



Saltash Town Council

Konsel An Dre Essa



The Guildhall
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Saltash
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2 February 2022

Dear Councillor

I write to summon you to the **Meeting of the Joint Burial Board Committee** to be held at the Guildhall on **Tuesday 8th February 2022 at 6.00 pm.**

All persons must wear a face covering unless medically exempt when entering the Guildhall building and in communal areas. Councillors can remove face covering once seated, members of the public and press are to continue wearing a face covering.

Prior to attending Town Council meetings please review the Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment here: <https://modern.saltash.gov.uk/documents/s3207/Guildhall%20Covid-19%20Physical%20Face%20to%20Face%20Council%20Meetings%20Risk%20Assessment.pdf> .

We ask everyone to respect each other's space and to consider their own unique circumstances before attending Town Council meetings. Please do not attend if you feel unwell or tested positive for Covid-19.

The meeting is open to the public and press. Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely,

S Burrows
Acting Town Clerk

To Councillors:

J Dent S Lennox-Boyd B Samuels (Co-Chair) D Yates L Maddock S McKee (Co-Chair) M Wills	All other Councillors for information
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Agenda

1. Apologies
2. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
3. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
4. To receive and approve the minutes from the Joint Burial Board meeting held on Tuesday 12th October 2021 as a true and correct record. (Pages 4 - 8)
5. To receive the current Committee budget statement. (Page 9)
6. To consider Risk Management reports as may be received.
7. Health & Safety.
8. Correspondence.
9. To receive a report from Saltash Environmental Action (SEA) on the work to establish wildflowers at St Stephens Churchyard. (Page 10)
10. To receive a report and consider supporting the Firefighters Graves at St Stephens Church (Pages 11 - 12)
11. To receive a report from the Service Delivery Department. (Page 13)
12. Health and Safety Announcements
13. 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).
14. To consider any items referred from the main part of the agenda.
15. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

16. To consider urgent non-financial items at the discretion of the Chairman.
17. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday

SALTASH TOWN COUNCIL

Minutes of the Meeting of Joint Burial Board Committee held at the Guildhall on Tuesday 12th October 2021 at 6.00 pm

PRESENT: Councillors: J Dent, B Samuels (Co-Chair), S Lennox-Boyd, S McKee (St Stephens PCC Co-Chair) and M Wills (St Stephens PCC).

ALSO PRESENT: C Cook (Locum Town Clerk), R Enticknap (Service Delivery Manager), S Emmett (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: Councillor D Yates, L Maddock (St Stephens PCC), D Fowell (Pengelly Funeral Service).

19/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

Co-Chairman Councillor B Samuels announced the next agenda item 2 – St Stephens Members to elect a Co-Chairman would be received upon the arrival of Mrs M Wills – Member of St Stephens Church.

20/21/22 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. Locum Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

21/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

22/21/22 **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON TUESDAY 6TH JULY 2021 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Tuesday 6th July 2021 were confirmed as a true and correct record.

23/21/22 **FINANCE:**

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

- b. To set the Joint Burial Board budget for the year 2022/23

It was proposed by Councillor B Samuels, seconded by Councillor Dent and following a vote of STC board Members resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee to be held on Wednesday 24th November 2021 to approve the Joint Burial Board budget for 2022/2023 as attached.

M Wills – Member of St Stephens Church arrived and joined the meeting.

- c. To set the fees and charges for 2022/23

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to amend the amount of £703 Interment Fees – Re-opening /Interment of a body (Saltash Residents) to £700.00.

The Finance Officer informed Members that the Council's forecasted fees and charges for 2022/2023 were comparable to other church cemeteries and confirmed the amounts sufficiently covered costs of the services provided.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and following a vote of STC board Members resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee to be held on Wednesday 24th November 2021 to approve the Joint Burial Board fees and charges for 2022/2023 as attached.

Co-Chairman Councillor B Samuels announced the next item of business to be discussed is agenda item 2 – St Stephens Members to elect a Co-Chairman.

24/21/22 **ST STEPHENS MEMBERS TO ELECT A CO-CHAIRMAN**

In the absence of an incumbent Vicar it was proposed by M Wills, seconded by S McKee and **RESOLVED** to elect Mrs Sandra McKee, Member of St Stephens Church as St Stephens Co-Chairman of the Joint Burial Board Committee.

25/21/22 **HEALTH & SAFETY**

No report.

26/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

27/21/22 **CORRESPONDENCE.**

Co-Chairman Councillor B Samuels informed Members of correspondence received informing the Council of Mr B Jones – Church Warden’s resignation from the Joint Burial Board Committee.

Councillor B Samuels added that Mr Len Maddock had been appointed to the Joint Burial Board Committee until an incumbent Vicar has been appointed.

