

# Appendix E Project Pro-forma

## Infrastructure categories

Below are the categories to be used in the IDP:

Category	Typology	Provider
Transport	Roads	National Highways (Strategic Road Network)  West Sussex County Council (Local Road Network)
	Bus	Stagecoach Compass Travel West Sussex County Council
	Rail networks	Network Rail Southern (Govia Thameslink) Railway
	Cycling and walking infrastructure	West Sussex County Council Sustrans Chichester District Council
Education	Further Education	Chichester College
	Higher Education	University of Chichester
	Secondary education	West Sussex County Council, Private Schools and Academies Free Schools
	Primary education	West Sussex County Council, Private Schools and Academies Free Schools
	Early Years	West Sussex County Council. Various private nursery & pre-school providers Voluntary sector
	Special Educational Needs	West Sussex County Council
Health	Acute care and general hospitals	Western Sussex Hospitals NHS Foundation Trust
	Community and Mental Health facilities	Coastal West Sussex NHS Clinical Commissioning Group
	Primary Care facilities i.e. General Practitioner (GP) practices	Coastal West Sussex NHS Clinical Commissioning Group Various GP surgeries
Social Infrastructure	Social and Community facilities	Parish Councils Private Companies/Organisations

	Built Sports and leisure facilities	Chichester District Council Parish Councils Private Companies
	Built Community facilities	Parish Councils Organisations
Green Infrastructure	Open Spaces, Parks & Playing pitches	Chichester District Council Parish, City & Town Councils Private Companies Educational establishments
	Allotments	Parish, City & Town Councils
	Habitats Regulations Assessment mitigation – interventions necessary to mitigate the effects of development on European-designated conservation sites. In Chichester District these sites are mainly protected through payments (provided through Unilateral Undertakings) for management measures, but they can also be protected by the provision of Suitable Alternative Natural Greenspaces (SANGS) provided as on-site mitigation as part of this Plan.	Solent Recreation Mitigation Partnership  Chichester District Council & Natural England operating as Bird Aware Solent  Pagham Harbour Mitigation Partnership (between Chichester District Council & Arun District Council) Environment Agency
	Flood defences	Chichester District Council
	Rivers and streams (blue corridors)	Environment Agency  Riparian owners
	Coastal flood defences	Environment Agency Chichester District Council
Public and Community Services	Emergency services - Police	Sussex Police
	Emergency services – Fire & Rescue	West Sussex County Council Fire & Rescue
	Emergency services - Ambulance	South East Coast Ambulance Service NHS Trust (SECamb)
	Libraries	West Sussex County Council
	Cemeteries and crematoria	Chichester District Council runs Portfield and Petworth Cemeteries Church owned and run Churchyards Dignity Crematorium (Private Company)
	Waste management and disposal	West Sussex County Council
Utility Services	Wastewater treatment and sewerage	Southern Water
	Water supply	Portsmouth Water Thames Water Southern Water

	Electricity	Scottish & Southern Energy Power Distribution (SSE)
	Gas	Scotia Gas Network (SGN)
	Telecommunications/Digital infrastructure	BT Openreach

**Table to be produced for each infrastructure delivery commissioner:**

The information provided will inform future versions of the IDP and will feed into the production of a five-year rolling Infrastructure Business Plan.

Infrastructure Category (from first column in table above)	IBP number if amending an existing project.  If a new project please leave blank	Project title/ description	Justification/ rationale	Date the project is needed, and if to be delivered in phases, dates for each phase	Total estimated infrastructure cost	Sources of funding, showing amounts from each source & identification of any shortfalls	Delivery lead (If not your organisation ensure you have discussed this with the project lead and have their firm approval)
Transport		Village car park	In the centre of the village to support businesses, and allow residents/visitors with an alternative place to park, to alleviate pressure on roads caused by parking. Westbourne has very congested roads due to on	2023/27		The Parish Council has an earmarked reserve for this purpose and aims to work with other village organisations.	

			street parking, which is the only option for many, and the volume of traffic travelling through the central roads.				
Transport		Reconfiguration of The Square	Reconfiguration of The Square to allow for a pedestrian crossing, improved car parking, flow of traffic, and help support local businesses and allow for village events. The Square is increasingly congested by parked vehicles and passing traffic. Reconfiguration would support all road users.	2023/27		The Parish Council has an earmarked reserve for this purpose.	
Transport		Speed reduction and highway improvement schemes for Westbourne village	Westbourne is experiencing much passing traffic through the main roads due to increase housing locally. A highways plan and improvements are required to	2023/27		The Parish Council has an earmarked reserve for this purpose.	

