

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Burial Board held in the Guildhall on Monday 20<sup>th</sup> April 2015 at 5.30 p.m.

**PRESENT:** Councillors: R Austin (Co-Chairman), Mrs J Dent (Mayor ex-officio), W Phillips

**ALSO PRESENT:** Mr D Bartlett (Cemetery Warden), Revd Canon A Butler (Co-Chairman), Mr B Jones (St Stephens PCC), Mr J Reid (St Stephens PCC), Mr R Lane (Town Clerk)

**APOLOGIES:** Councillors: D Holley, L Russell, Mr D Fowell (PFS Funeral Director)

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Councillor Austin (Co-Chairman) in the chair.

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**01/15/16      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**02/15/16      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			

**03/15/16      QUESTIONS FROM THE PUBLIC**

None

Rev'd Canon A Butler (Co-Chairman) in the chair

**04/15/16      ST STEPHEN'S CEMETERY – BURIAL BOARD**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- b. Update on available burial space and forecast for operational date of the Churchtown Cemetery.

The Co-Chairman reported that there are 8 remaining burial plots.

It was **RESOLVED** to note.

- c. Report from the Cemetery Warden.

1. The Cherry tree has been removed.

It was **RESOLVED** to note.

2. There have been some incidents of stone masons' driving heavy lorries onto the grassed areas. When wet this has caused some areas to be heavily rutted. The ashes area is particularly bad very close to memorial stones, we also had some complaints from relatives. I suggest we stop access to this area when unsuitable.

It was **RESOLVED**:

- I. The Cemetery Warden to put up no vehicle access notices.

- II. Revd Canon A Butler (Co-Chairman) write to all Memorial Masons to notify them of the restriction of vehicle access in the cemetery.

3. The west wall has been cleared of soil and some ivy growth.

It was **RESOLVED** to note.

4. Headstones being erected on new graves. This is storing up problems for the future.

It was **RESOLVED** Mr Jones will speak to the grave owners.

- d. To note the church authority's responsibility for health and safety relating to monument/headstone inspection and safety measures.

Members considered the health and safety and insurance responsibility for the inspection of headstones.

It was considered that the responsibility for the closed part of the cemetery is with Cornwall Council and under the terms of the Burial Board Constitution the open part of the cemetery is with Saltash Town Council.

It was **RESOLVED** that:

- I. To check the level of insurance cover in place for the Council and the Cemetery Warden.
- II. That any dangerous headstones be laid down on the grave.

**05/15/16      HEALTH AND SAFETY**

- I. Tombs Cornwall Council maintained tombs and memorials.

Mr Reid reported that no work had been conducted or communication received regarding a commencement date for works to start from Cornwall Council.

It was **RESOLVED** to note.

**06/15/16      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

**07/15/16      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**08/15/16      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

Mr Reid reported that he was no longer a Church Warden.

**09/15/16      PRESS RELEASES OF ARTICLES REQUIRED**

None.

Chairman Councillor R Austin in the Chair

**Minutes of the Meeting of the Burial Authority held in the Guildhall on Monday 20<sup>th</sup> April 2015**

**PRESENT:** Councillors: R Austin (Chairman), Mrs J Dent (Mayor ex-officio), W Phillips

**ALSO PRESENT:** Mr D Bartlett (Cemetery Warden), Mr B Jones (St Stephens PCC), Mr J Reid (St Stephens PCC), Mr R Lane (Town Clerk)

**APOLOGIES:** Councillors: D Holley, L Russell

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**10/15/16      CHURCHTOWN CEMETERY – SALTASH TOWN COUNCIL BURIAL AUTHORITY**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- b. Forecast on operational date for opening.

Councillor R Austin (Chairman) reported that based on the 8 remaining available burial plots in St Stephens the anticipated operational date is forecasted to be September/November.

It was **RESOLVED** to note.

- c. Report from the Cemetery Warden.

1. The dwarf hedge has now been enclosed with wood-boarding and filled with bark chips.

It was **RESOLVED** to note.

2. Gates are being left open at night and the lock is not being used by a small minority. However, this has now been rectified by the use of a combination lock.

It was **RESOLVED** to note.

11/15/16 **TO CONSIDER ANY ISSUES ARISING FOR THE BURIAL OPERATIONAL MANAGEMENT AND ADMINISTRATION OF THE CEMETERY**

Members considered the appointment of a dedicated grave digger.

It was **RESOLVED** that Duchy Cemetery's Ltd be appointed as the dedicated grave digging supplier.

12/15/16 **TO APPROVE:**

a. Management Policy and Regulations.

It was **RESOLVED** to approve.

b. Cemetery Rules and Regulations.

It was **RESOLVED** to approve.

13/15/16 **TO APPROVE THE FEES AND CHARGES AND TO NOTE FULL COUNCIL RESOLVED THAT THE TOWN CLERK RECEIVE DELEGATED AUTHORITY TO RESOLVE BURIAL FEES FOR ANY NON SALTASH RESIDENTS UNDER 18 YEARS OLD UNTIL THE FEES ARE FINALISED BY THE BURIAL BOARD. (TOWN COUNCIL MEETING 05/02/15 REFERS)**

It was **RESOLVED** to approve.

14/15/16 **TO CONSIDER THE FUTURE STAFFING OPERATION OF THE CEMETERY UPON THE RETIREMENT OF THE CEMETERY WARDEN FOR RECOMMENDATION TO STAFFING COMMITTEE**

The Cemetery Warden reported that he will be retiring as of 1<sup>st</sup> March 2016.

It was **RECOMMENDED** that Staffing Committee consider the appointment of an Apprentice/Trainee with a view to taking up the Cemetery Warden post upon the retirement of the present employee.

15/15/16 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

**16/15/16      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**17/15/16      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**18/15/16      PRESS RELEASES OF ARTICLES REQUIRED**

None.

**19/15/16      DATE OF NEXT MEETINGS**

15th June Burial Board and Burial Authority (Site Visit Meeting) at 5.30 p.m.

14th September Burial Board and Burial Authority at 5.30 p.m.

14th December Burial Board and Burial Authority (Budget Meeting) at 5.30 p.m.

Rising at 7.10 p.m.

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

Dated \_\_\_\_\_