



Saltash Town Council

Konsel An Dre Essa



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

22 February 2023

Dear Councillor

I write to summon you to the **Meeting of the Joint Burial Board Committee** to be held at the Guildhall on **Tuesday 28th February 2023 at 6.00 pm.**

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 by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Town Clerk

To Councillors:

R Bullock J Dent (Co-Chair) S Lennox-Boyd D Yates R Magrath (Co-Chair) L Maddock S McKee M Wills	Other members of the Council for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Questions - A 15-minute period when members of the public may ask questions of Members of the Joint Burial Board Committee.
Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
5. To receive and approve the minutes from the Joint Burial Board meeting held on 25th October 2022 and the Extraordinary Joint Burial Board meeting held on 26th January 2023 as a true and correct record. (Pages 4 - 10)
6. To receive the Joint Burial Board budget statement and consider any actions and associated expenditure. (Page 11)
7. To consider Health & Safety reports as may be received.
8. To receive a report on the Town Clerks delegated authority to spend. (Page 12)
9. To consider Risk Management reports as may be received.
10. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Pages 13 - 14)
11. To receive an update on the P.C.C registering the churchyard as closed and consider any actions and associated expenditure. (Pages 15 - 19)
(Pursuant to JBB held on 25.10.22 minute nr. 29/22/23)
12. To receive an update on the St Stephens Churchyard wall repairs and consider any actions and associated expenditure. (Page 20)
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 27 June 2023 6.00 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the St Stephens Church followed by a site visit on Tuesday 25th October 2022 at 3.00 pm

PRESENT: Councillors: R Bullock, J Dent (Co-Chair), S Lennox-Boyd, D Yates, R Magrath (Co-Chair), L Maddock, S McKee and M Wills.

ALSO PRESENT: S Burrows (Town Clerk), R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager), A Primmer (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: None.

Due to newly appointed staff attending, Saltash Town Council (STC) Co-Chairman Dent gave a brief introduction and welcomed those attending the meeting.

19/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

The Joint Burial Board (JBB) Co-Chairman Reverend R Magrath informed those present of the actions required in the event of a fire or emergency.

20/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

21/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None.

22/22/23 **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON TUESDAY 28TH JUNE 2022 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 Dent, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Tuesday 28th June 2022 were confirmed as a true and correct record.

23/22/23 **TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

24/22/23 **TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO POLICY AND FINANCE COMMITTEE.**

Members discussed the budget setting for the year 2023/24.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and following a vote of STC board Members **RESOLVED** to reduce the operating income from £19,800 to £11,000 against budget code 4600 BB Cemetery Fees (St Stephens) based on the previous 2022/23 income.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Bullock and following a vote of STC board Members resolved to **RECOMMEND** the Joint Burial Board Budget Statement for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

The Town Clerk informed Members that the JBB Fees and Charges had not been included on the agenda due to a clerical error. The Town Clerk advised the JBB Fees and Charges are to be received at the Burial Authority Committee meeting to be held on Tuesday 1st November 2022. Members of the St Stephens Joint Burial Board were invited, as members of the public, to attend the Burial Authority Committee meeting were the forementioned will be agreed.

JBB Co-Chairman Rev R Magrath requested Town Council Members consider implementing a mechanism to support reduction of fees should a family of a deceased be experiencing financial hardship.

25/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

No report.

26/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

27/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

The Service Delivery Manager (SDM) gave a brief verbal update on the report received.

It was **RESOLVED** to note.

28/22/23 TO RECEIVE AN UPDATE ON THE PROVISION AND MAINTENANCE OF MEMORIAL BENCHES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

JBB Co-Chairman Rev R Magrath gave a verbal update following the P.C.C meeting held in September.