			outline improvements to road layouts, double yellow lines and bollards to prevent inappropriate parking, restriction of HGVs, speed indicator devices, and support for the Community Speedwatch Group.				
Transport		Speed reduction and highway improvement for Aldsworth	Continued incidents at Aldsworth bridge due to speeding vehicles and volume of traffic. Highways improvement scheme to slow traffic and protect residents, pedestrians and horse riders.				
Social infrastructure		Storage unit	The Parish Council does not own any premises and storage space is	2023/27		Working in partnership with the Westbourne Community	

			required for its increasing amount of items and facilities which are used for the benefit of the local community.			Trust to provide storage facilities for the Council.	
Social infrastructure		CCTV	At Monk's Hill recreation ground car park to prevent anti-social behaviour and fly tipping which has increased in recent years.	2023/27			
Social infrastructure		Westbourne Community Hall, River Street, Westbourne	To support the refurbishment of the building for the benefit of the local community	2022/27			
Green infrastructure		Exercise, sport, play	To create an exercise circuit around the perimeter of the recreation ground at Monk's Hill with a range of exercise equipment.	2023/27			
Green infrastructure		Play/sport equipment	To replace the play/sport equipment at	2023/27		The Parish Council has set aside an	

			Mill Road recreation ground which has come to the end of its life-span.			earmarked reserve and is working with Westbourne Community Trust on the project.	
Green infrastructure		Tree planting	To continue to plant trees/hedges across the Parish	2023/27			
Green infrastructure		Environment	To support the River Ems restoration projects to enhance and restore the river and protect it from over abstraction with leads to it drying up in warmer months.	2023/27		Working with the Friends of the Ems, a local community group.	

## **CEMETERY CO-ORDINATOR REPORT TO 8.9.23**

**(Action Points are highlighted in Red)**

### **UPDATE RE CO-ORDINATOR ACTIONS NOTED AT MEETING ON 5.6.23**

- In light of Cllr Riddock's resignation from the end of August, a new bank signatory is now required. **ACTION: Given the small number on the JBC committee, and the length of time involved in setting the bank signatory process up, all Councillors not yet on the bank mandate are requested to agree to be added – the Co-ordinator will then progress accordingly.**
- Troughs in cemetery now need planting – **ACTION: The Committee are asked to authorise for Longmeadows to carry out this planting – suggestions for plants are welcomed, alternatively, the Co-ordinator will agree this with Longmeadows according to what is appropriate for the differing locations.**
- The request for Chair and Vice Chair to attend the Co-ordinator's appraisal has been noted. However, this differs from the usual appraisal process where a staff member is appraised directly by their line manager. **ACTION: Councillors are asked to consider whether JBC involvement might be better served by them feeding through any comments/concerns direct to the Co-ordinator's line manager (currently the Southbourne Clerk) and only exercising their right to attend on an exceptional basis, should matters not be being adequately addressed through the usual 1-2-1 process.**
- The purchase of benches now needs authorisation of locations – **ACTION: Councillors are asked to authorise the purchase of two benches under the trees by the recently planted burials (being funded by families of the recently bereaved) and two either side of the cremation area (to be funded by the Council and for memorial plaques to be potentially affixed).**
- Completion works on the matting pathway in the new part of the cemetery are still to be completed by White Horse Contractors (despite them being chased and aware that their retention monies are being held up on this basis). It is noted however that Cllr Tait expressed concern at the recent EGM that the outstanding retention balance agreed at the June meeting (when she was not present) did not match her recollection. **ACTION: In light of these concerns, Councillors are asked to reconsider their recommendation to pay the £3238.86 retention upon completion of the outstanding pathway matting, and therefore recommend the action to be taken by the Co-ordinator to resolve this matter. Additionally, Councillors views are sought on what action is now required regarding planting the wild-flower meadow.**



- Rialtas – as noted via email since the June meeting, the Rialtas payment needs to be made as the costing includes both the finance module (use delayed in response to auditor recommendation) and the cemetery module (now in full use due to progress over the summer in digitising the cemetery records). See below for a full update on both JBC finances, and the digitisation project.
- The revised process for processing JBC payments is working well with at least one JBC member from each authority to authorise and then payments to be processed by the Co-ordinator with her line manager to approve them. **ACTION: The current proposed payments schedule is attached at APPENDIX A and Councillors are asked for authorisation.**
- Digitisation has been the focus of the Co-ordinator's capacity during the summer. However, progressing the memorial testing will be the focus for the autumn, and capacity will also be found to progress the streamlining of the Memorial request form, as agreed at the June JBC meeting.

