

SALTASH TOWN COUNCIL

Notes of a Meeting of the Burial Board held on Monday 25th June 2012 at 6:30 pm at St Stephen's Cemetery

PRESENT: Councillors: R Austin (Co-Chairman), Reverend Canon A Butler (Co-Chairman), P Clements, M Gee, D Holley, W Phillips.

ALSO PRESENT: 2 Members of the public.
Mr P Jordan (Church Town Allotment Society Chairman)
Mr B Jones (St Stephens PCC)
Mr J Reid (St Stephens PCC)
Mr D Bartlett – Grounds man,
Mr D Fowell (PFS Funeral Director)
Mr R Lane (Town Clerk).

APOLOGIES: None.

Prior to the commencement of the meeting a site visit to St Stephens and Church Town Cemeteries was conducted.

HEALTH AND SAFETY ANNOUNCEMENTS

Councillor: R Austin informed those present of the actions required in the event of a fire or emergency.

01/12/13 ELECTION CO-CHAIRMEN OF THE COMMITTEE

The Mayor proposed Councillor R Austin and Reverend Canon A Butler as Co-Chairmen.

It was **RESOLVED** that Councillor R Austin and Reverend Canon A Butler be elected as Co-Chairmen.

02/12/13 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/ Prejudicial	Reason
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None.

03/12/13 QUESTIONS FROM THE PUBLIC

1. Mr A Jewell representing a resident of 60 Killigrew Avenue requested a tree and the nature area to the rear of the property be considered within an environmental management plan in relation to light and aesthetic issues.

It was **RESOLVED** that the Cornwall Council Tree Officer be consulted on the issues as part of the annual tree inspection report and that the views of the Tree Warden Flok de Ryke be requested.

2. Mr W McDonald of 66 Killigrew Avenue requested members consider light issues in relation to a tree to the rear of the property.

It was **RESOLVED** that the Cornwall Council Tree Officer be consulted on the issue as part of the annual tree inspection report and that the views of the Tree Warden Flok de Ryke be requested.

04/12/13 FINANCE

- a. the current Committee budget statement.

Councillor Austin reported to members on the statement.

It was **RESOLVED** that the report be noted.

- b. the implementation of a system of spot checking Burial Board income as per audit report.

Councillor Austin reported that the Internal Auditor had recommended that consideration should be given to implementing a system of spot checking Burial Board income returns.

It was **RESOLVED** that burial reference numbers would be included together with burial names on the payment return by the church to provide a detailed audit trail for inspection by the auditor.

05/12/13 UPDATE ON AVAILABLE BURIAL SPACE AND FORECAST FOR OPERATIONAL DATE OF THE CHURCHTOWN CEMETARY

Reverend Canon A Butler reported that St Stephens cemetery could accommodate a further 55 burials which based on current demand would equate to approximately 3 to 4 years use before Church Town cemetery would be required for burials.

It was **RESOLVED** that the report be noted.

06/12/13 CHURCHTOWN CEMETERY

(a) Report from the Grounds person

The Groundsperson reported that the on road parking signs painting was imminent however there were still on-going parking problems in the lane and outside the cemetery gates.

Councillor Austin reported that he had requested Cornwall Council put parking restriction signs up.

It was **RESOLVED** that Councillor R Austin pursue the weeding, making good and installation of double yellow lines up the left hand side of the lane and the provision of a no access sign to the top of the lane with Cornwall Council.

(b) Update on signage

The Groundsperson reported that the relocation of the noticeboard had been ordered and the work was imminent.

It was **RESOLVED** that the report be noted.

(c) Murderers Plot

Members gave further consideration to the work required for the area.

It was **RESOLVED** that:

1. Councillor Austin would progress tree management and the removal of the dead trees with the Cornwall Council Wildlife Warden.
2. The Scouts would continue with the restoration of the wall.
3. Mr J Reid would progress the plaque.

(d) Any other items relating to Churchtown Cemetery

Following issues highlighted during the site visit and a request for access to the toilet facilities from the Allotment Society.

It was **RESOLVED** that:

1. The box hedging be replaced and fencing be installed to the entrance gardens.
2. The cornish wall be replanted in 2013.
3. The Clerk check the land deeds with regard to the councils responsibility for any trees within or surrounding the cemetery.
4. That a request from the Allotments Society for a 2nd water trough to be financed by themselves and two ponds be referred to the Civic Amenities Committee for consideration.
5. The Allotment Society be allowed access to the toilet facilities on condition that:
 - i. The toilet key be kept in a locked secure location.

- ii. The toilet and cleaning apparatus be kept in a clean and sanitary condition at all times.
- iii. Any abuse or lack of cleanliness of the facility would result in access being withdrawn.

07/12/13

ST STEPHEN'S CEMETERY

(a) Report from the Grounds Person

No report.

(b) Base cut of western wall.

The Clerk reported that Cornwall Council would conduct the works as part of their programmed schedule.

It was **RESOLVED** that the Clerk seek an update on the timing of the works schedule with Cornwall Council

(c) Saltash Fire Fighters Memorial

No report.

It was **RESOLVED** that the Clerk request an update from Darren Berrey.

(d) Overhanging Trees

It was considered this item had been addressed during questions from the public.

(e) Grave digging/back filling

The Groundsperson reported that the problem was continuing despite a letter requesting an improvement being sent by the Clerk to the funeral directors engaging the grave diggers.

It was **RESOLVED** that the Clerk write to the grave diggers themselves requesting an improvement and that should the Groundsperson not be satisfied with future works conducted by the grave diggers they be called in to committee for interview and review.

(f) Any other items relating to St Stephens Cemetery

None.

08/12/13

HEALTH & SAFETY

(a) Tombs

- (i) Cornwall Council maintained memorials

Councillor Austin reported that he was progressing the issue with Cornwall Council.

It was **RESOLVED** that the report be noted.

(b) Update on bank maintenance

The Allotment Chairman reported that a bank account had now been opened to enable the purchase of the strimmer and the maintenance work would be conducted.

It was **RESOLVED** that the report be noted.

(c) Update on unstable wall

The Groundsperson reported that work on the wall had commenced.

It was **RESOLVED** that the Clerk report back on the cost of repairing a further section of the wall in need of repair.

(d) Any other urgent Health and Safety issues

None.

09/12/13

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1 (2) OF THE Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary.)

None.

10/12/13

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

11/12/13

URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

None.

12/12/13

PRESS RELEASES OR ARTICLES REQUIRED

None.

13/12/13

DATE OF NEXT MEETING

Monday 10th September 2012 – 7.00 pm at the Guildhall

Rising at 8.25 pm

Signed: _____
Chairman

Dated: _____
2nd August 2012