JBB Co-Chairman Rev R Magrath spoke of the Church wishing to keep the process of purchasing and installations of any requested memorial benches as simple as possible. The Church Faculty would provide the Town Council with necessary permissions and paperwork, inclusive of the approved location and reserving the right to remove any bench deemed hazardous due to lack of care and deterioration.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** that;

1. The Town Council offer a supply and install service for composite memorial benches within St Stephens Churchyard at a cost of £350 + VAT
2. The List B Faculty (received by email) provides the Town Council with assurance that St Stephens Church have approved the inscription and location for install.

29/22/23 **TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the 12 cremation plots available for purchase and the potential impact on the Church if the next section of the Churchyard was registered closed.

Members discussed the cost impact to the Town Council by continuing to maintain the Churchyard more than the agreed Service Level Agreement in place with Cornwall Council.

JBB Co-Chairman Rev R Magrath has requested advice from the Archdeacon of Bodmin on closing the churchyard, with the view taken that whilst cremation plots are available for burials of cremated remains, closing the Churchyard was not an option they wished to pursue at this time.

P.C.C acknowledge the resource and cost implications the maintenance of the Churchyard has on the Town Council and the requirement to review this item on a regular basis as the Churchyard is almost at capacity.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to defer the item to the following Joint Burial Board Committee meeting scheduled to be held on Tuesday 28th February 2023.

30/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

31/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

32/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

33/22/23 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).

34/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

Due to the weather and no areas of concern the site visit was postponed.

DATE OF NEXT MEETING

Tuesday 28 February 2023 at 6.00 pm

Rising at: 4.12 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Joint Burial Board Committee held at the Guildhall on Thursday 26th January 2023 at 2.00 pm

PRESENT: Councillors: R Bullock, J Dent (Co-Chair), S Lennox-Boyd, D Yates, L Maddock and M Wills.

ALSO PRESENT: R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: R Magrath (Co-Chair) and S McKee.

35/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

36/22/23 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. The Assistant Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

37/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None.

38/22/23

TO RECEIVE A REPORT FROM THE TOWN COUNCIL BUILDING SURVEYOR TOGETHER WITH TENDER SUBMISSIONS RELATING TO THE CHURCH WALL OF ST STEPHENS AND TO CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the evaluation from the Town Council's Building Surveyor and discussed the three quotes received.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to appoint Company B to carry out works on the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth', in accordance with the Specification of Works dated 2nd December 2022 at a total cost of £14,366.00+vat to be taken from budget code 6170 BB EMF Repairs to Cemetery Wall;

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to vire £14,366.00+vat to budget code 6170 BB EMF Repairs to Cemetery Wall from General Reserves;

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to the Policy and Finance Committee to provide delegated authority to spend of £1,436.70+vat to the Town Clerk for the associated costs for the Town Council's Building Surveyor to be taken from budget code 6224 PF Professional Costs, relating to management of works to the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth'.