### **MATTERS FOR DETAILED CONSIDERATION AT JBC MEETING ON 11.9.23**

- A) Update on 2023/24 JBC Budget** – Please see Appendix B below and note the following.
- o Thanks are expressed to Cllr Ricketts for his prompt communication with his fellow Westbourne Councillors following the recent EGM when a recommendation from the Southbourne staffing committee was considered regarding a request for a temporary increase in the Co-ordinator's hours from 8-12 for the period August 2023 to March 2024. This was requested on an urgent basis to allow support to be given in kickstarting the digitisation project alongside the summer student support. It was agreed at the EGM that this matter should be referred to the respective Councils (although this was subsequently not considered necessary at Southbourne as it had already been progressed via their staffing committee). The student has made significant progress with digitisation (as detailed below). However, matters had to be refocused by the Co-ordinator as a result of the EGM decision and it is now proposed that any increase in the Co-ordinator's hours be postponed and considered as part of the JBC's Financial Planning discussions in November for 2024/25.
  - o The mid-year audit review of JBC finances is scheduled for 5<sup>th</sup> October – the outcome of this will be communicated to the Committee at the scheduled November JBC Financial Planning meeting.
- B) Update on the Summer Digitisation Project**
- o Following obtaining guidance from Rialtas regarding their cemetery package (for which no charge was incurred as information was gained via the help-call route rather than formal training being requested), significant progress has been made in logging the manual cemetery records on to the Rialtas package.
  - o As recommended by Rialtas, the project is being progressed in stages with the first focus being to load the 'Grants of Rights' to burials/cremations. This involves two processes on the system – firstly the 'plot' needs to be added, and then the individual 'Right' information needs to be logged against the relevant plot. This has now been completed for 2 of the 3 books going back as far as 1986. There are however a number of Grants that have queries which have had to be left pending further investigation by the Co-ordinator (a further book for Rights from 1975-1986 has also now been found and will need to be logged in due course).
  - o To date the student has undertaken 23 hours at a cost of £230. There is a balance of £270 of authorised funding for this work to continue and, **ACTION: if the Committee are still in agreement, the student will continue to**

progress loading the information as her capacity allows, under the supervision of the Co-ordinator, up to the maximum of the previously agreed 50 hours limit. The student's study commitments mean that this is likely to progress gradually from now on, but updates will be brought to future JBC meetings to keep Councillor's updated of progress.

- Once all 'Grants of Rights' are loaded (excluding those with queries which will need to wait until the Co-ordinator has capacity to resolve them), the next stage will be to go back into each 'plot' and load the respective burial or cremation information, as applicable. This can be a more complicated process (according to Rialtas advice) as it can involve several entries on the same plot (for multiple burials and possible interment of ashes). Further funding is likely to be required for this stage of the project, with a possibility that the student may be able to assist again, with this stage, during her summer vacation next year.

#### **C) Request for Exhumation of Ashes from 3 Plots**

- Councillors are asked to note that the Co-ordinator has been in discussions following a recent request to exhume ashes from 3 cremation plots within the cemetery. Having liaised with the client and Reynolds undertakers, and undertaken research on the Gov.uk website, it is now with the client to submit the request for exhumation to the Home Office. **ACTION: Councillors are asked to note that, depending on the Home Office's response (which will outline what actions are permitted/required by the cemetery authority), the Co-ordinator will be asking them to agree the costs that will need to be levied on the client for such actions.**

#### **D) Recent Issues at the Cemetery**

- Problems have been experienced with the Chapel Door coming open, despite it being locked (Cllr Tait may recall this was the case when arriving for the recent EGM meeting). After this happened again, Longmeadows have investigated the matter and removed debris from the locking mechanism which allows the bolt to drop in more securely and, at present, this appears to have remedied the issue. However, it is being kept under review and, should it reoccur, a specialist locksmith may need to be called.
- Longmeadows have located three wasps' nests in the cemetery. They are still currently active and, if left, there is a possibility that wasps could enter the chapel to overwinter. Longmeadows are prepared to remove the wasps at a cost of the powder used plus an hour of their time. **ACTION: Councillors are asked to consider whether they wish to authorise this expenditure.**
- A report has been received of motorcycles being ridden around the cemetery. This has been reported by the Co-ordinator, to the police, via their online form. However, upon review, it seems likely that they are accessing via one of the double gate access routes. **ACTION: Councillors are asked to consider whether there is any further action they wish to recommend to try to alleviate the chance of this reoccurring.**