28/21/22 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.**

The Service Delivery Manager briefed Members on the report submitted and updated Members on recent issues which have since come to the SD Teams attention.

Headstones

Headstones which have been deemed unsafe have been identified and health and safety procedures followed. The SDM stated that it is proving difficult to resolve the issue of removing or replacing the deteriorating headstones due to records not being kept up to date with the financially responsible owner, therefore, the process is ongoing with Members to be kept up to date with any further progression.

Elder Bushes

The SDM informed Members of the growth of elder bushes at the base of yew trees. The SD Team are planning to remove the elder bushes due to health and safety issues which could arise and that this will form part of winter works programme.

S Mckee asked about the debris which had been left on the pathways due to the recent cutting of the churchyard grounds. The SDM advised that all debris from the surrounding pathways would be cleared upon completion of the works later this week.

Co-Chairman Councillor B Samuels offered praise to the SD Team for the works undertaken at the church.

It was **RESOLVED** to note.

29/21/22 **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).

30/21/22 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

31/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

32/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

33/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 8 February 2022 at 6.00 pm

Rising at: 6.27 pm

Signed: _____
Chairman

Dated: _____

Joint Burial Board Committee - Burial Board Budget

Saltash Town Council
As at 31st January 2022

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds to Receive/ Available to Date 2021/22	Notes
Burial Board Operating Income							
Burial Board Income							
4600 BB Cemetery Fees (St. Stephens)	13,299	0	0	7,500	8,038	(538)	
4605 BB SLA Payment Grass Cutting	550	0	0	550	561	(11)	
4613 BB Memorial Bench Income - St. Stephens	689	0	0	0	0	0	
Total Burial Board Income	14,538	0	0	8,050	8,599	(549)	
Total Burial Board Operating Income	14,538	0	0	8,050	8,599	(549)	
Burial Board Operating Expenditure							
Burial Board Expenditure							
6100 BB Petrol	232	0	0	350	279	71	
6101 BB Machinery Maintenance Costs	620	0	0	1,184	535	649	
6103 BB Health & Safety	304	0	0	269	0	269	
6104 BB General Site Maintenance	568	0	0	1,250	714	536	
6105 BB Fire Extinguishers	85	0	0	0	0	0	
6108 BB Tree Survey & Tree Maintenance	1,275	0	0	3,231	225	3,006	
Total Burial Board Expenditure	3,084	0	0	6,284	1,752	4,532	
Burial Board Staffing Expenditure							
Burial Board Staff Expenses	229	0	0	612	79	533	
6670 ST BB Staff Training (St. Stephens)	27	0	0	469	133	336	
Burial Board Staffing Costs	26,040	0	0	23,532	14,447	9,085	
Total Burial Board Staffing Expenditure	26,297	0	0	24,613	14,659	9,954	
Total Burial Board Operating Expenditure	29,381	0	0	30,897	16,412	14,485	
Total Burial Board Operating Expenditure	29,381	0	0	30,897	16,412	14,485	
Total Burial Board Operating Surplus/ (Deficit)	(14,843)	0	0	(22,847)	(7,813)	(15,034)	
Burial Board EMF Expenditure							
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920	
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800	
Total Burial Board EMF Expenditure	0	3,720	0	0	0	3,720	
Total Burial Board Expenditure (Operational & EMF)	29,381	3,720	0	30,897	16,412	18,205	
Total Burial Board Budget Surplus/Deficit	(14,843)	(3,720)	0	(22,847)	(7,813)	(18,754)	

Report from Saltash Environmental Action on work to establish wildflowers at St Stephens Cemetery Winter 2021/22

Teams of various sizes, from a total of 7 volunteers, worked at the cemetery on 4 separate sessions, from the middle of December to 3rd January. The aim was to rake out the thatch, cut any remaining long grass, scarify the earth surface and sow rattle seed. The whole area had already been cut by mower and strimmer.

We soon completed the West and South margins, up to about 1 metre wide. We had much more trouble with the Eastern margin, for 3 reasons: the verge is longer and wider there (we worked up to the line of trees, about 2 metres); there are longer stems of bramble and so on, invading from the hedge; and the grass mowing by the Council had been less successful, as the longer grass was often just pushed flat. It was very slow cutting by hand (we used long-handled shears and a small battery strimmer) and Richard Enticknap kindly agreed to arrange a repeat mow by machine. I have to say even that mow did not deal with the problem completely.

Overall, we removed a great deal of thatch and tree leaves from the Eastern boundary, which we dumped among the trees at the back. In the end, we could only clear maybe a dozen patches of ground to a state suitable for sowing i.e.. minimum 50% bare earth. We sowed yellow rattle, kindly donated by Rotary funded by Rotary's Billion Seed Challenge.

