

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Burial Board held in the Guildhall on Monday 14<sup>th</sup> December 2015 at 2.00 p.m.

**PRESENT:** Councillors: R Austin (Co-Chairman), W Phillips (Mayor ex-officio), Mrs J Dent, D Holley, L Russell, D Fowell (PFS Funeral Director).

**ALSO PRESENT:** Councillor Mrs S Hooper M.B.E., Mr Richard Parson – Co-op Funeral Care, Mrs Yvonne Parke – Co-op Funeral Care, R Lane (Town Clerk), M Orchard - Cemetery Warden, Mrs A Browne – Finance Officer.

**APOLOGIES:** Councillors: Mrs H Frank (Deputy Mayor ex-officio), B Jones (St Stephens PCC – Co-Chairman), J Reid (St Stephens PCC), Mr D Bartlett -Cemetery Warden.

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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.

**73/15/16      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**74/15/16      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			

**75/15/16      QUESTIONS FROM THE PUBLIC**

None

**76/15/16      ST STEPHEN'S CEMETERY – BURIAL BOARD**

a. To receive the current Committee budget statement.

i. To set the budget for 2016/17.

It was **RESOLVED** that the attached budget be approved by Full Council

ii. To set the fees and charges for 2016/17.

It was **RESOLVED** that the attached fees and charges be approved by Full Council

b. Report from the Cemetery Warden

The Cemetery Warden reported that he was conducting and recording regular headstone and monument safety checks and that the Community Payback scheme work was ongoing.

It was **RESOLVED** that:

1. The Church be requested to provide a report on its memorial and headstone management, installation and control policy.
2. The Church be requested to provide a breakdown of costs relating to its burial charges.
3. The Church be requested to report on the current status of its investigation into the ownership of the wall adjacent to Kellygrew house.
4. The Town Clerk write to the Church and Funeral Directors to notify them of the introduction of an appointed grave digger at St Stephens.
5. The Town Clerk to review the maintenance agreement in place with the church relating to the church's responsibility for health and safety in the cemetery.
6. A working party be established to review responsibilities versus costs of the maintenance agreement.

c. To consider bench requests – Mrs J McGowan and Mrs A Pinkney.

Councillor Holley requested members consider introducing the Churchtown Cemetery bench licence and charges at St Stephens

Cemetery for all new applications due to the escalating costs of maintaining the existing benches.

The board considered an additional application from Mrs Orchard.

It was **RESOLVED** that:

1. That the Churchtown bench license and charges be introduced at St Stephens' cemetery.
2. The bench requests for Mrs J McGowan, Mrs A Pinkney and Mrs Orchard be approved.

**77/15/16      HEALTH AND SAFETY**

- I. Tombs Cornwall Council maintained tombs and memorials.

The Chairman informed members that the Community Payback Team have been requested to conduct the works with supervision and materials to be provided by Cornwall Council.

It was **RESOLVED** to note.

**78/15/16      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.

**79/15/16      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**80/15/16      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

Commonwealth War Graves Commission

The Chairman informed members that the CWGC are withdrawing the agreement to pay the council £72 per year for additional upkeep of the grave spaces as it is not considered necessary due to the level of maintenance in the cemetery being classed as good by the CWGC.

It was **RESOLVED** that STC acknowledge the withdrawal of the agreement and notify them that if at any time the cemetery maintenance is classified as less than good then the charge will be re-introduced.

### Firemen's Plots

The Chairman requested an update on the current status of the works.

It was **RESOLVED**:

1. To note no progress had been made.
2. The Church be requested to progress the matter and issue approval for the Fire Brigade to conduct the works.

### **81/15/16      PRESS RELEASES OF ARTICLES REQUIRED**

None

### **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), Mrs J Dent, D Holley, W Phillips (Mayor ex-officio).

**ALSO PRESENT:** Councillor Mrs S Hooper M.B.E., Mr Richard Parson – Co-op Funeral Care, Mrs Yvonne Parke – Co-op Funeral Care, R Lane - (Town Clerk), M Orchard - Cemetery Warden, Mrs A Browne – Finance Officer.

**APOLOGIES:** Councillors: Mrs H Frank (Deputy Mayor ex-officio), L Russell, B Jones (St Stephens PCC), J Reid (St Stephens PCC), D Bartlett - Cemetery Warden.

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The Chairman notified members item 17 would be taken as the next item.

### **82/15/16      TO CONSIDER INCLUDING THE INSCRIPTIONS OF THE TWO FIREMEN (BERNARD JASPER AND LESLIE G TIBBS) KILLED IN WW2 ONTO THE ST. STEPHENS WAR MEMORIAL AND RECEIVE FEEDBACK FROM COUNCILLOR MRS S HOOPER M.B.E. ON A PRESS RELEASE REQUEST FOR FURTHER INFORMATION**

Following a recorded vote of Councillors Holley, Mrs J Dent and Phillips being against and Councillor Austin being for the recommendation.

It was **RECOMMENDED** that the inscriptions not be included and that the item be referred to Full Council for further consideration.

**83/15/16**      **CHURCHTOWN CEMETERY – SALTASH TOWN COUNCIL BURIAL AUTHORITY**

a. To receive the current Committee budget statement.

i. To set the budget for 2016/17.

It was **RESOLVED** that the attached budget be approved by Full Council.

ii. To set the fees and charges for 2016/17.

It was **RESOLVED** that the attached fees and charges be approved by Full Council.

b. Report from the Cemetery Warden

The Cemetery Warden reported that works are on-going and the cemetery grounds are up to maintenance requirements and standards.

It was **RESOLVED** to note.

**84/15/16**      **UPDATE ON CHURCHTOWN CEMETERY**

i. Map of the cemetery – Councillor Austin

The Chairman reported that work is progressing.

It was **RESOLVED** to note.

ii. Security at the cemetery

The Town Clerk reported on security items that will benefit from improvements.

It was **RESOLVED** that improvement works be approved.

**85/15/16**      **MAINTENANCE WORKS – COMMUNITY PAYBACK SCHEME**

The Cemetery Warden informed members of works completed to date.

It was **RESOLVED** to note.

**86/15/16      TO CONSIDER ANY ISSUES ARISING FOR THE BURIAL OPERATIONAL MANAGEMENT AND ADMINISTRATION OF THE CEMETERY**

Funeral Care representatives commented that not all documents supplied to them in the trial burial packs are necessary.

It was **RESOLVED** that the Administration Officer meet with the Funeral Care representatives to finalise the burial packs.

**87/15/16      TO CONSIDER BURIAL OF ASHES – MRS SUSAN BEATTIE**

It was **RESOLVED** to approve and delegate all future requests for the burial of ashes in Churchtown Cemetery to the Town Clerk for decision.

**88/15/16      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.

**89/15/16      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**90/15/16      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None

**91/15/16      PRESS RELEASES OF ARTICLES REQUIRED**

None

**92/15/16      DATE OF NEXT MEETING**

16<sup>th</sup> March 2016 at 2.00 p.m.      Burial Board and Burial Authority

Rising at 4.36 pm

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

Dated \_\_\_\_\_