#### **E) Rental Property Maintenance Report**

- The Co-ordinator has seen the tenant recently and there are ongoing delays in getting the property maintenance recommendations actioned via Leaders. The Co-ordinator has requested a meeting with Leaders so that this can be discussed and a way found for moving things forward more quickly in future.
- **ACTION: Councillors are asked to note the Maintenance Report and consider authorising expenditure for the related quotes, supplied by Leaders, to alleviate the issues raised (see Appendix C).**

## APPENDIX A

### WESTBOURNE AND SOUTHBOURNE JOINT BURIAL COMMITTEE

The Burial Committee for the Parishes of Westbourne and Southbourne, West Sussex

**SEPTEMBER 2023**

#### INVOICES FOR PAYMENT

Please find below a list of invoices to September, due for payment.

Supplier	Amount	Inv. No.	Description
Longmeadows	35.00	712	To clean and secure lock on Chapel door
Longmeadows	120.00	713	Remove stones and level 6 graves
Longmeadows	500.00	704	Cut cemetery hedge boundary
Longmeadows	5914.00	700	Maintenance contract April-June 2023
Longmeadows	140.00	696	Cremation dig for Margaret Johnson (recharged to client)
*Rialtas	139.02	SM27950	23/24 Alpha Finance Software for 23/24
*Rialtas	340.35	SM27951	Cemeteries Software for 23/24
CARE! Crouchers	114.00	55647	Gas safety check for The Lodge (HOWEVER, amount believed to have already been paid via Leaders – verbal update to be given at JBC meeting)
CARE! White Horse Contractors	3238.86	13062023	Final retention monies payment re cemetery extension works. Previously authorised but held over pending completion of pathway
<b>TOTAL PAYMENTS</b>	<b>10541.23 *</b>	<b>CONSIDER</b>	<b>* PLEASE NOTE CAUTION NOTES</b>
		<b>WITH CARE</b>	<b>RE PAYMENTS TO RIALTAS,</b>
			<b>CROUCHCHERS AND WHITE HORSE!</b>

PLEASE NOTE \* : The two Rialtas payments noted above were previously authorised in June. However, Rialtas have recently changed their bank account and those payments were rejected and returned to the JBC account, hence they now need to be resent to the revised Rialtas bank details.

## APPENDIX B

**JBC Finance Update for 2023/24 for period 1.4.-31.8.23 (+ related bank statements)**

**Please see Excel Spreadsheet for analysis**

## APPENDIX C

**Property Maintenance Report and related quotes re The Lodge**

**Please see Report & Quotes, shared separately to facilitate opening (all on Office365)**

**AUTHOR: Lindy Nash, Cemetery Co-ordinator**

**DATE: 08.09.23**

## **WESTBOURNE AND SOUTHBOURNE JOINT BURIAL COMMITTEE**

**Minutes for Westbourne and Southbourne Joint Burial Committee Meeting  
held at 7pm on 11 September 2023 at The Meeting Place, Westbourne  
(ACTION points requiring follow up are noted below in RED)**

**Present: Southbourne Councillors (SPC) – A Tait and J Money  
Westbourne Councillors (WPC) - R Hitchcock and J Gould**

**Also in attendance: Lindy Nash as JBC Cemetery Co-ordinator**

**NB: A copy of the relevant Co-ordinator's Report is appended below as Appendix A**

13. The Cemetery Co-ordinator opened the meeting, welcoming all Councillors to the Chapel, and noting the current JBC Vice Chair has stood down with effect from 31<sup>st</sup> August 2023, hence the need to appoint to these roles this evening.

14. Election of Chair and Vice Chair

The Co-ordinator asked for nominations for the role of Chair from the two Westbourne Councillors present. Cllr Hitchcock agreed to stand for the role and was unanimously supported. He did note however that, due to ongoing health concerns, he might need to look to another Councillor to take on this role in future.

The Chair then asked for nominations from the two Southbourne Councillors present for the role of Vice Chair. Cllr Tait agreed to stand for the role and was unanimously supported.

Cllr Hitchcock noted that he was not feeling fully fit this evening and thus asked for Cllr Tait to Chair this evening's meeting which she agreed to do.

15. Apologies for Absence

Cllr Ricketts (WPC) noted had sent his apologies. These were duly accepted.

It was further noted that Southbourne Council are seeking to appoint to their current JBC vacancy at their Fully Council meeting later this week. It is hoped therefore that the Committee will be at full strength again at its next meeting.

16. Declarations of Personal and Pecuniary Interests – None were made.

17. Minutes of Meetings

The draft minutes of the last JBC meeting, held 5<sup>th</sup> June 2023, were duly considered. Their acceptance was proposed by Cllr Tait and seconded by Cllr Gould and, hence, were duly agreed.

