

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Board (Site Visit Meeting) held on Monday 15th June 2015 at 5.30 p.m.

PRESENT: Councillors: W Phillips (Mayor ex-officio), R Austin, Mrs J Dent, D Holley, L Russell.

ALSO PRESENT: Revd Canon A Butler (Co-Chairman), Mr J Reid (St Stephens PCC), Mr R Lane (Town Clerk)

APOLOGIES: Mrs H Frank (Deputy Mayor ex-officio), Mr D Fowell (PFS Funeral Director), Mr B Jones (St Stephens PCC), Mr D Bartlett (Cemetery Warden)

Revd Canon A Butler in the chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

20/15/16 TO APPOINT A CO-CHAIRMAN – ST STEPHENS CHURCH

It was **RESOLVED** Revd Canon A Butler be appointed up until his retirement on 1st November 2015.

Revd Canon A Butler in the Chair.

21/15/16 TO APPOINT A CO-CHAIRMAN – SALTASH TOWN COUNCIL

It was **RESOLVED** Councillor R Austin be appointed.

22/15/16 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

23/15/16 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			

24/15/16 QUESTIONS FROM THE PUBLIC

None

25/15/16 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.

Revd Canon A Butler reported that there are 6 burial plots remaining therefore the anticipated forecast for the operational date of Churchtown Cemetery will be autumn 2015.

He also reported that the current cremated remains and the children's area will be extended to the end of the current row, before the transfer to Churchtown Cemetery.

It was **RESOLVED** to note.

- c. Report from the Grounds Person.

**Groundsman's Report to Burial Board
Monday 15th June, 2015**

St. Stephen's Cemetery

In the past I have mentioned that I have no holiday cover. This year is particularly hard as I have less time due to Churchtown Cemetery. I think the Council should consider contracting someone to cover the holiday period in the growing season (i.e. Hine Brothers).

Last month I had to call the Police to a group of school students as they became very abusive to me in Farm Lane. I am also concerned that many people are walking their dogs in the cemetery, ignoring the notices and me.

David Bartlett
Groundsman
9th June, 2015

It was **RESOLVED** to note and that the following works and actions Identified during the site visit be conducted:

1. A native white cherry tree be planted in place of the recently felled cherry tree.
2. The tree stump adjacent to the recently felled cherry tree be drilled and chemicals added to aid the rotting process.
3. The dogs not allowed sign be replaced with a new one.
4. The dead half of the tree opposite the recently felled cherry tree be removed.
5. The grave diggers who conducted the most recent burial be notified that the back filling is unsatisfactory and be requested to reinstate to a satisfactory standard.
6. Memorial Masons responsible for apparent incorrectly installed and unstable headstones be contacted to conduct repairs.
7. A mountain ash tree be planted to replace a dead tree adjacent to the soil tip.
8. Murderers plot to be tidied and strimmed.
9. Quotes be sought for the repair to holes and capping off of the wall at the top end of Farm Lane

d. Ownership of wall update – Chairman

Revd Canon A Butler reported that the matter was ongoing.

It was **RESOLVED** to note.

e. To consider bench request – Mrs Truscott

A site to accommodate a bench was identified upon the removal of a tree stump at the Killigrew Avenue end of the Cemetery.

It was **RESOLVED** that the request be approved subject to the full cost of a recycled material bench and its installation on a concrete plinth being met by the applicant.

f. Facebook comment received from Mr Newnham

Members considered a comment received on Facebook regarding health and safety issues relating to the length of grass and sunken gravestones.

It was **RESOLVED** Councillor Austin will progress any response.

26/15/16

HEALTH AND SAFETY

I. Tombs Cornwall Council maintained tombs and memorials.

It was **RESOLVED** to note an update for the works schedule is still awaited from Cornwall Council.

27/15/16 WORK ON HEDGE ON SOUTH EAST CORNER AND TREE PLANTING

It was **RESOLVED** that:

1. The Cemetery Warden to ensure no more soil is dumped on the site and that all grave diggers are to be notified to remove all surplus burial soil from the cemetery. A notice to be placed at site "No dumping of soil here please".
2. Area be landscaped up to a value of £450

28/15/16 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.