DATE OF NEXT MEETING

Tuesday 28 February 2023 at 6.00 pm

Rising at: 2.14 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

Joint Burial Board Committee - Burial Board Budget 2022-23

Saltash Town Council

For the 9 months ended 31 December 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received /Spend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Burial Board Operating Income										
Burial Board Income										
4600 BB Cemetery Fees (St. Stephens)	8,692	0	0	7,500	10,453	(2,953)	11,000	12,111	13,334	14,681
4605 BB SLA Payment Grass Cutting	561	0	0	564	585	(21)	621	578	636	701
Total Burial Board Income	9,253	0	0	8,064	11,038	(2,974)	11,621	12,689	13,970	15,382
Total Burial Board Operating Income	9,253	0	0	8,064	11,038	(2,974)	11,621	12,689	13,970	15,382
Burial Board Operating Expenditure										
Burial Board Expenditure										
6100 BB Petrol	279	0	0	400	295	105	504	555	611	673
6101 BB Machinery Maintenance Costs	535	0	0	650	0	650	716	788	868	955
6103 BB Health & Safety	0	0	0	100	0	100	110	121	133	147
6104 BB General Site Maintenance	714	0	0	1,281	56	1,225	1,410	1,553	1,710	1,882
6108 BB Tree Survey & Tree Maintenance	396	0	0	3,312	1,120	2,192	3,647	4,015	4,420	4,867
Total Burial Board Expenditure	1,923	0	0	5,743	1,472	4,271	6,387	7,032	7,742	8,524
Burial Board Staffing Expenditure										
Burial Board Staff Expenses	304	0	0	628	145	483	691	761	838	923
6670 ST BB Staff Training (St. Stephens)	133	0	0	481	0	481	530	583	642	707
Burial Board Staffing Costs	17,329	0	0	24,194	16,509	7,685	20,881	22,990	25,312	27,868
Total Burial Board Staffing Expenditure	17,767	0	0	25,303	16,653	8,650	22,102	24,334	26,792	29,498
Total Burial Board Operating Expenditure	19,691	0	0	31,046	18,125	12,921	28,489	31,366	34,534	38,022
Total Burial Board Operating Expenditure	19,691	0	0	31,046	18,125	12,921	28,489	31,366	34,534	38,022
Total Burial Board Operating Surplus/ (Deficit)	(10,438)	0	0	(22,982)	(7,087)	(15,895)	(16,868)	(18,677)	(20,564)	(22,640)
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)	19,691	3,720	0	31,046	18,125	16,641	28,489	31,366	34,534	38,022
Total Burial Board Budget Surplus/Deficit	(10,438)	(3,720)	0	(22,982)	(7,087)	(19,615)	(16,868)	(18,677)	(20,564)	(22,640)

Supplier	Description	Net	VAT	Policy Fee	Broker Fee	Gross	Budget Code	Available Budget
Barron Surveying Services	Due to Health and Safety concerns the Town Council Building Surveyor was appointed for Tender quotes for St Stephens Wall collapse.	£825.00	£100.00	£0.00	£0.00	£925.00	6224 PF Professional Costs	£11,289.00

To receive a report from the Service Delivery Department

Grounds Maintenance

As winter months draw to an end, spring is now just around the corner, we will therefore be finishing our winter work schedule this month, all pruning of formal hedges and perimeter hedge rows and cutting back of shrubs will be completed. Regular litter picking and emptying of the bins continue as normal with no issues to report.

The number of complete grass cuts, will be closely managed and monitored this year; for years the number of cuts completed in the closed churchyard area have significantly exceeded the number covered by the grounds maintenance agreement, at considerable cost to Saltash Town Council. *Therefore the proposal is to reduce the number of cuts from 14 to 6 cuts per annum. The first cut of this year is scheduled for week commencing 27th February.*

Pre-determined wild flower areas and meadows will be left to develop and nurture growth around the internal perimeter of the Churchyard.

Pathways

Work is ongoing to clear and maintain all internal pathways to ensure safe access into and through the Churchyard for all visitors.

To this end, the pathway at the side entrance in Farm Lane requires attention, root growth from the ash tree located just inside the gates has pushed up the tarmac and damaged the pathway surface, creating a potential trip hazard. This hazard is highlighted to churchyard visitors by displaying clear hazard signage that forms part of the Service Delivery regular health and safety checks. *In the meantime, quotes are to be obtained to address the uneven and potential trip hazards caused by tree roots. The works to be undertaken will raise the pathway with a special method that doesn't harm the trees and allows for future growth. Due to the next JBB meeting being held in October, it is recommended that delegated authority be given to the Town Clerk to appoint a contractor to carry out health and safety works at the earliest opportunity up to a maximum cost of £2,192 within budget allocated to budget code 6108 Trees Survey & Tree Maintenance for the year 2022-23.*

The ash tree that has created the issue is not in good condition and is suffering from ash die back disease, the Town Councils contracted Tree Warden carried out a Tree Survey week commencing 20th February reporting that the tree is to be felled. The full Tree Survey Report is due to be received by Friday 3rd March.

STC Tree Wardens have been advised, they have now inspected the tree themselves and attached is their report and findings.

