

## SALTASH TOWN COUNCIL

### Notes of a Meeting of the Burial Board held on Monday 16th June 2014 at 6.00 pm at St Stephens Church

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

**ALSO PRESENT:** Councillor L Russell  
Reverend Canon A Butler (Co-Chairman)  
Mr D Fowell (PFS Funeral Director)  
Mr B Jones (St Stephens PCC)  
Mr R Lane (Town Clerk)

**APOLOGIES:** Councillors: R Austin (Co-Chairman) late arrival, J Shepherd, Mr D Bartlett – Grounds person, Mr J Reid (St Stephens PCC).

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Mayor in the chair.

### **HEALTH AND SAFETY ANNOUNCEMENTS**

The Mayor informed those present of the actions required in the event of a fire or emergency.

**01/14/15** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**02/14/15** **ELECT THE CO-CHAIRMEN OF THE COMMITTEE**

It was **RESOLVED** that Councillor R Austin and the Reverend Canon A Butler be appointed Co-Chairman.

Councillor Austin in the chair.

**03/14/15** **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

**04/14/15**      **ANNUAL INSPECTION OF THE CEMETERIES**

The meeting commenced with board members touring St Stephens and Churchtown Farm cemeteries.

Councillor Austin (Co-Chairman) arrived and in the Chair.

**05/14/15**      **QUESTIONS FROM THE PUBLIC**

None

**06/14/15**      **BUDGET STATEMENTS**

a. Current Committee Budget Statement

It was **RESOLVED** to note.

**07/14/15**      **UPDATE ON AVAILABLE BURIAL SPACE AND FORECAST FOR OPERATIONAL DATE OF THE CHURCHTOWN CEMETERY**

The Reverend Canon A Butler (Co-Chairman) reported that there are 60 plots remaining in the cremated remains garden and 21 grave spaces remaining which given current demand for burials will mean Churchtown Cemetery will be operational in approximately 12 months.

It was **RESOLVED** that the situation continue to be monitored to allow sufficient time to allow staff training and the introduction of burial management software.

**08/14/15**      **CHURCHTOWN CEMETERY**

(a) Forecast on opening

Item previously considered.

(b) Tree planting proposals – Councillor Holley

Councillor Holley reported that the tree planting is programmed for spring 2015.

It was **RESOLVED** to note the report

(c) Any other items relating to Churchtown Cemetery

It was **RESOLVED** that:

1. The bund be strimmed in the winter and replanted with trees.

2. The path to the allotments on the bund side be strimmed in the spring and winter.
3. The Cornish wall grass growth be strimmed in the winter and sprayed in the spring.

**09/14/15**      **ST STEPHEN'S CEMETERY**

- (a) To consider the wall adjoining private property.

Reverend Canon A Butler reported that he was pursuing documentary evidence of ownership with the diocese.

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

- (b) Any other items relating to St Stephens Cemetery

It was **RESOLVED** that:

1. The contractors be instructed to cut the front strip to the cemetery.
2. That thanks to the Anglican Church be recorded for their work to the front of the cemetery.
3. The Town Clerk write to Cornwall Council to request a Japanese Knot Weed inspection take place and growth that is present be treated.
4. The Town Clerk write to Cornwall Council to progress repairs to the tomb.
5. Councillor Russell speak to the Fire Brigade regarding the outstanding work to the Fire Brigades plots.
6. Mr D Fowell instruct the grave diggers to remove their grave spoil to the top corner of the cemetery.
7. The children's grave plots by the workshops be sprayed and tidied.
8. The grounds contractor be instructed to cut back the vegetation on the Farm Lane walls and scrape the road verges (both sides) in the autumn.
9. The Town Clerk obtain a quote for repairs to the Farm Lane wall.

**10/14/15**      **HEALTH & SAFETY**

- (a) Tombs

- (i) Cornwall Council maintained memorials

Item previously considered.

- (b) Any other urgent Health and Safety issues

None

**11/14/15**      **UPDATE ON COVER FOR THE GROUNDSPERSON**

The Co-Chairman reported that contractors were continuing to provide grounds cemetery maintenance until the return of the Grounds person from sick leave.

It was **RESOLVED** to note.

**12/14/15**      **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.)

**13/14/15**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**14/14/15**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

**Grounds Person Training**

It was **RESOLVED** that the Staffing Committee be requested to consider the Grounds person receive spray training.

**15/14/15**      **PRESS RELEASES OF ARTICLES REQUIRED**

**16/14/15**      **DATE OF NEXT MEETING**

Monday 15<sup>th</sup> September 2014 – 7.00pm at the Guildhall

Rising at 7.50 pm

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

Dated      3<sup>rd</sup> July 2014