

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Burial Board held on Tuesday 1st September 2009 at 7.00pm at The Guildhall

PRESENT: Reverend A Butler (Chairman), Councillors R Austin,
Mrs S Hooper MBE, A Killeya, P Stephens ISM

ALSO PRESENT:- Councillor D Holley
Mr J Reid (St Stephens PCC)
Mr B Jones (St Stephens PCC)
Mr D Fowell (Funeral Director)
Mrs M Small (Town Clerk)

11/09/10 DECLARATIONS OF INTEREST

Councillor A Killeya declared a personal interest in Minute No. 14/09/10 as his name is on the allotment waiting list.

12/09/10 TOMB

A letter was read from the National Association of Local Councils stating that responsibility for the tomb lies with Cornwall Council as it is in the closed section of the cemetery. A letter has been sent to Cornwall Council and a reply was received today stating that they are speaking with Mr David Moore, the Conservation Officer, to see if grants are available.

Mr Reid stated that he had contacted English Heritage who were also contacting Mr Moore.

It was **AGREED** that:-

- (a) Cornwall Council is asked to replace the tape around the tomb and make the area safe
- (b) a sign is put up saying "Dangerous Structure"
- (c) a letter of thanks to the builder from whom the tape has been borrowed is sent and asks if they wish the Council to replace the tape
- (d) delegated authority is given to the Chairman and Clerk to move the situation forward depending on further information which may be received.

13/09/10 CEMETERY MANAGEMENT COURSE

Councillor Austin and the Clerk reported on the course which they had attended and the decisions which will need to be made in connection with the new cemetery which will be run under the Local Authorities' Cemeteries Order 1977 and not by the Church as in the existing cemetery

EXTENSION TO CEMETERY

- (a) Councillor Austin reported that the planning application has now been approved and an application has been submitted for loan sanction to allow the Council to borrow the money for the project. A contract is awaited from the Solicitors of Antony Estate for the sale of the land. Mr Stead is obtaining quotations on planning and project management from Scott Wilson and John Grimes. It is hoped to get quotations by the end of October, utilities in by the end of the year and the cemetery completed by June/July 2011.

The Committee gave consideration to contingencies if space in the current cemetery runs out before the extension is complete.

It was **AGREED** that:-

- (i) the tenders should be opened at The Guildhall in the presence of 3 Councillors and the Clerk and then Mr Stead can look at them to check comparisons etc.
 - (ii) space in the existing cemetery is continually monitored by Reverend Butler who will keep the Committee updated.
- (b) The Clerk reported that the cd from the Society of Clerks giving details of Regulations to govern cemeteries is large and she is currently printing off a copy which may then be photocopied for members of the Committee.

It was **AGREED** that a sub-committee comprising Councillors Austin and Stephens, Mr J Reid, Mr D Fowell and the Clerk meet to discuss Regulations to govern the new cemetery and reports back to the Burial Board. The first meeting will be on Tuesday 20th October at 7 pm at the Guildhall.

- (c) It was **AGREED** that the sub-committee also discusses the future upkeep of the existing cemetery when the extension is open
- (d) It was **RECOMMENDED** that:-
- (i) a new Committee to manage both the existing cemetery and the extension be set up as soon as practicable and shall consist of the Mayor and Deputy Mayor and 4 Councillors, plus the Incumbent of St Stephens Church, 2 Church Wardens and an undertaker.
 - (ii) Cornwall Councillor Preston to be asked to attend also to answer any questions.
 - (iii) there are Co-Chairmen of the Committee, one of whom will be the Incumbent of St Stephens Church to take account of the

Agreement for maintenance of the existing cemetery. This will then obviate the need for a Vice-Chairman of the Committee as in other Town Council Committees.

15/09/10 REMOVAL OF SOIL

- (a) Quotations for dealing with the excess spoil at the cemetery were considered. It was **RECOMMENDED** that the quotation of Mr Maunder in the sum of £1000 plus VAT is accepted to make a 4' wide hedge at the edge of the tree belt.
- (b) A letter was reported from E Pascoe and Son asked that when they dig a new grave, only the subsoil is used to backfill the grave and the top soil is left to top up other graves. It was **AGREED** that on-going disposal of sub-soil may be added to the hedge and top-soil only left for topping up graves.
- (c) Councillor Stephens referred to the litter and clippings being dumped in the cemetery and stated that it was not too late to send a letter as previously agreed to the residents of Killigrew Avenue. It was **AGREED** that the letter is now sent.

16/09/10 SEAT

Reverend Butler reported that he had received a request for a memorial seat to be placed near the burial of ashes area at the bottom of the cemetery. The Clerk reported that following the requests considered at the last meeting, one seat had already been installed but Mr Saunders did not want a seat where suggested, ie the replacement of the metal seat near the Church, and had requested that it is positioned near the burial of ashes.

It was **AGREED** that the memorial seat for Mr Saunders is placed near the burial of ashes and that the person now enquiring is told of the site of the seat and that a replacement memorial seat for the metal seat, which should be removed immediately, near the Church would be acceptable.

(Reverend Butler left the meeting and it was unanimously RESOLVED that Councillor Mrs Hooper takes the Chair for the remainder of the meeting)

17/09/10 HANDRAIL

The Clerk reported that a contractor had visited the cemetery and a quotation for the rail is awaited. It was **AGREED** that this is brought to the next meeting.

18/09/10 NOTICE BOARD

Quotations were considered for a notice board in the cemetery. It was **RECOMMENDED** that the quotation from Scott Signs for supply and fitting of a notice board with anti-graffiti face film is accepted at a cost of up to

£1,250 with the logo. The header board to read “St Stephens Cemetery Saltash Town Council” with the cross on one side and the Town Council shield seal on the other.

19/09/10 REPLACEMENT TRACTOR

The Clerk reported that she had received quotations for a replacement tractor and that about £5,000 should be in the precept. It was **AGREED** that in the meantime, should the tractor break down and be beyond economic repair, that a tractor is hired for one month and an emergency meeting of the Burial Board called to consider the way forward.

20/09/10 PRECEPT 2010/11

The Committee was advised of the process being proposed for long-term financial planning and also that any issues required to be added to the current precept process should be forwarded to the Clerk.

Councillor Holley asked that consideration is given to the Health and Safety of putting up fallen headstones and this is discussed in the strategic planning discussion. The new cemetery extension to be discussed also in the strategic planning process.

21/09/10 PRESS RELEASES

It was **AGREED** that no specific press releases were required.

22/09/10 DATE OF NEXT MEETING

Monday 30th November at 7pm at the Guildhall.

Agenda item – review charges. Mr Fowell asked if the Committee would consider the charges for a re-opening compared to a new grave. He will obtain charges from Plymouth City and Torpoint.