The draft minutes of the EGM, held 24<sup>th</sup> July 2023, were duly considered. Their acceptance was proposed by Cllr Gould and seconded by Cllr Tait and, hence, were duly agreed.

## 18. Updates and Issues

It was noted that the decision at the EGM to refer the request for a temporary increase in the Cemetery Co-ordinator's hours for consideration at the respective full council meetings had created an unfortunate delay in driving forward the digitisation project. After discussion, JBC Councillors felt, on reflection, that this referral was not necessary providing the proposed increase in costs could be covered from within the agreed JBC budget for the current year.

## 19. Cemetery Co-ordinator's Report

The Co-ordinator introduced her report and the following was noted:

- Given the recent resignation of Cllr Riddoch, and the protracted time it takes to set up bank signatories, all Cllrs present at tonight's meeting agreed to be added as signatories to the JCB account to ensure greater continuity in the event of any future changes in committee membership. **ACTION: The Co-ordinator to facilitate this change with Lloyds bank.**
- Cllrs were supportive of the cemetery troughs being planted by Longmeadows. Plant suggestions included salvias, narines and spring flowering bulbs. **ACTION: The Co-ordinator to liaise with Longmeadows to progress planting.**
- Following lengthy discussion, Cllrs voted on the proposal for the Cemetery Co-ordinator's appraisal to be solely between the Co-ordinator and her line manager, but with the line manager having written to all JBC members at least two weeks before appraisal, inviting any feedback on the co-ordinator's performance to be emailed to her so that she can include this within the appraisal discussion. The proposal was supported by Cllrs Tait and Gould, with Cllrs Hitchcock and Money (who preferred direct involvement by a JBC Cllr as part of the appraisal) choosing to abstain. The proposal was therefore agreed. **ACTION: The Co-ordinator will relay the decision to her line manager so that her next appraisal can be set up on this basis.**
- Cllrs considered the location of the two JBC funded benches, and the two which are to be funded by local families with unanimous agreement for the two JBC ones to be looking in towards the cemetery from the central square of the new cremation area, and with the two family purchases to be located near to the respective family graves in the new cemetery area (with the caveat that no bench can ever be positioned under the ash tree due to the concerns of potential future ash die-back). Cllrs also unanimously supported that the installation of all benches should be done at the same time, with all being bolted and cemented down – the cost of the bolt rests with the purchaser – on this occasion however, all cement costs will be met by the council (given it would be difficult to divide the cost on this occasion). **ACTION: The Co-ordinator to liaise with families and the bench supplier to progress this.**
- The retention monies withheld for the White Horse contractors work was discussed. Following discussion, it was reconfirmed that the remaining balance

of £3238.86 should be paid upon completion of the pathway matting between the old part of the cemetery, across to the roadway in the new section (which has been left half completed since the Spring), but only on the condition that this then completes all links between this Authority and White Horse – thus leaving the authority free to contract elsewhere, if needs be, regarding any future works at the cemetery. **ACTION: The Co-ordinator will contact White Horse once again to reiterate the need for the pathway matting to be completed, to then enable this transaction to be concluded.**

- Discussion took place regarding how best to progress the wild-flower meadow planting. The following was agreed for **ACTION: The Co-ordinator to investigate options for getting the area scarified (possibly via Longmeadows) and then to liaise with Cllrs Tait and Hitchcock re possibilities for planting rattle and wildflower seeds (possibly via the community gardening team).**
- The proposed JBC payments, listed as Appendix A in the Co-ordinator's Report, were duly considered and payment of all was proposed by Cllr Tait and seconded by Cllr Gould. **ACTION: The Co-ordinator will pay these later this week when she is next in the office with her line manager present to authorise the payments (in line with the revised payment process).**
- The update on the 2023/24 JBC Budget, as detailed in the Co-ordinator's Report, was duly considered and noted, and the Committee looks forward to receiving the update from the interim audit review on October 5<sup>th</sup>, and further discussions regarding possible temporary amendments to the Co-ordinator's hours, when they next meet to focus on finance matters at their November budget planning meeting.
- The update on the digitisation project was duly considered and welcomed, and Councillors remained in favour of the student continuing to progress input of records, when capacity allows, up to the maximum of 50 hours (as previously authorised for the period to the end of the current financial year).
- The enquiry regarding exhuming 3 lots of ashes, as detailed in the Co-ordinator's Report, was duly noted.
- The three recent issues at the Cemetery, as noted in the Co-ordinator's Report, were duly noted. In response, Councillors concluded that, unless the wasps nests were sited especially close to areas frequented by visitors, they should not be removed at this time of year given that they are likely to die off naturally fairly imminently; and, though the motorcycle activity within the graveyard remains of concern, Councillors felt there was little that could be done at this time to discourage it further. Cllr Money did suggest that it may be worth investing in a security patrol which, from prior experience, he believes might be procured at a cost of approximately £20 per week. After discussion, it was agreed that **ACTION: Security patrol proposal to be considered as part of the November 2024/25 Budget Planning session.**
- Councillors noted the Maintenance Report for the Cemetery Lodge and the related maintenance that was recommended alongside the available quotes (as detailed in the Co-ordinator's Report). Following discussion, and recognition that these matters need urgent attention, especially given some have been outstanding for some time, there was unanimous agreement that all necessary maintenance expenditure is authorised so that all necessary maintenance works can be carried out for the tenant as quickly as possible. **ACTION: The Co-ordinator is to liaise with Leaders to ensure all maintenance works are actioned as a matter of urgency.**