It is proposed that the JBB Committee agree the scope of works delegating to the Town Clerk to obtain three quotes for the works to be undertaken up to a maximum of £500 to be allocated to budget code 6108 Trees Survey & Tree Maintenance for the year 2023-24.

Finance

Budget Code: 6108 Trees Survey & Tree Maintenance

Budget Availability 2022-2023: £2,192

Budget Availability 2023-2024: £2,413

Memorial Management

Health and safety inspections continue weekly, our next quarterly memorial inspection will be completed in week commencing 20th February, before our first scheduled cut begins. We have reviewed the process of how to isolate any unsafe memorials and identify these hazards to ensure absolute minimum risk to all visitors and maintenance workers, this will be implemented following our quarterly inspection.

The legal requirement for Memorial Headstones is that, they must be inspected every 5 years, however, our internal inspections will continue on a quarterly basis, due to the substantial risk of injury they present, our full detailed individual memorial inspection audit is scheduled for week commencing 6th March, 2023.

General Site Maintenance

Scheduled maintenance tasks are ongoing, works include improving site security and access.

End of Report
Service Delivery Manager

Saltash Voluntary Tree Wardens Report

Re Ash tree in Saltash St Stephens Churchyard SX417582

We refer to the ash tree immediately inside the pedestrian gate in Farm Lane. It is of high amenity value to the many users of both the cemetery itself and of Farm Lane, being the main significant tree along the wall at that end of the cemetery, and of good shape.

We noticed in 2022 that the tree is clearly affected by ash die-back, affecting the smallest branches all over the tree. There is epicormic growth (new, vertical branches which is the tree's response to significant damage) on one low branch overhanging the dustbin area, and another overhanging the road. We note that the tree's roots are lifting the tarmac path of the cemetery.

Clearly the tree will at some stage require felling to avoid risk to the public. We (AW, JA) inspected it again on 21st February 2023. We would like to make two observations:

1. We strongly urge that a replacement tree be planted nearby, such as on the grass area between the notice board and the bins. A hawthorn would be trouble-free, long lived, suitable for a cemetery and excellent for wildlife. The lower branches might need to be removed over time (lifting the crown) to provide more than adequate headroom to walk under.
2. We are not experts on assessing risk, and always defer to the County Tree Officer for the area, Steve Harding. In general, the current policy for trees affected by ash die-back is to remove any branches that are at risk of falling but not fell the whole tree until necessary – providing only that the remaining branches are strong enough to support the arborist safely, during the felling. It looks superficially as though that might apply here – i.e. some pruning of the most affected branches could give the tree another year or two of life, and another year or two of pleasure to the community. The Committee might like to consider asking for another professional opinion.

Adrian White

Jo Allen

29/22/23 **TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the 12 cremation plots available for purchase and the potential impact on the Church if the next section of the Churchyard was registered closed.

Members discussed the cost impact to the Town Council by continuing to maintain the Churchyard more than the agreed Service Level Agreement in place with Cornwall Council.

JBB Co-Chairman Rev R Magrath has requested advice from the Archdeacon of Bodmin on closing the churchyard, with the view taken that whilst cremation plots are available for burials of cremated remains, closing the Churchyard was not an option they wished to pursue at this time.

P.C.C acknowledge the resource and cost implications the maintenance of the Churchyard has on the Town Council and the requirement to review this item on a regular basis as the Churchyard is almost at capacity.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to defer the item to the following Joint Burial Board Committee meeting scheduled to be held on Tuesday 28th February 2023.

Response Received from Cornwall Council Regarding Closed Sections of Churchyard

Good afternoon,

Further to your email below and my recent telephone conversation with the Deputy Town Clerk.

I understand you are looking to ascertain the level of potential payment should the area be formally closed, and responsibility passed to Cornwall Council.

The 2022/23 rate for closed churchyard grass cutting agreements with Town/Parish Councils is set at 11.88p/m² per annum.

I trust this is helpful.

