



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

30 June 2021

Dear Councillor

I write to summon you to the meeting of **Joint Burial Board Committee** to be held on the **St Stephens Church followed by a site visit. on Tuesday 6th July 2021 at 6.00 pm.**

The meeting is open to members of the public and press, however, **please note** due to Covid-19 safe working practices St Stephens Church asks members of the public and press attending to wear a face covering when situated inside the Church, use hand sanitizer provided, provide contact details for track and trace purposes and adhere to social distancing. We ask that all attendees consider their own unique circumstances before attending.

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,

PP R Lane
Town Clerk

To Councillors:

Essa	Tamar	Trematon	St Stephens Church
R Bickford	L Challen	S Miller	B Jones (Co Chairman)
R Bullock	J Dent	B Samuels (Co Chairman)	M Wills
G Challen	S Gillies	G Taylor	S Mckee
M Griffiths	S Martin	D Yates	
A Pinckney	J Peggs		
Vacancy	P Samuels		

Observers:

D Fowell - PFS Funeral Director.

R Parson Hub Manager - The Co-operative Funeralcare.

S Watt - Westcountry Funeral Services Ltd.

Agenda

1. Health and Safety Announcements
2. STC Members to elect a Co-Chairman.
3. St Stephens Members to elect a Co-Chairman.
4. Apologies
5. 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. 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.
7. To receive and approve the minutes from the Joint Burial Board meeting held on 9th February 2021 as a true and correct record. (Pages 4 - 7)
8. Finance:
 - a. To receive the current Committee budget statement (Page 8)
9. Health & Safety
10. To consider Risk Management reports as may be received.
11. Correspondence.
12. To receive a report from the Service Delivery Department. (Pages 9 - 11)
13. To receive an update from the P.C.C regarding wildflower and grass cutting schedules.

(Pursuant to JBB held on 13.10.20 minute nr. 11/20/21 C and E)
(Pursuant to JBB held on 9.02.21 minute nr. 33/20/21 / 36/20/21)
14. To receive an update from the P.C.C regarding the registration of the Churchyard as closed.

(Pursuant to JBB held on 9.02.21 minute nr. 35/20/21)

15. 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).
16. To consider any items referred from the main part of the agenda.
17. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
18. To consider urgent non-financial items at the discretion of the Chairman.
19. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: To be confirmed.

SALTASH TOWN COUNCIL

Minutes of the Meeting of Joint Burial Board Committee held on the Virtual Zoom Platform on Tuesday 9th February 2021 at 6.00 pm

PRESENT: Councillors: J Dent, B Phillips, B Samuels (Co-Chair), D Yates, B Jones (Co-Chair), S McKee and M Wills.

ALSO PRESENT: R Lane (Town Clerk), S Burrows (Assistant Town Clerk) and N Symons (Receptionist/Mayors Secretary)

APOLOGIES: None.

ANNOUNCEMENTS:

The Co-Chairman confirmed that all present could hear the proceedings.

The Co-Chairman confirmed all persons present.

The Co-Chairman confirmed the meeting was quorate.

The Co-Chairman informed all attendees of the procedure for the meeting.

25/20/21 RECORDING OF MEETINGS - PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING.

None.

26/20/21 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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

None.

c. To consider dispensations required.

None.

27/20/21 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

28/20/21 TO NOTE AND RECEIVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON TUESDAY 13TH OCTOBER 2020 AND THURSDAY 19TH NOVEMBER 2020 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Thursday 13th October 2020 were confirmed as a true and correct record.

It was proposed by Councillor B Samuels, seconded by Councillor Phillips and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Thursday 19th November 2020 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

29/20/21 FINANCE:

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

30/20/21 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER.

None.

31/20/21 HEALTH & SAFETY.

No report.

32/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

33/20/21 CORRESPONDENCE.

It was proposed by Councillor B Samuels, seconded by B Jones and **RESOLVED** to acknowledge receipt of a letter received from a resident and that the contents of the letter referring to grass cutting and wildflower planting be deferred to the next Joint Burial Board meeting following the site meeting to take place between the interested parties and the PCC members.

