

## **SALTASH TOWN COUNCIL**

### **Notes of a Meeting of the Burial Board held on Monday 10<sup>th</sup> December 2012 at 7.00 pm at the Guildhall**

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

**ALSO PRESENT:** Mr D Bartlett – Grounds person,  
Mr M Hall - (PFS Funeral Director)  
Mr B Jones (St Stephens PCC)  
Mr J Reid (St Stephens PCC)  
Mr R Lane (Town Clerk)  
Mrs A Pearce (Finance Officer)

**APOLOGIES:** Councillors: M Gee, D Yates, Mr D Fowell (PFS Funeral Director)

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

### **26/12/13      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

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
None			

### **27/12/13      QUESTIONS FROM THE PUBLIC**

None

**28/12/13      BUDGET STATEMENTS**

- a. Current Committee Budget Statement

It was **RESOVLED** to note.

- b. End of year budget outturn figures for 2012/13

Members considered the budget figures to date and set the end of year budget outturn figures (as attached).

It was **RESOLVED** to include in the committees budget recommendations to full council.

**29/12/13      BUDGET FOR 2013/14**

Members considered the budget for 2013/14 in line with the Full Council policy decision of up to a 5% increase.

It was **RECOMMENDED** that:

Full Council approve the budget for 2013/14 determined by the board (as attached).

**30/12/13      FEES AND CHARGES FOR 2013/14**

Members considered the Burial Fees for 2013/14

It was **RECOMMENDED** that Full Council approve the Burial Fees for 2013/14 determined by the board (as attached).

**31/12/13      UPDATE ON AVAILABLE BURIAL SPACE AND FORECAST FOR OPERATIONAL DATE OF THE CHURCHTOWN CEMETARY**

Reverend Butler reported that there are 47 plots available indicating that at current demand a minimum of 2 years burials are remaining.

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

**32/12/13      CHURCHTOWN CEMETERY**

- (a) Report from the Grounds Person
1. The noticeboard has been re-positioned.
  2. The area at the front of the cemetery has been fenced and is stopping dogs fouling the area.
  3. Someone has dumped a broken up chest of drawers and placed it in the new bin and water station by the toilets.

4. No more parking problems inside Churchtown.
5. Front gates and posts need treatment and varnish.
6. Can I lift some of the ashes stones and store until needed. This will make cutting the area easier.
7. Living Churchyards. Can we leave some areas in Churchtown, maybe some large circles and shapes with a good two metres around them with short grass, cut down twice a year.

It was **RESOLVED** that:

1. Bonds be contacted with regard to the premature deterioration of the gates for remedial repairs.
2. The Groundsperson remove the ashes stones to storage until required to allow strimming works.
3. Land preparation and seeding works take place on the boundary strip to encourage a living churchyard up to the value of £200 financed from 5617 General Site Maintenance budget (budget figure includes St Stephens)

(b) Report on current position

No Report.

(c) Any other items relating to Churchtown Cemetery

None

Reverend Butler in the chair.

### **33/12/13      ST STEPHEN'S CEMETERY**

(a) Report from the Grounds Person

1. East side, Killigrew Avenue. I have trimmed all the trees and cut all bushes and brambles down, also have cut weeds and other growth from the wall.
2. I am struggling to cut the ashes areas as they need to be done in dry weather, which is very short supply this year.
3. New bin needed for side gates, the old one has rotted out in the bottom.
4. The bottom hedge on Farm Lane has been cut. The top still needs to be cut, that's from the middle gate to top gate.

5. New strimmer needed to replace the Echo machine that has no anti-vibration. I suggest a back-pack style strimmer that is easier to carry. Shtil make them.
6. Living churchyards – I feel that we could adopt some ideas from the introduction packs but we must involve the public before we put any project forward with notices and information. There are some areas that can be done this coming year. We can widen the edges and leave some areas longer than normal but grassed walkways must always be maintained. Also grass to be kept short, edging on hard paths and around seated areas and war graves. Of course, LCA and LC and ashes area will be kept short.
7. Parking in Farm Lane and turning circle is still, at times, difficult.

It was **RESOLVED** that:

1. Land preparation and seeding works take place on the boundary strip to encourage a living churchyard up to the value of £200 financed from 5617 General Site Maintenance budget (budget figure includes Churchtown).
2. Phase II ivy cut back to the wall to be conducted in the next financial year.
3. No parking signs be erected at the top of Farm Lane to stipulate 'Turning Circle No Parking At Any Time Access Permanently Required'

(b) Murders Plot and Plaque

Mr J Reid informed members that there is a delay in procuring the plaque for the plot with a heritage lottery application.

Councillor Austin updated members on the condition of the wall and proposed restoration works be conducted.

It was **RECOMMENDED** that restoration work to the wall up to the value of £1200 be conducted financed from the remainder of the 5617 General Site Maintenance budget and the balance of costs from the 3138 EMF Repairs to Cemetery Wall Budget.

(c) Base cut of western wall

The Clerk reported that the work had been requested and Cornwall Highways have it logged in their works programme.

It was **RESOLVED** to note the report.

(d) Trees

The Chairman reported a survey had been conducted and the report was awaited.

It was **RESOLVED** to note the reports.

(e) Saltash Fire Fighters Memorial

Reverend Butler informed members progress was awaited by the Fire Service.

It was **RESOLVED** to note the report.

(f) Any other items relating to St Stephens Cemetery

None.

**34/12/13**

### **HEALTH & SAFETY**

(a) Tombs

(i) Cornwall Council maintained memorials

Mr Reid reported that the worsening condition of a tomb with a slipping lid adjacent the path was posing public safety concerns.

It was **RESOLVED** that Reverend Butler contact Cornwall Council to report the public safety issue.

(b) Replacement of the Echo strimmer

The Groundsperson reported that the Echo strimmer has been taken out of service due to safety issues concerning unacceptable safety levels of vibration.

It was **RESOLVED** that a replacement strimmer meeting health and safety standards be procured up to a value of £1000 from the 3136 EMF Replacement Equipment budget.

(c) Update on bank maintenance

The Groundsperson reported continuing works were being conducted and the bank was now stabilising.

It was **RESOLVED** to note the report.

(d) Any other urgent Health and Safety issues

The Groundsperson reported that a visitor to the cemetery had slipped on a mossy path.

It was **RESOLVED** that the Groundsperson obtain a quote for the spraying of paths to remove moss.

The work order to be authorised by Councillor Austin under the delegated procurement authority of the Chairman.

Financed from 5617 General Site Maintenance budget.

**35/12/13**

**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.)

**36/12/13**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**37/12/13**

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

None

**38/12/13**

**PRESS RELEASES OF ARTICLES REQUIRED**

None

**39/12/13**

**DATE OF NEXT MEETING**

Monday 18<sup>th</sup> March 2013 7pm at the Guildhall

Rising at 9 pm.

Signed: \_\_\_\_\_  
Chairman

Dated \_\_\_\_\_ 3<sup>rd</sup> January 2013