

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Burial Board held in the Guildhall on Monday 14<sup>th</sup> September 2015 at 5.30 p.m.

**PRESENT:** Councillors: R Austin (Co-Chairman), W Phillips (Mayor ex-officio), Mrs H Frank (Deputy Mayor ex-officio).

**ALSO PRESENT:** Revd Canon A Butler (Co-Chairman), Mr D Fowell (PFS Funeral Director), Mr B Jones (St Stephens PCC), Mr J Reid (St Stephens PCC), Mr R Lane (Town Clerk), Mr J Virgo (Caretaker/Handyman).

**APOLOGIES:** Councillors: Mrs J Dent, D Holley, L Russell, Mr D Bartlett (Cemetery Warden).

-----  
Councillor R 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.

### **41/15/16      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

### **42/15/16      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			

### **43/15/16      QUESTIONS FROM THE PUBLIC**

None

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

**44/15/16      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 the cemetery was now closed for new burials however reburials will continue to take place in existing graves where space remains.

It was **RESOLVED** to note.

- c. Maintenance Works – Community Payback Scheme

The Town Clerk informed members that a contract has been entered into with the Community Payback Scheme – Devon and Cornwall and that it has been programmed for them to conduct ground works at the cemetery.

It is anticipated that maintenance works will commence on Friday 18<sup>th</sup> September 2015 to address the recent lack of upkeep due to the long term absence of the Cemetery Warden.

It was **RESOLVED** to note.

- d. Report from the Grounds Person.

No report.

- e. To receive an updated report on wall ownership adjoining private property – Canon Butler.

Dear Mr Butler

I have copy deeds for the churchyard going back to the 1860s.

However, I am still not in a position to say with any certainty who owns the boundary wall which runs North/South between Kellywyth and the Churchyard.

I have a copy of the Conveyance when the land was sold to Miss Rosekilly and Miss Davies in 1978 which clearly shows that the boundary running East/West between their property on the far Northern end of the Churchyard belongs to their property.

That part of the Churchyard was Consecrated in 1956 but I do not have a copy of the Conveyance of the land to the Church. It is probably in the County Record Office and I have asked for the original to be sent to me.

However it may not give any indication as to the ownership of the Western boundary (the North/South boundary referred to above).

If I had to venture an opinion and bearing in mind the way the churchyard had been extended over the years I would have to say that it is most likely that the boundary between Kellywyth and the Churchyard is probably the original boundary wall of the Old Vicarage grounds and therefore would now belong to Kellywyth. I must stress that I have no documentary proof to support that belief.

If the Conveyance of that part of the Churchyard does not help clear up the question of ownership then it may be necessary for Miss Rosekilly to check with her Solicitors what questions were asked and answers given about the ownership of boundaries when they bought the property in 1978.

I am aware of the agreement made in 1982 which provided for the establishment of a joint burial board and providing for the maintenance of the churchyard.

I will get back to you again when I have the above mentioned Conveyance.

Best wishes.

Alan Barr  
Truro Diocesan Registry Tel:+44(0)1392 687421  
Michelmores LLP  
Michelmores LLP

It was **RESOLVED** to note.

**45/15/16**

## **HEALTH AND SAFETY**

- I. Tombs Cornwall Council maintained tombs and memorials.

Councillor Phillips reported that the College scheme to reinstate the tombs and memorials was now unlikely to proceed.

Councillor R Austin (Co-Chairman) suggested the Community Payback Scheme be requested to consider conducting the works.

It was noted that the materials and equipment would need to be provided for the scheme workers should it be feasible for them to conduct the works.

It was **RESOLVED** that the Community Payback Scheme be requested to consider conducting the works and quote for the cost of materials and equipment.

**46/15/16      TO RECEIVE QUOTES FOR THE REPAIR OF THE CEMETERY PERIMETER WALL.**

Members considered a quote to the value of £10,600 for the rebuilding and reinstatement of the wall.

It was **RESOLVED** to note and request the Community Payback Scheme consider conducting the works and provide a quote for materials and equipment.

**47/15/16      TO CONSIDER INCLUDING THE INSCRIPTIONS OF TWO FIREMEN (BERNARD JASPER AND LESLIE G TIBBS) KILLED IN WW2 ONTO THE ST STEPHENS WAR MEMORIAL.**

It was **RESOLVED** to decline the request as they were not servicemen.

**48/15/16      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.

**49/15/16      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**50/15/16      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

Revd Canon A Butler (Co-Chairman) announced that due to his retirement he is standing down as Co-Chairman of the Burial Board and will not be attending any further meetings.

Councillor R Austin (Co-Chairman) recorded the thanks of the Burial Board for his service and best wishes for the future.

It was **RESOLVED** to note.

**51/15/16      PRESS RELEASES OF ARTICLES REQUIRED**

None

Councillor R Austin (Chairman) in the Chair

**Minutes of the Meeting of the Burial Authority held in the Guildhall on Monday 14<sup>th</sup> September 2015**

**PRESENT:** Councillors: R Austin (Chairman), W Phillips (Mayor ex-officio), Mrs H Frank (Deputy Mayor ex-officio),

**ALSO PRESENT:** Revd Canon A Butler, Mr B Jones (St Stephens PCC), Mr J Reid (St Stephens PCC), Mr D Fowell (PFS Funeral Director), Mrs S Burrows – Administration Officer, Mr J Virgo (Caretaker/Handyman), Mr R Lane (Town Clerk).

**APOLOGIES:** Councillors: Mrs J Dent (Vice Chairman), D Holley, L Russell, Mr D Bartlett (Cemetery Warden)

-----

**52/15/16      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

The Chairman noted that St Stephens Church Cemetery is now closed for new burials and reported that the first burial in Churchtown Cemetery will be on either 21<sup>st</sup> or 23<sup>rd</sup> September 2015.

It was **RESOLVED** to note.

- c. Maintenance Works – Community Payback Scheme

The Town Clerk informed members that as with St Stephens Church Cemetery a contract has been entered into with the Community Payback Scheme – Devon and Cornwall and that it has been programmed for them to conduct ground works at the cemetery.

It is anticipated that maintenance works will commence on Friday 18th September 2015 to address the recent lack of upkeep due to the long term absence of the Cemetery Warden.

It was **RESOLVED** to note.

d. Appointment of Cemetery Warden

The Town Clerk informed members that due to the ongoing absence and forthcoming retirement of the current Cemetery Warden the recruitment process was underway to appoint a replacement.

It was **RESOLVED** to note.

e. Report from the Grounds Person

No report.

**53/15/16      TO CONSIDER ANY ISSUES ARISING FOR THE BURIAL OPERATIONAL MANAGEMENT AND ADMINISTRATION OF THE CEMETERY**

The Administration Officer reported that a Funeral Director has enquired if the Burial Authority will allow the use of temporary marker crosses in the cemetery until the erection of memorials.

It was **RESOLVED** that the erection of temporary marker crosses be permitted until the erection of memorials.

**54/15/16      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.

**55/15/16      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**56/15/16      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

**57/15/16      PRESS RELEASES OF ARTICLES REQUIRED**

None

**58/15/16**

**DATE OF NEXT MEETINGS**

12<sup>th</sup> October 2015 at 10 am

Burial Board

16<sup>th</sup> December 2015 at 2 pm

Burial Board and Burial  
Authority (Budget Meeting)

16<sup>th</sup> March 2016 at 2 pm

Burial Board and Burial  
Authority

Rising at 7 pm

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

Dated \_\_\_\_\_