34/20/21 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.

It was **RESOLVED** to note.

35/20/21 TO FURTHER CONSIDER THE PCC REGISTRATION OF THE CHURCHYARD AS CLOSED.

Councillor B Samuels confirmed that due to the interlocking actions to be considered relating to agenda items 13 and 14 they would be received together.

It was proposed by Councillor B Samuels, seconded by B Jones and **RESOLVED** that the PCC are to organise a site visit following lockdown with the appropriate interested parties to review wildflower and grass cutting schedules reporting back to the JBB committee for consideration.

36/20/21 TO NOTE THAT THE PCC SITE MEETING TO CONSIDER WILDFLOWER PLANTING AND GRASS CUTTING SCHEDULES WITH INTERESTED PARTIES HAS BEEN POSTPONED DUE TO COVID-19 RESTRICTIONS.

It was **NOTED** that this item was received under minute number 35/20/21.

37/20/21 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).

38/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

39/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

40/20/21 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.

St Stephen's Churchyard

B Jones informed Members of a sunken plot located in St Stephen's Churchyard.

It was **NOTED** that STC will report the matter to Duchy Cemeteries.

41/20/21 PRESS AND SOCIAL MEDIA RELEASES.

None.

42/20/21 DATE OF NEXT MEETING

Tuesday 8 June 2021 at 6.00 pm - Meeting to be held on site subject to any Covid-19 local restrictions.

Rising at: 6.33 pm

Signed: _____
Chairman

Dated: _____

Joint Burial Board Committee - Burial Board Budget
Saltash Town Council
As at 17th June 2021

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	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Burial Board Operating Income											
Burial Board Income											
4600 BB Cemetery Fees (St. Stephens)	13,299	0	0	7,500	687	6,813		7,545	7,590	7,636	7,682
4605 BB SLA Payment Grass Cutting	550	0	0	550	0	550		553	557	560	563
4613 BB Memorial Bench Income - St. Stephens	689	0	0	0	0	0		0	0	0	0
Total Burial Board Income	14,538	0	0	8,050	687	7,363		8,098	8,147	8,196	8,245
Total Burial Board Operating Income	14,538	0	0	8,050	687	7,363		8,098	8,147	8,196	8,245
Burial Board Operating Expenditure											
Burial Board Expenditure											
6100 BB Petrol	232	0	0	350	123	227		352	354	356	358
6101 BB Machinery Maintenance Costs	620	0	0	1,184	0	1,184		1,191	1,198	1,206	1,213
6103 BB Health & Safety	304	0	0	269	0	269		270	272	273	275
6104 BB General Site Maintenance	568	0	0	1,250	56	1,194		1,258	1,265	1,273	1,280
6105 BB Fire Extinguishers	85	0	0	0	0	0		0	0	0	0
6108 BB Tree Survey & Tree Maintenance	1,275	0	0	3,231	0	3,231		3,251	3,270	3,290	3,310
Total Burial Board Expenditure	3,084	0	0	6,284	179	6,105		6,322	6,359	6,398	6,436
Burial Board Staffing Expenditure											
Burial Board Staff Expenses	229	0	0	612	40	573		616	619	623	627
6670 ST BB Staff Training (St. Stephens)	27	0	0	469	0	469		472	475	478	481
Burial Board Staffing Costs	26,040	0	0	23,532	3,287	20,245		24,238	24,966	25,715	26,487
Total Burial Board Staffing Expenditure	26,297	0	0	24,613	3,326	21,287		25,326	26,060	26,816	27,595
Total Burial Board Operating Expenditure	29,381	0	0	30,897	3,505	27,392		31,648	32,419	33,214	34,031
Total Burial Board Operating Expenditure	29,381	0	0	30,897	3,505	27,392		31,648	32,419	33,214	34,031
Total Burial Board Operating Surplus/ (Deficit)	(14,843)	0	0	(22,847)	(2,818)	(20,029)		(23,550)	(24,272)	(25,018)	(25,786)
Burial Board EMF Expenditure											
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920		0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800		0	0	0	0
Total Burial Board EMF Expenditure	0	3,720	0	0	0	3,720		0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	29,381	3,720	0	30,897	3,505	31,112		31,648	32,419	33,214	34,031
Total Burial Board Budget Surplus/Deficit	(14,843)	(3,720)	0	(22,847)	(2,818)	(23,749)		(23,550)	(24,272)	(25,018)	(25,786)