20. Future JBC Meeting Dates – the following dates and venues were agreed:
- 7pm November 6<sup>th</sup> 2023, at Southbourne Church Hall (for Budget Planning Only – to include a review of the Fees and Charges Schedule)
  - 7pm on December 4<sup>th</sup> 2023, at Westbourne Meeting Place
  - 7pm on March 4<sup>th</sup> 2023, at Southbourne Church Hall.

The meeting closed at 20.41.

## APPENDIX A – Cemetery Co-ordinator's Report to 8.9.23 (Action Points are highlighted in Red)

### UPDATE RE CO-ORDINATOR ACTIONS NOTED AT MEETING ON 5.6.23

- In light of Cllr Riddock's resignation from the end of August, a new bank signatory is now required. **ACTION: Given the small number on the JBC committee, and the length of time involved in setting the bank signatory process up, all Councillors not yet on the bank mandate are requested to agree to be added – the Co-ordinator will then progress accordingly.**
- Troughs in cemetery now need planting – **ACTION: The Committee are asked to authorise for Longmeadows to carry out this planting – suggestions for plants are welcomed, alternatively, the Co-ordinator will agree this with Longmeadows according to what is appropriate for the differing locations.**
- The request for Chair and Vice Chair to attend the Co-ordinator's appraisal has been noted. However, this differs from the usual appraisal process where a staff member is appraised directly by their line manager. **ACTION: Councillors are asked to consider whether JBC involvement might be better served by them feeding through any comments/concerns direct to the Co-ordinator's line manager (currently the Southbourne Clerk) and only exercising their right to attend on an exceptional basis, should matters not be being adequately addressed through the usual 1-2-1 process.**
- The purchase of benches now needs authorisation of locations – **ACTION: Councillors are asked to authorise the purchase of two benches under the trees by the recently planted burials (being funded by families of the recently bereaved) and two either side of the cremation area (to be funded by the Council and for memorial plaques to be potentially affixed).**
- Completion works on the matting pathway in the new part of the cemetery are still to be completed by White Horse Contractors (despite them being chased and aware that their retention monies are being held up on this basis). It is noted however that Cllr Tait expressed concern at the recent EGM that the outstanding retention balance agreed at the June meeting (when she was not present) did not match her recollection. **ACTION: In light of these concerns, Councillors are asked to reconsider their recommendation to pay the £3238.86 retention upon completion of the outstanding pathway matting, and therefore recommend the action to be taken by the Co-ordinator to resolve this matter. Additionally, Councillors views are sought on what action is now required regarding planting the wild-flower meadow.**
- Rialtas – as noted via email since the June meeting, the Rialtas payment needs to be made as the costing includes both the finance module (use delayed in response to auditor recommendation) and the cemetery module (now in full use due to progress over the summer in digitising the cemetery records). See below for a full update on both JBC finances, and the digitisation project.
- The revised process for processing JBC payments is working well with at least one JBC member from each authority to authorise and then payments to be processed by the Co-ordinator with her line manager to approve them. **ACTION: The current proposed payments schedule is attached at APPENDIX A and Councillors are asked for authorisation.**
- Digitisation has been the focus of the Co-ordinator's capacity during the summer. However, progressing the memorial testing will be the focus for the



autumn, and capacity will also be found to progress the streamlining of the Memorial request form, as agreed at the June JBC meeting.

