

SALTASH TOWN COUNCIL

Notes of a Meeting of the Burial Board held on Monday 24th September 2012 at 7.00 pm at the Guildhall

PRESENT: Councillors: R Austin (Co-Chairman), P Clements, W Phillips, D Yates

ALSO PRESENT:

Mr B Jones (St Stephens PCC)
Mr P Jordan (Chairman - Churchtown Allotment Association).
Mr R Lane (Town Clerk).

APOLOGIES: Councillors: M Gee, D Holley, Reverend Canon A Butler (Co-Chairman), Mr D Bartlett – Grounds man, Mr D Fowell (PFS Funeral Director), Mr J Reid (St Stephens PCC).

HEALTH AND SAFETY ANNOUNCEMENTS

The Co – Chairman informed those present of the actions required in the event of a fire or emergency.

14/12/13 DECLARATIONS OF INTEREST

- a. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
- c. Dispensations required

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

15/12/13 QUESTIONS FROM THE PUBLIC

Mr P Jordan (Chairman Churchtown Allotment Association) thanked the council for allowing society members access to the cemetery toilets and reported that members had been informed not to park in the cemetery car park spaces and to keep the main gate locked.

He also reported a theft of chippings had occurred recently.

He then enquired if the spare land at the cemetery was to be used for additional allotments could an extension to the bee apiary be considered.

It was **RESOLVED** to refer the request to the Civic Amenities Committee.

He then asked if the council would consider collecting the insurance premiums due to the allotment society from 7 allotment holders refusing to pay or join the association when the council collected the annual rent payments.

A discussion took place with regard to the feasibility of the council collecting the premiums and alternatively establishing a condition in the tenancy agreement that would require all allotment holders to join the association and pay the premium direct to the allotment association who pay and are the policy holders.

It was **RESOLVED** to refer the issue to the Civic Amenities Committee for consideration.

16/12/13 BUDGET STATEMENTS

a. Current Committee Budget Statement

It was **RESOLVED** to defer to the next meeting.

b. Initial consideration of the budget for 2013/14

It was **RESOLVED** to defer to the next meeting.

17/12/13 UPDATE ON AVAILABLE BURIAL SPACE AND FORECAST FOR OPERATIONAL DATE OF THE CHURCHTOWN CEMETARY

Mr Jones reported that there had been numerous re-openings and ashes with a further 5 burials taking place since May which leaves approximately 40 burial spaces that will on the current demand provide burial space for up to four years.

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

18/12/13 CHURCHTOWN CEMETERY

(a) Report from the Grounds person

In the absence of the Grounds person the Co-Chairman read out the following report.

1. The road marking painting had now been completed.
2. Works are still awaited for the front sign to be relocated.

3. The Echo strimmer was not being used due to a health and safety issue with the strimmer.

It was **RESOLVED** to note and refer the issue of the strimmer to the next meeting.

(b) Report on current position

No report.

(c) Submit an accurate forecast as to when Churchtown Cemetery will be operational and require staffing and administrative support, based on two scenarios:

- i. **Likely and**
- ii. **Worst reasonable case for the staffing committee**

It was **RESOLVED** to inform the Staffing Committee that the likely forecast will be 2015 and that worst reasonable case would be addressed by informing the Staffing Committee on an annual basis a year in advance if the forecast year of 2015 changed in order to allow operational forward planning and budgeting.

(d) Any other items relating to Churchtown Cemetery

None

19/12/13

ST STEPHEN'S CEMETERY

(a) Report from the Grounds Person

In the absence of the Grounds person the Co-Chairman read out the following report.

1. Grass cutting this year had been challenging due to the continuous growing conditions resulting in double the number of cuts.
2. The letter to the gravediggers regarding sinking graves had positive results with them now doing all they could to resolve the issue.
3. The hedge at the lower part of the farm has not yet been cut.

It was **RESOLVED** that the Ground person monitor the standard of grave digging and report back on the exact location of the hedge to determine maintenance ownership.

(b) Murderers Plot and Plaque

The Co-Chairman reported that the tree work had now been completed and informed members that the cost to rebuild the wall would be £570.

(c) Requests for Memorial Benches

Members considered two requests for benches.

It was **RESOLVED** to reaffirm the policy to accept no more benches and to offer alternative sites to the applicants.

(d) Trees

The Co-Chairman read out reports from the Tree Warden and the Cornwall Living Churchyards Projects Officer relating to suggested on-going maintenance work proposals.

It was **RESOLVED** to refer the reports to the Grounds person for consideration and liaison with the Co-Chairman to determine the feasibility of the proposals.

(e) Base cut of western wall

The Co-Chairman reported that the cut was programmed with Cornwall Council within their works schedule.

It was **RESOLVED** to request Cornwall Council weed kill the area prior to the growing season next year.

(f) Saltash Fire Fighters Memorial

No report.

It was **RESOLVED** that the Co-Chairman would progress the matter.

(g) Any other items relating to St Stephens Cemetery

The Co-Chairman referred to a recent report of misplaced flowers, cards and a potted plant from a grave.

It was **RESOLVED** that the Co-Chairman will liaise with the Grounds person to determine further information and the Clerk respond to the complainant.

20/12/13

HEALTH & SAFETY

(a) Tombs

(i) Cornwall Council maintained memorials

Mr Jones reported that work was on-going.

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

(b) Update on bank maintenance

The Co-Chairman reported that the allotment association had now been awarded funding to purchase the necessary equipment and upon procurement of the equipment the work will be completed.

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

(c) Update on unstable wall

The Co-Chairman reported that the programmed work had now been completed.

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

(d) Any other urgent Health and Safety issues

None

- 21/12/13** **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.)
- 22/12/13** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**
To resolve that the public and press be re-admitted to the meeting.
- 23/12/13** **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Co-Chairman referred members to a letter received requesting a breakdown of the burial board fees for internments.

It was **RESOLVED** that the Clerk reply supplying the necessary information.
- 24/12/13** **PRESS RELEASES OR ARTICLES REQUIRED**

None.
- 25/12/13** **DATE OF NEXT MEETING**

Monday 10th December 2012

Rising at 20.20

Signed: _____
Chairman

Dated 4th October 2012 _____