1st July 2021

Co-Chairmen
Joint Burial Board Committee
Saltash Town Council,
The Guildhall,
Lower Fore Street,
Saltash, Cornwall PL12 6JX

Dear Chairmen,

Re Proposal for reduced grass cutting schedule in defined areas of the churchyard

I write as Chairman representing Committee and Members of Saltash Environmental Action, and would be pleased if you would consider this correspondence at your next meeting. It relates to both Correspondence 33/20/21, and item 36/20/21 as per your minutes.

Several Members of SEA were invited to a meeting with members of the PCC at the Churchyard on 15th June 2021, for which we are grateful.

We explained that the loss of biodiversity (i.e. Nature) is known to be a major threat to our health and wellbeing in several ways, particularly the loss of pollinating insects that are crucial for production of our food.

We explained that the Churchyard has huge potential in the fight to reverse this loss of biodiversity. The land between the graves has been undisturbed for many years and rarely (if ever) treated with weedkillers and insecticides. Therefore it will contain a great store of viable seeds of wildflowers that could provide valuable habitats for insects. However, the wildflowers are currently suppressed by the grass's strong growth, which is due to the current mowing regime.

SEA would be willing to work to encourage the growth of wildflowers in defined areas – around the periphery of the Churchyard, and on the land between the East End and the Old Rectory. The Services Manager has agreed that, subject to approval of this committee, he would work with SEA on a reduced mowing regime. This collaboration currently works well at Pillmere Meadow, to the great benefit of wildflowers including for example bee orchids.

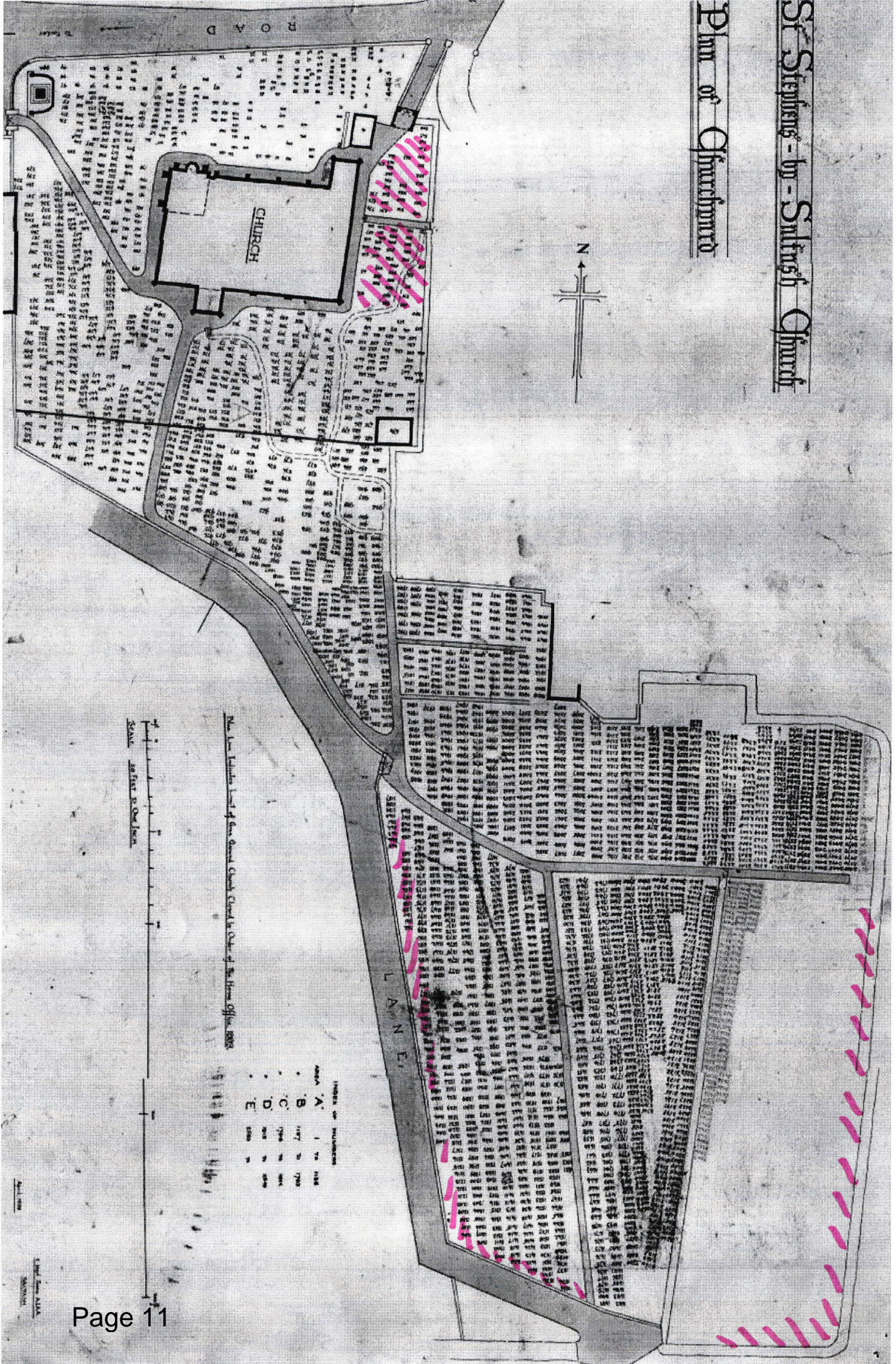
The precise areas that would be involved would need to be agreed in detail with Services Manager, and would depend for example on maintaining safe access to graves, and accessibility to the particular type of mower that needs to be used. The general areas where we propose to consider

