

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Joint Burial Board held on the virtual platform Zoom on Tuesday 13<sup>th</sup> October 2020.

**PRESENT:** Councillors: J Dent, B Phillips, A Pinckney – Co-Chairman, B Samuels, M Wills - St Stephens PCC, S McKee - St Stephens PCC

**ALSO PRESENT:** R Lane - Town Clerk, Nicola Symons – Receptionist/Mayors Secretary, Sonia Emmett – Finance Officer, 3 Members of the Public, Councillors: David Yates, G Challen.

**APOLOGIES:** None

---

#### **ANNOUNCEMENTS:-**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Town Clerk informed all attendees of the meetings procedures.

#### **01/20/21 TO APPOINT A CO-CHAIRMAN**

It was **RESOLVED** to defer to the next meeting.

#### **02/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Finance Officer informed the Chair she will be recording the meeting for the purposes of setting the budget for 2021/22.

#### **03/20/21 APOLOGIES**

None.

**04/20/21      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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>
None			

**05/20/21      QUESTIONS FROM THE PUBLIC**

None.

**06/20/21      HEALTH AND SAFETY**

No report.

**07/20/21      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No report.

**08/20/201      TO RECEIVE A REPORT FROM THE CEMETERY WARDEN**

It was **RESOLVED** to note.

09/20/21

**FINANCE**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- b. To set the budget for 2021/22.

Councillor Pinckney proposed to defer the budget. Councillor B Samuels seconded Councillor Pinckney's proposal.

It was **RESOLVED** that the budget for 2021/22 (as attached) be deferred to an Extraordinary Joint Burial Board meeting in order that the Finance Officer may establish more accurate staffing cost expenditure figures.

- c. To set the fees and charges for 2021/22.

Councillor Phillips proposed to approve the recommendations provided by the Finance Officer. Councillor Pinckney seconded Councillor Phillips' proposal.

The fees and charges be increased by 0.6% C.P.I.

1. Re-opening / Interment of a body (Saltash residents) cost from £678 to £686.
2. Re-opening / Burial of cremated remains (Saltash residents) cost from £323 to £327.
3. Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. Those wishing to appeal against the changes can do so by writing to the Co-Chairman of the Joint Burial Board Committee.
4. Bench Maintenance, suggested donation of £108 at time of application.
5. Bench Cost and installation, price on application.

It was **RESOLVED to** recommend the fees and charges for 2021/22 to the Policy and Finance Committee.

10/20/21

**TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

11/20/21

**CORRESPONDENCE**

- a. To receive a letter of resignation from Reverend Cathy Sigrist.

It was **RESOLVED** to note.

- b. To receive a letter of thanks from a resident regarding hedges, roundabouts and road side verges.

It was **RESOLVED** to note.

- c. To receive letters of concern from residents regarding grass cutting, maintenance and wildflowers at St Stephens Churchyard.

Councillor Dent proposed the Committee meet with relevant parties to reach an appropriate solution. Councillor Pinckney seconded Councillor Dent's proposal.

It was **RESOLVED** that:

1. PCC provide a list of suggested areas suitable for wildflower growth.
  2. Members to meet with interested parties to view suitable areas and report back at next meeting.
  3. To check SLA and standards required based on Joint Burial Board requirements and report back at next meeting.
- d. To receive a letter from a resident regarding tree roots and fly tipping at St Stephens Churchyard.

Councillor Phillips proposed that the Service Delivery Department further investigate. Councillor Pinckney seconded Councillor Phillips' proposal.

It was **RESOLVED** that:-

1. The Service Delivery Manager meet with the Tree Surgeon to discuss options.
2. The Service Delivery Manager liaise with Cllr Phillips reference issues regarding Fly Tipping.

- e. To receive a letter from a resident to review the Service Level Agreement and planned maintenance at St Stephen's Churchyard to allow wildflowers to grow and seed.

Councillor Dent proposed to meet with relevant parties to reach an appropriate solution. Councillor Pinckney seconded Councillor Dent's proposal.

It was **RESOLVED** to invite the resident to a meeting of interested parties to consider the letter in detail.

**12/20/21**      **TO APPROVE THE TERMS OF REFERENCE**  
**(Pursuant to P&F held on 25.02.20 minute no.157/19/20)**

It was **RESOLVED** to approve the Terms of Reference.

**13/20/21**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**14/20/21**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**15/20/21**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**16/20/21**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**17/20/21**      **PRESS AND SOCIAL MEDIA RELEASES**

None.

18/20/21

**DATE OF NEXT MEETING**

Extraordinary Meeting - TBC

Rising at 7.08 pm

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

Dated \_\_\_\_\_

DRAFT