
 - Local Government Act 1972;
 - the Local Authorities Cemeteries Order 1977 (SI 1977 No 204);
 - any other legislation relevant to burials and cremations;
 - Southbourne Parish Council's Standing Orders and Financial Regulations³;

¹ It is noted that this is not a leadership role and that overall responsibility and decision-making for Westbourne Cemetery resides jointly with both parent councils, WPC and SPC.

² As the parish councils do not meet in August, the committee should meet before the councils' meeting in July in case decisions are required before the summer break.

³ It is noted that where these policies refer to 'The Council', the JBC will act in this capacity as required.

- Guidance from the ICCM and SLCC⁴.
2. a. review and set the Cemetery fees.
b. recommend the budget necessary to discharge the burial authority functions at 1 above.
c. In November each year, advise WPC and SPC of their respective share of the budget requirement in proportion to their respective electorates.
 3. devise and keep under review a three-year business plan and budget for capital projects or exceptional maintenance projects (in excess of £2000) and report as necessary to both Parish Councils as part of the budget and make recommendations as to borrowing.
 4. agree those authorised to make electronic and cheque payments for the Joint Burial Committee account(s).
 5. review and set the Rules and Regulations for the use of the Cemetery.
 6. manage and keep in repair the Cemetery, Chapel and Lodge.
 7. report at least quarterly to both Parish Councils on its activities, or on request from either Parish Council. The report to include updated accounts.
 8. manage the work of the Clerk who shall work under the direction of the JBC and in doing so the JBC shall follow SPC policies and procedures (as host authority for employment) regarding the employment of the Clerk.
 9. comment on planning applications to Chichester District Council (as the Local Planning Authority) on any planning applications adjacent to or affecting Westbourne Cemetery.
 10. comply with SPC's standing orders, contract standing orders and financial regulations.
 11. comply with the Local Government Transparency Code 2015, for the purposes of best practice, and publish all documents, including agendas, minutes, financial accounts, and policies and procedures, on an accessible website.

C. Matters reserved to Westbourne Parish Council and Southbourne Parish Council

1. Joint ownership (50:50) of the Westbourne Cemetery, Chapel and Lodge, Cemetery Lane, Westbourne.
2. To consider and approve proposals from the JBC for capital projects or exceptional maintenance projects (in excess of £2000) at the Westbourne Cemetery.

⁴ ICCM – Institute of Cemetery and Crematorium Management; SLCC – Society of Local Council Clerks.

3. To keep under review the need for additional land for burials on the advice of the JBC (whether or not adjacent to the existing Cemetery).
4. To consider and approve the budget recommended by the JBC (and to make provision in their council tax requirements for the forthcoming financial year).
5. To determine the Clerk to the JBC's salary commensurate with the NJC national salary scales on the recommendation of the JBC.

D. Matters delegated to Southbourne Parish Council

SPC shall:

- act as the host council for the employment of the Clerk to the JBC
- act as the host council for the financial management of the JBC including the letting of contracts and ensuring that the JBC accounts are audited and shared with WPC.
- be entitled to recover from the JBC its costs of undertaking these functions

E. Matters delegated to the Clerk to the Joint Burial Committee

1. To undertake the day-to-day administration of the Westbourne Cemetery within approved budgets and subject to specific direction of the JBC and in accordance with:
 - Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970;
 - the Local Government Act 1972;
 - the Local Authorities Cemeteries Order 1977 (SI 1977 No 204)
 - any other legislation relevant to burial and cremations
 - SPC Standing Orders and Financial Regulations
 - Guidance from the ICCM and SLCC.
2. To prepare the Cemetery Fees for approval by the JBC.
3. To prepare the budget for approval by the JBC.
4. To ensure all payments are made by the due date and comply with Southbourne Parish Council's Standing Orders and Financial Regulations.
5. As proper officer, to prepare and sign Committee agendas summonses and notices for the JBC and generally to exercise the functions of the proper officer subject to Part F.
6. To prepare reports to and minutes of meetings of the JBC.
7. To prepare reports for WPC and SPC following recommendations made by the JBC that require a decision.

8. To act as the client officer and to liaise with the Grounds Maintenance and other contractors regarding the maintenance of the Cemetery, Chapel and Lodge.
9. To undertake the management of Cemetery Lodge.
10. To comply with the requirements of the Local Government Transparency Code 2015.
11. To ensure that both parish councils are keep informed about major decisions and development affecting the management of Westbourne Cemetery.

F. Matters delegated to the Clerk and RFO to Southbourne Parish Council

On the instruction of the JBC:

To make all day-to-day employment arrangements, including the contract of employment for the Clerk to the JBC.

As RFO:

- to ensure that all income and expenditure complies with Southbourne Parish Council's Standing Orders and Financial Regulations
- to let contracts on behalf of the JBC
- to submit the JBC accounts for Internal and External Audit.
- To work with the Clerk and RFO of WPC and the Clerk to the JBC to ensure effective communication between the two councils and the JBC.

G. Matters delegated to the Clerk and RFO to Westbourne Parish Council

To work with the Clerk and RFO of SPC and the Clerk to the JBC to ensure effective communication between the two councils and the JBC.

To act as the main point of contact for WPC.

To alert the JBC to planning applications relevant to Westbourne Cemetery. To facilitate the JBC's submission of comments to Chichester District Council as required.

Approved

Southbourne Parish Council 12 November 2019

Westbourne Parish Council 10 October 2019