this regime are marked on the attached map; they contain a few graves which would continue to be maintained under the present mowing regime.

Finally, we would like to note that meadows take several years to develop, so we urge PCC and visitors to the Churchyard to be patient in waiting for results in terms of colourful flowers – wildlife will in fact benefit even in year 1, simply from allowing grasses to flower. The grass will be allowed to grow between Spring and Summer, the main flowering period. We hope that visitors will consider it to be 'natural' rather than 'untidy'.

St Stephens - by - Sulfrash Church

Plan of Churchward



Scale 10 Feet to an Inch

Plan of the Churchward of St Stephens - by - Sulfrash Church, in the Parish of St Stephens - by - Sulfrash, in the County of Devon, in the Diocese of Exeter.

INDEX OF PLACES

- A. 1 to 100
- B. 101 to 200
- C. 201 to 300
- D. 301 to 400
- E. 401 to 500

Agenda item 12 – To receive a report from the Service Delivery Department

Grounds Maintenance – The winter works program was completed in early March with the formal hedge pruning, perimeter hedge cutting and raising of tree crowns.

The 2021 grass cutting season commenced on the 17th March. To date we have completed 6 grass cuts at Stephens Churchyard with the 7th in process. We are aiming at a 2 to 3 weekly frequency for mowing operations during the mowing season. The Height of Cut (HoC) is set to 50mm due to the uneven nature of the ground in St Stephens Churchyard.

The SDGA's were instructed not to cut the bulbs (daffodils) or the primroses at the start of the mowing season, these have now been cut having finished flowering. Oxeye Daisy's in the vicinity of the Church were not cut in late May (the 5th cut of the season).

SDM together with SSDGA have categorised areas within St Stephens Churchyard for the mowing operations, and allocating realistic work time targets for these areas. Please refer to the enclosed plan of the Churchyard which details the areas with red borders.

