

SALTASH TOWN COUNCIL

Notes of a Meeting of the Burial Board held on Monday 16th September 2013 at 7.00 pm at the Guildhall

PRESENT: Councillors: R Austin (Co-Chairman), Mrs J Dent, D Holley, W Phillips,

ALSO PRESENT: Reverend Canon A Butler (Co-Chairman) (part meeting)
Mr D Fowell (PFS Funeral Director)
Mr B Jones (St Stephens PCC)
Mr J Reid (St Stephens PCC)
Mr P Jordan (Chairman – Churchtown Allotments Association) (part meeting)
Mr R Lane (Town Clerk)

APOLOGIES: Councillor: D Yates, Mr D Bartlett – Grounds person.

Councillor: R Austin (Co-Chairman) in the Chair.

HEALTH AND SAFETY ANNOUNCEMENTS

Councillors: R Austin (Co-Chairman) informed those present of the actions required in the event of a fire or emergency.

15/13/14 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			

16/13/14

QUESTIONS FROM THE PUBLIC

Mr P Jordan (Chairman – Churchtown Allotments Association) gave notice to the board that due to work and domestic demands he was retiring as Chairman later in the year.

The Co-Chairman thanked Mr Jordan on behalf of the board for all his hard work with the allotment site and society to date.

Mr P Jordan (Chairman – Churchtown Allotments Association) notified the board that finance was now in place for the procurement and installation of the second water trough.

Mr P Jordan (Chairman – Churchtown Allotments Association) requested that the Amenities Committee consider the installation of 2 water troughs on the allotment extension site.

He stated that the Allotment Association can make provision for the water line to accommodate 2 water troughs for the allotment extension.

He went on to state that he would speak to allotment holders regarding the main cemetery gates being closed and locked when leaving the site.

He then requested allotment holders be permitted to park in the cemetery parking spaces whilst the cemetery is not in use.

It was **RESOLVED** that:

1. Allotment holders be permitted to park in the cemetery car parking spaces from the Grounds persons building down to the allotments to accommodate increased demand from the allotment extension.
2. Car parking by allotment holders be further reviewed prior to the opening of the cemetery.

Mr P Jordan (Chairman – Churchtown Allotments Association) left the meeting.

17/13/14

BUDGET STATEMENTS

a. Current Committee Budget Statement

It was **RESOLVED** to note and that EMF nominal code 3137 be merged with EMF nominal code 3136.

Reverend Canon A Butler (Co-Chairman) in the chair.

Reverend Canon A Butler (Co-Chairman) apologised for the work related necessity for his early departure and stated he would take

agenda items 6, 8 and 9 next prior to his having to leave the meeting.

18/13/14 UPDATE ON AVAILABLE BURIAL SPACE AND FORECAST FOR OPERATIONAL DATE OF THE CHURCHTOWN CEMETARY

The Co-Chairman concurred with the Ground person's report that there are 34 plots remaining equating to 3-4 years available space for burials based on current demand.

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

19/13/14 ST STEPHEN'S CEMETERY

(a) Report from the Grounds person

The Co-Chairman read out the report of the Grounds person.

He then informed the board that he had received a letter praising the maintenance and presentation of the cemetery.

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

(b) Base cut of western wall

The Clerk reported that Cornwall Council have the work programmed but no actual date to conduct the work.

It was **RESOLVED** to note.

(c) Trees

The Clerk reported that a tree management plan and annual inspection was in place which had identified no urgent works only routine maintenance and that a quote for the work had been received to the value of £550.

It was **RESOLVED** that

1. The tree work recommended to the value of £550 be carried out.
2. An agenda item be included for the next meeting to consider establishing a re-planting tree programme.

(d) Saltash Fire Fighters Memorial

It was **RESOLVED** that the work had now been completed and that the item be removed from the agenda.

(e) To consider repair to wall adjoining private property on eastern side of cemetery.

The Board considered the condition and location of the wall in relation to its need for repair.

It was **RESOLVED** that:

1. The Co-Chairman investigate documentary evidence as to the ownership of the wall.
2. The Town Clerk inform the private property owners that the board is investigating ownership of the wall.

(f) Any other items relating to St Stephens Cemetery

1. Ann Glanville Headstone.

Mr Reid reported that since the installation of the talking bench in Fore Street significant numbers of visitors were visiting the cemetery to view her grave and that the headstone was illegible due to algae.

It was **RESOLVED** that the Grounds person will clean the headstone.

2. War Graves Commission Sign

Councillor Mrs J Dent reported that the sign was in need of renewal.

It was **RESOLVED** that a replacement laminated sign be provided.

Members considered a request from property owners adjacent to the cemetery for the boundary wall to be repaired.

The Co-Chairman informed members that the wall was the responsibility of Cornwall Council.

It was **RESOLVED** that the Town Clerk notify the property owners of Cornwall Council's responsibility for the wall and provide contact details.

3. Cemetery Maps

Councillor Holley requested that maps of the cemeteries be available for board meetings.

It was **RESOLVED** that the Co-Chairmen will procure maps for use at future meetings.

20/13/14

HEALTH & SAFETY

(a) Tombs

- (i) Cornwall Council maintained memorials

Mr Reid reported that the growth had now been removed from the tombs and that Cornwall Council had notified him that removal of the safety fencing and stabilisation work was to be carried out as soon as possible.

It was **RESOLVED** to note.

(b) Update on bank maintenance

Mr Reid reported that the work had now been conducted.

It was **RESOLVED** to note and remove the item from the agenda.

(c) Any other urgent Health and Safety issues

None.

Reverend Canon A Butler (Co-Chairman) gave his apologies and left the meeting.

Councillor Austin (Co-Chairman) in the Chair.

21/13/14 **CHURCHTOWN CEMETERY**

(a) Report from the Grounds Person

No report

(b) Report on current position

The Co-Chairman requested members give consideration to the storage location of the STC trailer in the cemetery grounds.

It was **RESOLVED** that following its use at the Christmas event that it be parked in the car park adjacent the Grounds persons building and that laminated signs be put up to designate the trailer parking area.

Members considered a request from the Grounds person to remove the ashes memorial stones to facilitate ease of grass cutting.

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

(c) Update on maintenance of gates

It was **RESOLVED** that work had now been completed and that the item be taken off the agenda.

(d) Murders Plot and Plaque

The Co-Chairman reported work had now been completed and that he was progressing the procurement of the plaque.

It was **RESOLVED** that:

1. Grounds person clear the area in preparation for the planting of 8 oak trees.
 2. Grounds person procure tree guards for the trees.
 3. Co-Chairman procure the plaque from the maintenance budget to a value within his delegated authority.
- (e) To reconsider terms and conditions for allotment holders which includes a condition that no parking is permissible in the cemetery grounds.

It was considered this item had been dealt with under minute 16/13/14

- (f) Any other items relating to Churchtown Cemetery

Mr Fowell reported that the sign for the entrance flower beds was being progressed.

It was **RESOLVED** to note.

- 22/13/14** **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.)
- 23/13/14** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**
To resolve that the public and press be re-admitted to the meeting.
- 24/13/14** **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**
None.
- 25/13/14** **PRESS RELEASES OF ARTICLES REQUIRED**
None
- 26/13/14** **DATE OF NEXT MEETING**
Monday 16th December 2013 in the Guildhall.

Rising at 8.25 pm

Signed _____
Chairman

Dated 3rd October 2013