We added some knapweed and other mixed wildflower seed, all sourced in Saltash. Also, alongside the benches, we planted some daffodil bulbs that had been donated to SEA by Eunice Davis; and we added some grape hyacinths at the base of a few trees. We wait to see which of these will naturalise.

The North margin, which is a traditional hedge and standard trees, already has many native wildflowers; we have not disturbed that and will be interested to see which of them will colonise the adjacent marginal strip that is due to be mown on the new, reduced regime.

Several people visiting the Churchyard gave their appreciation of our work.

We did notice a considerable amount of litter around the areas we were working, which we picked up. Regrettably, much litter is caused by plastic flowers, and I am sure the Burial Board is aware of the problem.

Finally, we scarified a few areas on the small section to the East of the East End and sowed rattle, but this area is already quite rich in native plants so we do not intend to disturb it more.

Future management

From our experience at Pillmere, we expect the yellow rattle to germinate sometime in March; so further light mows up to the end of February would be acceptable, if needed to improve appearances. We are growing some plug plants from seed collected in Saltash, and will plant these in early Spring.

Once again, we want to beware of raising expectations about the appearances this spring and summer: it will take Nature a few years to restore itself.

Adrian White January 2022

St Stephens Church, Six Firefighters graves.

Councillors a former Saltash firefighter and family member of one of the six firefighters have been working tirelessly to mark the graves of the six firefighters which are marked at St Stephens Church Saltash.

Mr Mike Parker and Mr Neil Stanlake are requesting Saltash Town Councils blessing on their future project.

At this stage there will be no financial implication to the residents of Saltash nor to the Town Council.

Plans for the project:

Install four new inscribed flat marble stones on the graves and two at the request of the family will remain as they are today.

Encircle the site of all the six graves with grey coloured edging stones and at the same time, identify each individual grave with the same edging stones down the middle. This we believe, would retain a degree of individuality of the six men, but also create inclusiveness, bearing in mind the six of them were all Saltash lads, went to school together, were close pals, were fire fighters together, died together and now rest in peace together.

This edging will enhance the look of the gravel but also reduce the grass cutting. The site surface will be filled with attractive Cornish granite stones which would be in keeping with the edging stones.

Install a story board adjacent to the graves, telling the story of the tragic event in 1941, which would be protected by a Perspex cover and erected at an agreed height and on a single pole, which would also reduce maintenance.

Father Michael Brown, the Cornwall Fire & Rescue Service Chaplain, has been made aware of our proposed plan and he has given it his full approval, after expressing his sadness at the state of the graves when holding a service at St Stephens Church, back in April of last year.

Councillors this is part of Saltash History, and we would like your blessing to see this project come to fruition.

Both Mr Mike Parker and Mr Neil Stanlake will be attending the Full Council Meeting to present their proposed plans and will be present to answer any questions.



To receive a report from the Service Delivery Department

-Joint Burial Board Committee-

Completed Grounds Maintenance Winter – Maintenance carried out include removal of fallen trees on the north side of St. Stephens church yard (old section.) Which was caused by high wind damage in early Novembers storm - luckily no damages to report. Complete pathway clearance/reforming of the edges and borders with all loose soil removed from site. General weeding and tidying. The scheduled topping/cutting back to the wild flower areas to maintain appearance and encourage maximum growth for this year's wild flower sections have been complete. Regular litter picking and emptying of the bins continue as normal – no issues to report. Last grass cut was Mid November 21, due to it being a fairly mild winter so far, the grass has grown a little faster than anticipated, but scheduled to commence regular cutting for March 22.

Grounds Maintenance Winter (Pending) – Upcoming winter maintenance to be continued in the next upcoming weeks include, the pruning of all formal hedges and perimeter hedgerows, raising the crowns (lower branches) on the trees so that churchyard visitors and maintenance staff can pass safely underneath whilst working. Deep removal of moss on pathways via use of mechanical sweeping also scheduled to complement recent pathway works and maintain (as much as possible) slip free paths.

Equipment Servicing Maintenance – All hand held equipment such as strimmer's, hedge cutters etc. are cleaned down and all moving parts greased daily and air filters cleaned/replaced as required. Specialist equipment such as the Ride-On mowers are booked in for their annual servicing (via our contractor) beginning of February 22.

General Site Maintenance – None to report. However, a brief update to planned maintenance tasks include installing a mortice lock on St. Stephens storage hut for extra security alongside its original padlock.

Health & Safety – Assistant Service Delivery Manager carries out weekly H&S site visits each week - no issues to report.

End of Report

Assistant Service Delivery Manager