- Lawn Cemetery(LC) – 1-man day to complete with a ride on mower and strimmer
- Lawn Cemetery A (LCA) – 1-man day to complete with a ride on mower and strimmer
- Around Church (AC) – 1 & ½ man days to complete with a ride on mower and strimmer
- Old Section A – 3 man days to complete with a ride on mower, pedestrian and strimmer
- Old Section B – 3 man days to complete with a ride on mower, pedestrian mower and strimmer
- Old Section C – 3 man Days to complete with a ride on mower, pedestrian mower and strimmer

Memorial Management – The H&S inspections continue. Subsequent to SDM & ASDM completing the ICCM Cemetery & Crematoria Management Course, where the question was asked by SDM regarding frequencies of memorial stone inspections and was answered with 'every 3 to 5 years', the frequency of inspections has been set at every 3 months. Using the mowing plan enclosed we have split the churchyard in 3 sections for the inspections as follows:

- Lawn Cemetery (LC) and Lawn Cemetery A (LCA) – month 1 (completed in the first week of June)
- Around Church (AC) and Old Section A (OSA) – month 2 (due first week of July)
- Old Section B (OSB) and Old Section C (OSC) – month 3 (due first week of August)

The SSDGA has attempted to report the findings of the memorial stone inspections to the PCC by telephone on a number of occasions, but has not heard back from them.

Please note that there are 3 members of the SDD team attending the ICCM Management of Memorials Course on the 12th July 2021. Subsequent to the completion of the course, the SDD will review the frequency of the inspections.

Memorial Wreaths – Remembrance Memorial Wreaths were removed in late April. The Christmas Memorial Wreaths were removed in mid-March. The Easter Memorial Wreaths were removed in late May.

Blitz 80th Anniversary – Special attention was given for the Memorial Service held on the 22nd April 2021 to the Memorial and surrounding areas. Positive feedback was received from the organisers relating to the Memorial area. A well-received Social Media post after the event included photographs of the Memorial area showing a nice display of primroses.

Staffing – subsequent to the retirement of the Cemetery Warden at the end of 2020 the Service Delivery Department has implemented a flexible approach to the cemetery staffing. At present the SSDGA is in attendance most days, being assisted, as required, by other members of the Service Delivery Department.

Update on Minutes from JBB 13/10/2020 minute no.11/20/21 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.

SDM visited site and met with the resident to discuss the issue in November 2021, during which it was noted that many years ago the branches on the resident's side of the tree line had been removed.

The tree line in question is surveyed with the Annual Tree Survey which highlights any works required. The oak was noted as requiring all major dead wood to be removed whilst the sycamores did not require any works.

The works to the Oak were undertaken by Contractor A subsequent to the tree survey work instructions being issued in October 2020.

1. SDM visited site with two Arboriculture contractors during Spring 2021 to look at the trees.

Contractor A On inspection of the trees **Contractor A** noted that the trees were not dangerous, but offered a crown height reduction be undertaken. It was noted that trees do fail on occasion despite being in healthy condition.

To reduce the height of 4 x Sycamore trees by 2-3m and reshape leaving a natural flowing tree line. To reduce lateral growth on 1 x Oak tree over neighbouring property by 2m

Cost for the works to be undertaken is £1490.05 + VAT

Contractor B noted that the trees are in good condition and there was no requirement for a crown reduction. However, it was recommended that a low branch churchyard side be removed.

4 x Sycamore Trees - (No work required) These trees have been heavily reduced back over the garden in the past therefore in my opinion no further works are required in the short to medium term.

1 x Oak - Reduce over extended oak limbs projecting over the cemetery by 2-3 meters.

Cost for the works to be undertaken is £225.00 + VAT

2021 – 2022 JBB Budget available for Tree Survey and Tree Maintenance is £3,231.00.

- SDM instructed the Cemetery Warden to resolve the issue by addressing the problem. There is a small gap in the hedgerow / fence to a property adjacent to the churchyard in Killigrew Avenue that has been closed using a 'dead hedge' method which creates a wildlife habitat, whilst also addressing and closing the gap in the hedgerow.

It is recommended that STC appoints Contractor B to undertake the works as detailed in point 1.

Churchtown Cemetery and St Stephens Churchyard Mowing Areas



**End of Report
Service Delivery Manager**