## **MATTERS FOR DETAILED CONSIDERATION AT JBC MEETING ON 11.9.23**

### **A) Update on 2023/24 JBC Budget –** Please see Appendix B below and note the following.

- Thanks are expressed to Cllr Ricketts for his prompt communication with his fellow Westbourne Councillors following the recent EGM when a recommendation from the Southbourne staffing committee was considered regarding a request for a temporary increase in the Co-ordinator's hours from 8-12 for the period August 2023 to March 2024. This was requested on an urgent basis to allow support to be given in kickstarting the digitisation project alongside the summer student support. It was agreed at the EGM that this matter should be referred to the respective Councils (although this was subsequently not considered necessary at Southbourne as it had already been progressed via their staffing committee). The student has made significant progress with digitisation (as detailed below). However, matters had to be refocused by the Co-ordinator as a result of the EGM decision and it is now proposed that any increase in the Co-ordinator's hours be postponed and considered as part of the JBC's Financial Planning discussions in November for 2024/25.
- The mid-year audit review of JBC finances is scheduled for 5<sup>th</sup> October – the outcome of this will be communicated to the Committee at the scheduled November JBC Financial Planning meeting.

### **B) Update on the Summer Digitisation Project**

- Following obtaining guidance from Rialtas regarding their cemetery package (for which no charge was incurred as information was gained via the help-call route rather than formal training being requested), significant progress has been made in logging the manual cemetery records on to the Rialtas package.
- As recommended by Rialtas, the project is being progressed in stages with the first focus being to load the 'Grants of Rights' to burials/cremations. This involves two processes on the system – firstly the 'plot' needs to be added, and then the individual 'Right' information needs to be logged against the relevant plot. This has now been completed for 2 of the 3 books going back as far as 1986. There are however a number of Grants that have queries which have had to be left pending further investigation by the Co-ordinator (a further book for Rights from 1975-1986 has also now been found and will need to be logged in due course).
- To date the student has undertaken 23 hours at a cost of £230. There is a balance of £270 of authorised funding for this work to continue and, **ACTION: if the Committee are still in agreement, the student will continue to progress loading the information as her capacity allows, under the supervision of the Co-ordinator, up to the maximum of the previously agreed 50 hours limit.** The student's study commitments mean that this is likely to progress gradually from now on, but updates will be brought to future JBC meetings to keep Councillor's updated of progress.
- Once all 'Grants of Rights' are loaded (excluding those with queries which will need to wait until the Co-ordinator has capacity to resolve

them), the next stage will be to go back into each 'plot' and load the respective burial or cremation information, as applicable. This can be a more complicated process (according to Rialtas advice) as it can involve several entries on the same plot (for multiple burials and possible interment of ashes). Further funding is likely to be required for this stage of the project, with a possibility that the student may be able to assist again, with this stage, during her summer vacation next year.

#### **C) Request for Exhumation of Ashes from 3 Plots**

- Councillors are asked to note that the Co-ordinator has been in discussions following a recent request to exhume ashes from 3 cremation plots within the cemetery. Having liaised with the client and Reynolds undertakers, and undertaken research on the Gov.uk website, it is now with the client to submit the request for exhumation to the Home Office. **ACTION: Councillors are asked to note that, depending on the Home Office's response (which will outline what actions are permitted/required by the cemetery authority), the Co-ordinator will be asking them to agree the costs that will need to be levied on the client for such actions.**

#### **D) Recent Issues at the Cemetery**

- Problems have been experienced with the Chapel Door coming open, despite it being locked (Cllr Tait may recall this was the case when arriving for the recent EGM meeting). After this happened again, Longmeadows have investigated the matter and removed debris from the locking mechanism which allows the bolt to drop in more securely and, at present, this appears to have remedied the issue. However, it is being kept under review and, should it reoccur, a specialist locksmith may need to be called.
- Longmeadows have located three wasps' nests in the cemetery. They are still currently active and, if left, there is a possibility that wasps could enter the chapel to overwinter. Longmeadows are prepared to remove the wasps at a cost of the powder used plus an hour of their time. **ACTION: Councillors are asked to consider whether they wish to authorise this expenditure.**
- A report has been received of motorcycles being ridden around the cemetery. This has been reported by the Co-ordinator, to the police, via their online form. However, upon review, it seems likely that they are accessing via one of the double gate access routes. **ACTION: Councillors are asked to consider whether there is any further action they wish to recommend to try to alleviate the chance of this reoccurring.**

#### **E) Rental Property Maintenance Report**

- The Co-ordinator has seen the tenant recently and there are ongoing delays in getting the property maintenance recommendations actioned via Leaders. The Co-ordinator has requested a meeting with Leaders so that this can be discussed and a way found for moving things forward more quickly in future.
- **ACTION: Councillors are asked to note the Maintenance Report and consider authorising expenditure for the related quotes, supplied by Leaders, to alleviate the issues raised (see Appendix C).**

## **APPENDIX A**

### **WESTBOURNE AND SOUTHBOURNE JOINT BURIAL COMMITTEE**

**SEPTEMBER 2023  
INVOICES FOR PAYMENT**

Please find below a list of invoices to September, due for payment.