Regards,

Public Space Officer

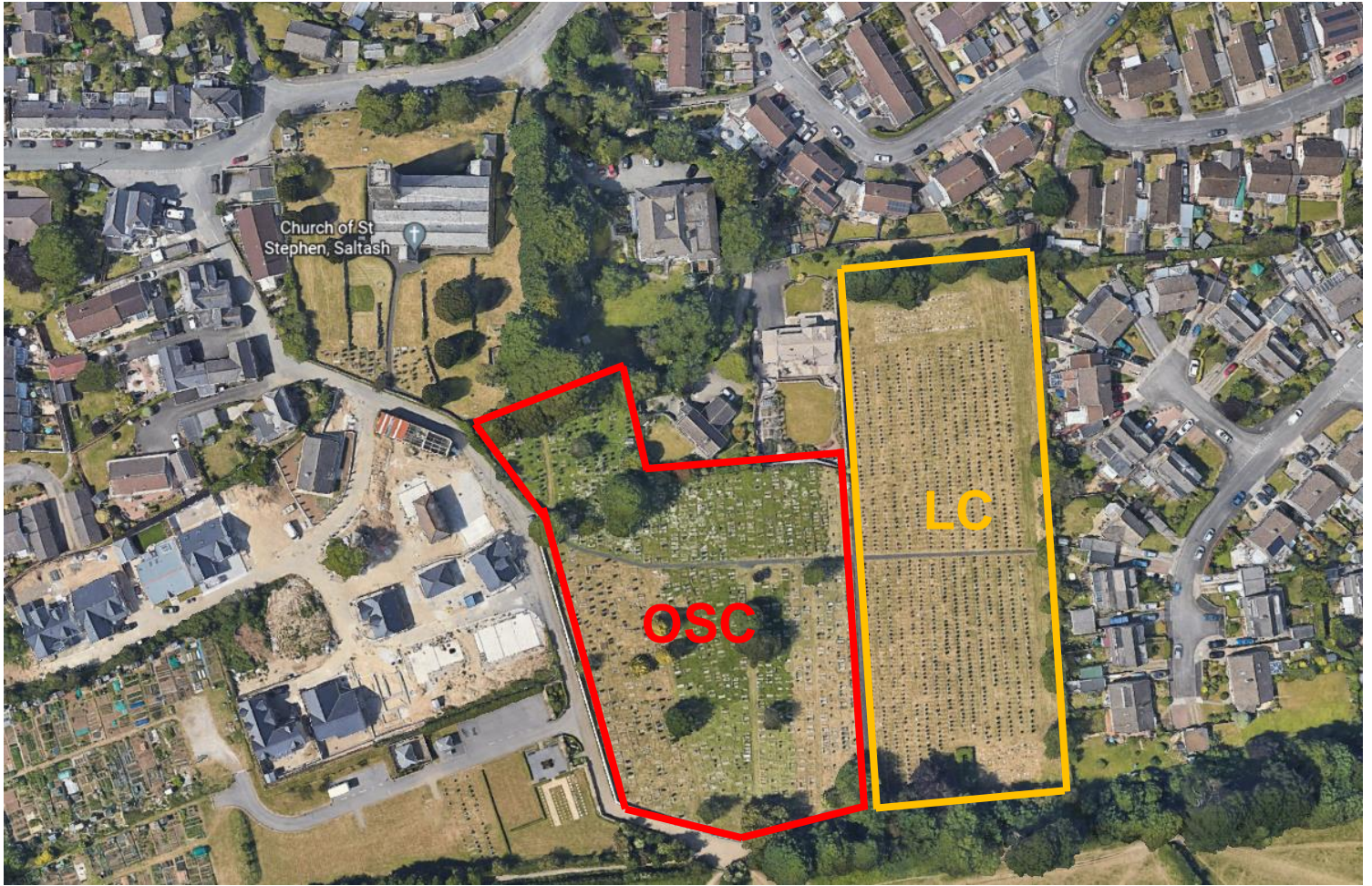
Natural Environment
Environment & Connectivity Service
Sustainable Growth & Development Directorate
Cornwall Council
L4A Pydar House
Pydar Street
TRURO
Cornwall
TR1 1XU

Cornwall Council UPDATE 2023/24

The latest information I have is that the rate payable for 2023/24 will increase by 7.5%.

