

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Board held in the Guildhall on Wednesday 7th December 2016 at 2:00pm

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

ALSO PRESENT: Councillor Mrs G Challen, 6 Members of the Public, Mr M Orchard, (Cemetery Warden), Mrs M Thomas, (Senior Administration Officer), Mrs S Burrows, (Administration Officer), Mrs A Browne, (Finance Officer), Mr J Virgo (Grounds & Premises Warden), Mr M Hall, (PFS Funeral Director).

APOLOGIES: Councillors: Mrs H Frank, (Mayor ex-officio), L Russell, Mr R Parson, (Hub Manager The Co-operative Funeralcare), Mr S Watt, (Westcountry Funeral Services Ltd).

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.

BB/36/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

BB/37/16/17 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			

BB38/16/17 QUESTIONS FROM THE PUBLIC

None.

BB39/16/17 TO REPORT A LETTER REGARDING THE MAINTENANCE OF THE CEMETERY

The Chairman informed members of a letter received from a resident of Saltash regarding the level of maintenance at St Stephen's Churchyard.

The Cemetery Warden informed members that at the time the grass cutting was behind schedule due to lack of equipment following the recent break in.

It was **RESOLVED** that the Chairman writes a letter to the resident updating them that the grass cutting is on schedule and that maintenance requirements are to standards.

BB40/16/17 TO CONSIDER A REPORT AND RECOMMENDATIONS FROM THE SUB GROUP REGARDING FIRE FIGHTERS KILLED IN 1941 WW2 (Pursuant to Burial Board Minute no. 30/16/17)

The Chairman informed members that this item is deferred for consideration at the next Full Town Council meeting held on the 5th January 2017.

It was **RESOLVED** to note.

BB41/16/17 REPORT FROM THE CEMETERY WARDEN

The Cemetery Warden reported that grass cutting at St Stephens is back on schedule following a back log due to stolen equipment, holiday season and weather permitting. And that the Community Payback Scheme work is ongoing.

The Cemetery Warden informed members that Duchy Cemetery's have cleared the soil from the south east corner of St Stephen's Churchyard.

It was **RESOLVED** to note.

BB42/16/17 TO CONSIDER GRASS CUTTING OPTIONS

The Chairman updated members on a Service Level Agreement and a Local Maintenance Partnership/Churchyard Maintenance grass cutting request for St Stephens received from Cornwall Council.

St Stephen's PCC – Co Chairman, Mr Barry Jones, informed members that Cornwall Council's two annual grass cuttings is insufficient and taking a substantial amount of time due to regrowth.

It was **RESOLVED** that the Town Clerk contacts Cornwall Council to discuss the frequency of the grass cutting and possible transfer of budget to Saltash Town Council to carry out the grass cutting in St Stephen's closed Churchyard area and that the request be referred to the next Burial Board Committee for consideration.

BB43/16/17 TO CONSIDER QUOTES TO LOWER THE BOUNDARY WALL AND INSTALL GALVANISED SAFETY RAILINGS
(Pursuant to Minute no. 04/16/17a – Property Maintenance Working Party)

The Chairman informed members of the works required and the approximate cost of capping the wall in 10m sections to minimise the risk of further deterioration and maintenance costs.

It was **RESOLVED** that the Council's Building Consultant provides three quotes to re-build the entire length of the wall and three quotes to re-build the wall in 10m sections for members consideration at the next Full Town Council meeting.

BB44/16/17 TO CONSIDER REPAIR OF HEDGEROW ON SE CORNER OF THE CEMETERY

The Cemetery Warden informed members that the repair to the hedgerow on the south east corner of the cemetery is complete.

It was **RESOLVED** that:

1. The Cemetery Warden ensures no more soil is dumped on the site and that the grave diggers are to be notified to remove all surplus burial soil from the cemetery.
2. A Cherry tree for the corner of the cemetery and Hawthorns for the hedgerow to be planted.
3. Funds allocated from budget code – Tree survey and tree maintenance.

BB45/16/17 HEALTH AND SAFETY

- a. Cornwall Council maintained tombs and memorials.

Mr J 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 works to the tombs and memorials.

BB46/16/17 ST STEPHEN'S CEMETERY – BURIAL BOARD

- a. To receive the current Committee budget statement.
 - i. To set the budget for 2017/18.

It was **RESOLVED** to submit the budget for 2017/18 (copy attached) to the Policy and Resources Committee Precept meeting.

It was **RESOLVED** to:

- 1. Investigate the collection of grass and flower cuttings from the cemetery.
- 2. Investigate the use of St Stephen's shed.
- 3. Arrange a tree survey and tree maintenance of the cemetery areas.
- 4. Provide a copy of the war memorial letter to Mr Barry Jones of St Stephen's PCC.

- ii. To set the fees and charges for 2017/18.

It was **RESOLVED** to:

- 1. Increase the fees and charges by inflation plus 1%.
- 2. Submit the fees and charges from 2017/18 (copy attached) to the Policy and Resources Committee Precept meeting.

BB47/16/17 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.

BB48/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

BB49/16/17 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

Japanese knot weed

Mr Reid informed members that Cornwall Council have still not inspected the Japanese knot weed at St Stephen's Cemetery.

It was **RESOLVED** that Councillor Austin contacts Cornwall Council requesting an inspection takes place immediately and that growth that is present be treated.

BB50/16/17 PRESS RELEASES OF ARTICLES REQUIRED

None.

BB51/16/17 DATE OF NEXT MEETING

Wednesday 15th March 2017 at 2.00 p.m.

Rising at 15:36

Signed_____

Chairman

Dated_____