

SALTASH TOWN COUNCIL

Notes of a Meeting of the Burial Board held on Monday 14th March 2011 at 7:00pm at the Guildhall

PRESENT: Councillors: R Austin (Co-Chairman), P Clements, A Killea, C Oakes, W Phillips.

ALSO PRESENT: Mr D Fowell (PFS Funeral Director)
Mr B Jones (St Stephens PCC)
Mr J Reid (St Stephens PCC)
Mr D Bartlett (Groundsperson)
Mr R Lane (Town Clerk)
1 Member of the public.

APOLOGIES: Councillors: D Holley, Reverend A Butler (Co-Chairman)

HEALTH AND SAFETY ANNOUNCEMENTS

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

43/10/11 DECLARATIONS OF INTEREST

None.

44/10/11 QUESTIONS FROM THE PUBLIC

Mrs Davis a resident of St Stephens's village expressed concern regarding the condition of cemetery trees adjoining her property.

It was **RECOMMENDED** that the tree surgeon be commissioned to re-examine the trees listed as G1 in his report from Mrs Davis's property, in relation to health and safety concerns, up to a cost of £200.

It was **RESOLVED** that:

1. Councillor Austin will visit residents of Rashleigh Avenue regarding the same trees.
2. An EMF be established to cover the cost of inspections by the Tree Officer.

45/10/11 BURIAL ADMINISTRATION

The Chairman distributed a flow chart to demonstrate the administrative process for burials.

It was **RESOLVED** that the Chairman, Clerk and administration staff will meet with the Funeral Director to determine a burial administration process.

CHURCHTOWN CEMETERY EXTENSION

(a) Report on current position

The Chairman updated members that the cemetery was practically completed, save for a few snagging items.

It was **RESOLVED** that the report be noted.

(b) Update on regulations to govern new cemetery

Members considered the regulations and signage at the cemetery.

It was **RESOLVED** that:

1. The deeds be changed from 50 years to 25 years.
2. The regulations for dogs on the allotments contract be the same as is on the existing cemetery regulations.

It was **RECOMMENDED** to Full Council that all signage be incorporated onto one sign and that the town crests be displayed on the sign.

(c) Staffing

The Chairman of Staffing informed members that the Groundsperson's hours would increase from 37 to 42 from 1st April 2011, if it was legal within employment law.

It was **RESOLVED** that the report be noted.

(d) Membership of the Institute of Cemetery and Crematorium Management

The Clerk informed members that the Council was now a registered member.

It was **RESOLVED** to note.

(e) Software

The Clerk informed members that a company were able to set up a live demo link of a burials software package for consideration.

It was **RESOLVED** that a demonstration be programmed for burial administration staff and members, with a view to be up and running for next year.

(f) Sponsorship of gardens at the entrance to the cemetery

Members considered the sponsorship of the gardens.

It was **RESOLVED** that the item be considered at a future meeting.

(g) Official opening

The Chairman reported that the official opening of the cemetery and allotments is on 16th April 2011 at 2pm, which the Mayor will conduct, and that refreshments will be made available in the church hall.

It was **RESOLVED** that invitations be sent out as per a list to be supplied by Councillor Austin.

(h) Any other items relating to the cemetery extension

Further allotment provision on the spare land was considered.

It was **RESOLVED** that this be considered at the meeting to be held in September.

The Chairman reported on a cleanup that had taken place by the Scouts and that they were due to conduct repairs to walls in the future.

It was **RESOLVED** that the report be noted.

47/10/11

MURDERERS PLOT AND PLAQUE

The Chairman put forward the concept of a visitors' sign on the plot.

It was **RESOLVED** to agree in principle subject to a further detailed report.

48/10/11

EQUIPMENT

(a) Heavy duty ride-on mower

The Groundsperson reported he had tested and costed a machine. However, due to the cemetery sites being split by a public highway, he would need to determine if the machine could be made road legal and the cost to do so.

It was **RESOLVED** that three quotes be sought for a road legal machine.

(b) List of proposed new equipment

The Groundsperson reported that he had a list of new equipment he required.

It was **RESOLVED** that the items referred to had been budgeted for next year in an EMF and the revenue budget and would be considered for recommendation when costed.

49/10/11

WORK UNDERTAKEN

The Groundsperson reported that he required soil compounds as there was no access to top soil between sites.

It was **RECOMMENDED** that compound boards be purchased up to a value of £150.

50/10/11

HEALTH & SAFETY

(a) Tombs

(i) Cornwall Council Maintained Memorials

John Reid reported that Cornwall Council had commenced repairs.

It was **RESOLVED** that the report be noted.

(b) Trees

(i) Safety Assessment

The Clerk reported that the tree safety assessment reports had been received and works recommended were being priced by the County Forester.

It was **RESOLVED** that the report be noted.

(ii) Work Undertaken

The Groundsperson reported that a cherry tree had been cut down and four others had died recently.

It was **RESOLVED** that:

1. The police be advised.
2. Replacement replanting of the trees take place.

(c) Other Urgent Health and Safety Issues

None.

51/10/11

URGENT NON-FINANCIAL MATTERS AT DISCRETION OF THE CHAIR

None.

52/10/11

PRESS RELEASES

None.

53/10/11

DATE OF NEXT MEETING

Monday 13th June 2011 – 7pm at St Stephens (Annual inspection of the cemetery).

Rising at 8.55 pm.

DRAFT