

SALTASH TOWN COUNCIL

Notes of a Meeting of the Burial Board held on Monday 12th September 2011 at 7:00pm at the Guildhall

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

ALSO PRESENT:

Mr B Jones (St Stephens PCC)
Mr J Reid (St Stephens PCC)
Mr D Bartlett (Grounds person)
Mr R Lane (Town Clerk)

APOLOGIES: Councillors: M Gee, D Holley, C Oakes.
Reverend A Butler (Co-Chairman).
Mr D Fowell (PFS Funeral Director)

HEALTH AND SAFETY ANNOUNCEMENTS

Councillor Austin informed those present of the actions required in the event of a fire or emergency.

14/11/12 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/ Prejudicial	Reason
None			

15/11/12 QUESTIONS FROM THE PUBLIC

None

16/11/12 BUDGET STATEMENTS

- a. To receive the end of year budget outturn figures for 2010/11
- b. To receive the current Committee budget statement

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

17/11/12 THE BUDGET FOR 2012/13

Members considered the budget formulation for 2012/13.

It was **RESOLVED** that the budget for 2012/12 be considered in further detail at the next meeting.

18/11/12 FEES AND CHARGES FOR 2012/13

Members considered fees and charges for 2012/13.

It was **RESOLVED** that Mr B Jones and J Reid liaise with Reverend A Butler for further consideration at the next meeting.

19/11/12 BURIAL ADMINISTRATION

(a) Update

Members considered the available burial space left in St Stephens.

The Groundsman reported that there are 47 vacant plots remaining in St Stephens.

It was considered in relation to the remaining vacant plots the forecast date for the operation of Churchtown would be January 2013 based on the current demand for burials in St Stephens.

It was **RESOLVED** that the forecast for the operational date of Churchtown be considered and updated at each meeting.

(b) Software (deferred to June 2012)

Members considered the introduction of a burials software system for Churchtown in relation to its forecasted operational use.

It was **RESOLVED** that consideration of burials software system be deferred until June 2012.

20/11/12 CHURCHTOWN CEMETERY EXTENSION

(a) Grounds person's report

Members considered the Groundsmans report and the issue of access by children.

It was **RESOLVED** that:

1. A no cycling or skateboarding sign be placed in the notice board.
2. The Groundsperson fit spring return to the gates at Churchtown and St Stephens.

(b) Churchtown Cemetery report on current position

The Chairman reported that final stage works were now complete however the gates were due to be replaced due to a fault in the manufacturing and that he would be investigating the introduction of a stop tap for the water services and ventilation panel for the toilet block.

It was **RESOLVED** that the Groundsman will arrange for the replacement of the dead box hedging.

(c) Update on regulations to govern new cemetery

The Chairman reported that work was ongoing and members considered the regulations in relation to access by children however it was considered the regulations covered the issue and a sign would be placed in the notice board.

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

(d) Update on Signage

The Clerk reported that the notice board had been ordered but had not yet been delivered.

It was **RESOLVED** that the Clerk progress the delivery and installation

(e) Final Account for Cemetery Extension

No further report.

(f) Any other items relating to the cemetery extension

The Groundsman reported his concerns regarding the use of machinery in the vicinity of the beehives on site.

It was **RESOLVED** that the Chairman would investigate the Groundsmans concern with the beekeeper.

21/11/12

ST STEPHEN'S CEMETERY

(a) Grounds person's report

Members considered the Groundsmans report.

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

(b) Murderers Plot and Plaque

The Chairman reported the wall building was an ongoing job that would be undertaken by the scouts in the winter.

Mr J Reid reported that he was progressing the plaque with an application to the heritage lottery fund for a grant.

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

(c) Base cut of western wall

The Clerk reported that a request had been submitted to highways for the work to be undertaken.

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

(d) Saltash Fire Fighters Memorial

Mr B Jones reported that there was in fact 6 graves not 5 as previously thought and the memorial was being progressed.

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

(e) Request to purchase a memorial bench.

The Chairman informed members regarding an offer of donation for a memorial bench from a Saltash resident.

It was **RESOLVED** that the bench be agreed to in principle subject to the Groundsman agreeing the location.

22/11/12

EQUIPMENT

(a) Update on purchase of new equipment

The Groundsman reported that the new grass cutting machinery was performing excellently and had improved the efficiency and effectiveness of grass maintenance.

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

(b) Update on registration of ride on mower with DVLA

The Clerk reported that the registration documents had been submitted to the DVLA and registration was imminent.

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

23/11/12

HEALTH & SAFETY

(a) Tombs

(i) Cornwall Council Maintained Memorials

Mr J Reid gave an update report on general works being carried out and those relating to health and safety works to stabilise one of the tombs.

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

(b) Trees

(i) Trees on northern side- report from the Tree Officer

In response to neighbouring residents concerns with regard to the trees on the northern boundary the Chairman read out a detailed report from the Tree Officer commissioned by the council to investigate the neighbours concerns.

The Tree Officers report stated:

1. at present there is no risk of direct damage being caused to the buildings through the action of roots.
2. given the juxtaposition of the trees to gardens/property and the current condition of the trees the level of risk of harm to resident's property is considered acceptable.
3. works are not required in order to make the trees 'safe' (reduce to an acceptable level).
4. the trees provide considerable public amenity and are worthy of retention/protection
5. work required in order to make a significant impact upon the sunlight and leaf drop issues would significantly reduce the amenity provided and lead to long-term management costs/problems.

It was **RESOLVED** that no works be necessary and the neighbouring properties be informed accordingly.

(ii) Work Undertaken

The Chairman informed members of the cost to remove two dead cherry trees.

It was **RESOLVED** that the Groundsperson carry out the removal of the trees.

(c) Access to the Cemetery sites by unaccompanied children.

It was **RESOLVED** that this item had been covered under minute number 20/11/12 (a)

(d) Update on allotment bank maintenance

The Chairman reported that an agreement had been entered into with the allotment society to maintain the bank and that the council had awarded the society a grant to purchase a strimmer to carry out the work.

It was **RESOLVED** that the Clerk contact the society to ascertain their progress.

(e) Any other urgent Health and Safety issues

None

24/11/12

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1 (2) OF THE Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary.)

None.

25/11/12

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

26/11/12

URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

The Chairman enquired if any progress had been achieved regarding the removal of unauthorised items from graves.

The Groundsman reported that following a letter sent by the Clerk the items had been removed.

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

27/11/12

PRESS RELEASES OR ARTICLES REQUIRED

None

28/11/12

DATE OF NEXT MEETING

Monday 12th December 2011 – 7pm at the Guildhall.

Rising at 8.35 pm.

Signed: _____
Chairman

Dated: _____
6th October 2011