<b>Supplier</b>	<b>Amount</b>	<b>Inv. No.</b>	<b>Description</b>
Longmeadows	35.00	712	To clean and secure lock on Chapel door
Longmeadows	120.00	713	Remove stones and level 6 graves
Longmeadows	500.00	704	Cut cemetery hedge boundary
Longmeadows	5914.00	700	Maintenance contract April-June 2023
Longmeadows	140.00	696	Cremation dig for Margaret Johnson (recharged to client)
*Rialtas	139.02	SM27950	23/24 Alpha Finance Software for 23/24
*Rialtas	340.35	SM27951	Cemeteries Software for 23/24
CARE! Crouchers	114.00	55647	Gas safety check for The Lodge (HOWEVER, amount believed to have already been paid via Leaders – verbal update to be given at JBC meeting)
CARE! White Horse Contractors	3238.86	13062023	Final retention monies payment re cemetery extension works. Previously authorised but held over pending completion of pathway
<b>TOTAL PAYMENTS</b>	<b>10541.23</b>	<b>CONSIDER</b>	<b>* PLEASE NOTE CAUTION NOTES</b>
	*	<b>WITH CARE</b>	<b>RE PAYMENTS TO RIALTAS,</b>
			<b>CROUCHCHERS AND WHITE HORSE!</b>

PLEASE NOTE \* : The two Rialtas payments noted above were previously authorised in June. However, Rialtas have recently changed their bank account and those payments were rejected and returned to the JBC account, hence they now need to be resent to the revised Rialtas bank details.

**APPENDIX B**

**JBC Finance Update for 2023/24 for period 1.4.-31.8.23 (+ related bank statements)**

**Please see Excel Spreadsheet for analysis**

**APPENDIX C**

**Property Maintenance Report and related quotes re The Lodge**

**Please see Report & Quotes, shared separately to facilitate opening (all on Office365)**

**AUTHOR: Lindy Nash, Cemetery Co-ordinator**

**DATE: 08.09.23**

**Westbourne Parish Council, 12 October 2023**

**Agenda item 17: Payments for approval**

(DD: payment by Direct Debit, BACS: payment by Internet Banking, C: cheque payment inc. cheque number, PC: payment by petty cash, \* earmarked reserve).

<b>Payments for approval</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	EE Mobile phone	20.59	17.16	3.43
BACS	Confidential payments Sept 2023	1,584.61	1,584.61	0.00
BACS	WSCC LGPS Aug 2023	490.10	490.10	0.00
	Microshade cloud storage and email			
BACS	accounts	141.69	118.07	23.62
BACS	MS 365	9.48	7.90	1.58
	SLCC training, C Kennett. Closed			
BACS	churchyards and memorial safety	54.00	45.00	9.00
BACS	GM Support playground inspections	220.00	220.00	0.00
	Reimbursement C Kennett 16 1st class			
BACS	and 8 2nd class stamps	26.00	26.00	0.00
BACS	Longmeadows quarter 2 2023/24	3,875.10	3,875.10	0.00
	Mulberry & Co payroll services quarter 2			
BACS	2023/24	126.00	105.00	21.00
		<b>6,547.57</b>	<b>6,488.94</b>	<b>58.63</b>

**Payments for retrospective approval**

	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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## **Westbourne Parish Council, 12 October 2023**

### **Agenda item 18: Correspondence list**

- To note that Westbourne History Group is going ahead with hosting its own website and has informed Anna Tonkin that they will no longer be updating the pages on the Village Website. There will be a note on their existing pages to direct people to the new website.
- WSALC AGM is taking place on 20 October in Billingshurst and Richard has registered to attend on behalf of the Parish Council.
- Publication of A27 Chichester bypass mitigation supplementary planning department document for consultation, closes 3 November  
[www.chichester.gov.uk/currentplanningpolicyconsultations](http://www.chichester.gov.uk/currentplanningpolicyconsultations)
- Consultation on active travel in West Sussex, such as improved walking and cycling facilities. Closes on 15 November  
<https://yourvoice.westsussex.gov.uk/active-travel-strategy>
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