

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Board held at St Stephens Church on Wednesday 15th June 2016 at 2.00 p.m.

PRESENT: Councillors: R Austin (Co-Chairman), W Phillips, Mrs J Dent, (Deputy Mayor ex-officio), Mrs H Frank, (Mayor ex-officio), Mr B Jones, (St Stephens PCC – Co-Chairman), Mr J Reid, (St Stephens PCC).

ALSO PRESENT: 1 Member of the public, Mr M Orchard (Cemetery Warden), Mr R Lane (Town Clerk), Mrs S Burrows (Administration Officer), Mr R Parson, (Hub Manager, The Co-operative Funeralcare), Mr D Fowell, (PFS Funeral Director).

APOLOGIES: Councillors: D Holley, L Russell.

Councillor Mrs H Frank in the chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

BB/01/16/17 TO ELECT A CO-CHAIRMAN

It was **RESOLVED** that Councillor Austin be appointed Co-Chairman.

Councillor Austin in the chair.

BB/02/16/17 TO ELECT A CO-CHAIRMAN

It was **RESOLVED** that Mr B Jones be appointed Co-Chairman.

BB/03/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

BB/04/16/17 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			

BB/05/16/17 QUESTIONS FROM THE PUBLIC

A resident of the town expressed concern regarding the safety of the shoring braces adjacent to Kellywithe House and the timescale for the repair work.

The Chairman announced that agenda item 14 would be received as the next item of business.

BB/06/16/17 TO CONSIDER REPAIR WORK TO THE WALL ADJACENT TO KELLYWITHE HOUSE

It was **RECOMMENDED** to:

1. Arrange quotes to repair the wall adjacent to Kellywithe House.
2. Full Town Council to consider quotes and approve the works.
3. Start the works with immediate effect upon approval of the Council.

BB/07/16/17 ST STEPHEN'S CEMETERY – BURIAL BOARD

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

BB/08/16/17 TO CONSIDER COMMITTEE MEMBERSHIP

It was **RESOLVED** to amend the agenda addressee list to include a section for Observers.

BB/09/16/17 REPORT FROM THE CEMETERY WARDEN

The Cemetery Warden reported that the Community Payback Scheme have started removing the rubbish from the bank behind St Stephen's. The cemetery grounds are up to maintenance requirements and standards.

It was **RESOLVED** to note.

BB/10/16/17 GRASS CUTTING FREQUENCY IN THE CLOSED CHURCHYARD BY CORNWALL COUNCIL

It was **RESOLVED** that Councillor Mrs H Frank contact Cornwall Council to discuss the frequency of the grass cutting and possible transfer of the budget to Saltash Town Council to carry out the grass cutting in St Stephen's closed Churchyard area.

BB/11/16/17 ST STEPHEN'S ROAD TOILET BLOCK

It was **RESOLVED** that:

1. A condition survey of St Stephen's road toilet block be carried out.
2. Upon completion of the transfer of St Stephen's toilet block from Cornwall Council to Saltash Town Council that the existing lease between Cornwall Council and the Church is considered to be set-up between Saltash Town Council and the Church.

BB/12/16/17 TO CONSIDER QUOTATIONS FOR RE-ERECTION OF KERBS AND HEADSTONES TO VARIOUS GRAVES

It was **RESOLVED** that the quotes received are not taken further and any dangerous headstones be laid down on the graves.

BB/13/16/17 TO CONSIDER REPAIR WORK TO THE CEMETERY BOUNDARY WALL ON FARM LANE

It was **RESOLVED** to arrange quotes to:

1. Reduce the height of the wall to the minimum legal requirement and install railings.
2. Remove the stones and repoint the wall.

It was **RECOMMENDED** sufficient funding be made available from reserves to fund the work.

BB/14/16/17 WAR MEMORIAL FIREMAN – NOTICE BOARD

- a. To note the request for funding has been referred to the next meeting of the Service Committee

It was **RESOLVED** to note.

Councillor Mrs H Frank left the meeting.

BB/15/16/17 HEALTH AND SAFETY

- a. 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** that Councillor Austin contacts Cornwall Council to arrange work to the tombs and memorials.

- b. Closed Churchyard footpath.

It was **RESOLVED** to notify Cornwall Council regarding the lack of barrier adjacent to Farm Lane that could result in a member of the public falling down onto the road.

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

BB/17/16/17 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.

BB/18/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

BB/19/16/17 PRESS RELEASES OF ARTICLES REQUIRED

None

BB/20/16/17 DATE OF NEXT MEETINGS

Wednesday 14th September – 2pm at the Guildhall

Rising at 3:20pm

Signed _____
Chairman

Dated _____