Currently in the open sections the SD Team action the following works:

- Reforming of pathways / edges
- Emptying Bins on average 4-5 black bags per week
- Undertake Tree Surveys
- Headstone Checks
- Regular Cutting
(OSC Section not permitted to use ride on mower and use strimmer's only)
- Weeding around wall opposite Churchtown



Section	CC Fee	m2	Approx. Total 2022/23
OSC	0.1188	7568.86	£899.18
LC	0.1188	7242.15	£860.36

Approximate estimated cost to be received per cut for the year 2022/23:
 (Based on current agreement of a minimum of three cuts per year)

OSC = £299.72

LC = £286.78

Section	CC Fee	m2	Approx. Total 2023/24
OSC	0.1277	7568.86	£966.62
LC	0.1277	7242.15	£924.89

Approximate estimated cost to be received per cut for the year 2023/24:
(Based on current agreement of a minimum of three cuts per year)

OSC = £322.18

LC = £308.27

**End of report
Administration Officer**

To receive an update on the P.C.C registering the churchyard as closed and consider any actions and associated expenditure

Information:

Further information has been sought for Members consideration regarding the process and associated costs to consider when closing a churchyard. The following link and questions are provided by the Ministry of Justice:

How do you close a Churchyard? – The relevant application form and guidance can be located here <https://www.gov.uk/government/publications/apply-to-close-a-churchyard>

Are there any costs? The Ministry of Justice does not charge, however, it may be worth seeking independent legal advice, at a cost. In the first instance it is probably best approaching the Diocese (who would need to be consulted in any case).

What happens after the Churchyard is closed? By this do you mean in respect of maintenance costs? The Church would need to contact Saltash Town Council to discuss them taking over maintenance if the Church so wished to do so. Again, independent legal advice is recommended, at a cost. The Ministry of Justice itself is not a party to any agreement to transfer maintenance.

What can the Church do and not do when the churchyard is closed? The various exceptions in a closed churchyard are set out in the guidance above. They may or may not be relevant to St Stephens. The land would remain church land.

Cornwall Council also have a lot of information located on their website: <https://www.cornwall.gov.uk/parks-leisure-and-culture/parks-and-open-spaces/closed-churchyards/>



To receive an update on the St Stephens Churchyard wall repairs and consider any actions and associated expenditure

Internal Perimeter Wall Repairs

Following the Extraordinary Meeting of the Joint Burial Board Committee on the 26th January 2023, Contractor B was appointed to carry out the repair works – Obedair

The project pre-start meeting took place on 22nd February, in attendance was the building surveyor James Barron, the contractor Obedair and our Assistant Service Delivery Manager Michael Cotton.

It was agreed work would commence on Monday 13th March, the planned schedule of works would take approximately 4 weeks, one week clearance and stacking, two weeks construction and one week clearance and garden reinstatement.

Obedair's stonemason highlighted the possibility of an additional cut-back on one side, further towards the crack line. This will be reviewed and confirmed once the cutting back and cleaning off work commences.

It was agreed inspections are required when the stone is cleaned and wall and foundation stonework is cut-back to the agreed salvageable levels, followed by further inspections as work progresses.

YGS Landscapes have been appointed by Obedair to oversee the reinstatement of the resident's garden that was damaged when the wall fell.

Obedair are to provide a copy of their Risk Assessment and Method Statement before any works commence to Barron Surveying for their approval. Barron Surveying forward a copy to the SDM for review and to form part of the Town Council records.

The SDM is personally communicating with the resident directly affected by the wall collapse, they have been informed of the date that work will be commenced.

End of Report
Service Delivery Manager