29/15/16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

30/15/16 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

Cornwall Council Grass Cutting Revised Programme

Members considered correspondence received from Cornwall Council to the St Stephen by Saltash Parochial Church Council.

The correspondence states that the grass cutting programme for the closed part of the cemetery is to be reduced to a twice yearly cut due to cutbacks and that allowing the grass to grow will encourage insects and wild flowers to grow which is also now a national policy as priorities have to be given to playing fields and footpaths.

It was **RESOLVED** to recommend to the Devolutions Options Group that the service to this part of the cemetery is very much reduced. The Burial Board recommend that this service is taken over by the Town Council staff to keep it up to the same standard as the rest of the cemetery. A grant will be available from Cornwall Council for this work.

Fire Fighters Plots

Councillor Russell informed members that Fire Fighters are setting a date to conduct the refurbishment of the plots.

It was **RESOLVED** to note.

31/15/16 PRESS RELEASES OF ARTICLES REQUIRED

None

Minutes of the Meeting of the Burial Authority held at St Stephens Church on Monday 15th June 2015

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

ALSO PRESENT: Mr J Reid (St Stephens PCC), Mr R Lane (Town Clerk)

APOLOGIES: Councillors: Mrs H Frank (Deputy Mayor ex-officio), L Russell, Mr D Bartlett (Cemetery Warden)

Councillor R Austin in the Chair

32/15/16 CHURCHTOWN CEMETERY – SALTASH TOWN COUNCIL BURIAL AUTHORITY

a. To appoint a Chairman

It was **RESOLVED** Councillor R Austin be appointed.

b. To appoint a Vice Chairman

It was **RESOLVED** Councillor Mrs J Dent be appointed.

c. To receive the current Committee budget statement.

It was **RESOLVED** to note.

d. Forecast on operational date for opening

It was **RESOLVED** to note Revd Canon A Butler has reported that there are 6 burial plots remaining therefore the anticipated forecast

for the operational date of Churchtown Cemetery will be autumn 2015.

e. Report from the Grounds Person

**Groundsman's Report to Burial Authority
Monday 15th June, 2015**

Churchtown Cemetery

The new soil box has been delivered and is ready for use. With the opening of Churchtown Cemetery in the near future, I have to spend more than my allotted time of five hours a week – it is more like twelve hours or more – to keep it to a “ready” standard. This keeps me away from St. Stephens for more time than I would wish.

David Bartlett
Groundsman

9th June, 2015

It was **RESOLVED** to note and that the following works and actions identified during the site visit be conducted:

1. Main Gates to be varnished and top rail to be secured.
2. Quote to be procured for the replanting of the Memorial Garden with shrubs to match the standard of the entrance shrub beds.

**33/15/16 TO CONSIDER ANY ISSUES ARISING FOR THE BURIAL
OPERATIONAL MANAGEMENT AND ADMINISTRATION OF THE
CEMETERY**

The Town Clerk reported that internal staff training is being conducted due to the long term staff sickness absence of a member of staff and the departure of another previously trained member of staff.

It was **RESOLVED** to note.

**34/15/16 TO CONSIDER THE FUTURE STAFFING OPERATION OF THE
CEMETERY UPON THE RETIREMENT OF THE CEMETERY
WARDEN FOR RECOMMENDATION TO STAFFING COMMITTEE**

Members considered the current and future staffing situation with regard to holiday cover, induction and burial training for a replacement member of staff upon the retirement of the Cemetery Warden.

It was **RESOLVED** that Staffing Committee consider the appointment of a full time trainee Cemetery Warden as soon as possible to assume the role upon the retirement of the current member of staff.

35/15/16 NEW PLANTING – ACTION COUNCILLOR AUSTIN AND COUNCILLOR HOLLEY

It was **RESOLVED** that Councillors Holley and Austin will progress the new planting.

36/15/16 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.

37/15/16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

38/15/16 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

None

39/15/16 PRESS RELEASES OF ARTICLES REQUIRED

None

40/15/16 DATE OF NEXT MEETINGS

14th September 2015 Burial Board and Burial Authority
14th December 2015 Burial Board and Burial Authority (Budget Meeting)

Rising at 7.25 pm

Signed _____
Chairman

Dated _____