



Saltash Town Council

Konsel An Dre Essa



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

18 October 2023

Dear Councillor

I write to summon you to the **Meeting of Burial Authority Committee** to be held at the Guildhall on **Tuesday 24th October 2023 at 6.30 pm.**

The meeting is open to members of 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:

R Bullock J Dent (Chairman) J Foster M Griffiths S Lennox-Boyd S Miller (Vice-Chairman)	All other Councillors 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 Council.

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 Burial Authority meeting held on 25th September 2023 as a true and correct record. (Pages 4 - 8)
6. To receive the Burial Authority Committee budget statement and consider any actions and associated expenditure. (Page 9)
7. To set the Burial Authority Fees and Charges for the year 2024/25 recommending to the Policy and Finance Committee. (Page 10)
8. To set the Burial Authority budget for the year 2024/25 recommending to the Policy and Finance Committee. (Page 11)
9. To consider Health & Safety reports as may be received.
10. To consider Risk Management reports as may be received.
11. To receive a verbal update from the Service Delivery Department and consider any actions and associated expenditure.
12. To receive quotes for Churchtown Cemetery compound fence and consider any actions and associated expenditure. (Pages 12 - 13)
13. To receive a request from Anthony Estates for the use of Churchtown Cemetery and consider any actions and associated expenditure. (Pages 14 - 28)
(Pursuant to BA held on 25.09.23 minute nr. 26/23/24 and FTC held on 5.10.23 minute nr. 195/23/24)

14. 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).
15. To consider any items referred from the main part of the agenda.
16. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
17. To consider urgent non-financial items at the discretion of the Chairman.
18. 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 Extraordinary Meeting of the Burial Authority Committee held at the Guildhall on Monday 25th September 2023 at 6.30 pm

PRESENT: Councillors: R Bullock, J Foster, S Lennox-Boyd and S Miller (Vice-Chairman).

ALSO PRESENT: Mr W Trinick, (Antony Estate), R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: J Dent (Chairman) and M Griffiths.

20/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

21/23/24 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.

22/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

23/23/24 **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 23RD MAY 2023 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 Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 23rd May 2023 were confirmed as a true and correct record.

24/23/24 **TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Assistant Town Clerk explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The Assistant Town Clerk provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

The Assistant Town Clerk informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED:**

1. To note the budget statement;
2. To vire £525 from 6071 EMF Replace Machinery & Equipment to 6004 General Site Maintenance due to an overspend;
3. To vire £48.00 from 6011 Water to 6014 Cemetery Software subscription due to an overspend.

The Assistant Town Clerk explained that additional virements are requested by the finance department to align staffing costs to the appropriate budget codes.

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the following virements to the Services Committee Meeting to be held on 12th October 2023, pending review of Budget Codes, 6666 ST BA Staff Training (Churchtown) and 6692 ST BA EMF Staff Contingency (Churchtown):

1. To vire £7,038.10 from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay to bring the budgets back in line;
2. To vire £594.52 from 6616 ST BA Cemetery Warden Employers NI to 6619 ST SE Services Delivery Employers NI to bring the budgets back in line;
3. To vire £1,372.13 from 6617 ST BA Cemetery Warden Employers Pension to 6620 ST SE Services Delivery Employers Pension to bring the budgets back in line;
4. To vire £59.00 from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing to bring the budgets back in line;
5. To vire £203.00 from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles to bring the budgets back in line;
6. To vire £34.00 from 6665 ST BA Staff Travelling Cost (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses to bring the budgets back in line;
7. To vire £227.00 from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training to bring the budgets back in line;
8. To vire £4,074.00 from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency to bring the budgets back in line.

25/23/24 **TO RECEIVE A REPORT ON CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** the amendment to the Churchtown Cemetery Management Policy and Regulations (as attached) to the Policy and Finance Committee to be held on 14th November 2023.

26/23/24 **TO RECEIVE A REQUEST FROM ANTHONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that a representative of Antony Estate was present at the meeting and with Members approval, the representative would be invited to present as a guest speaker.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the representative of Antony Estate as a guest speaker.

The representative of Antony Estate gave a presentation concerning the proposed Natural Burial Site at Churchtown Farm, Saltash and the proposal for shared facilities.

Following the presentation Members discussed the proposals and impacts for a shared arrangement for parking and the installation of a site unit for the use of Antony Estate at the Churchtown Cemetery site.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on 5th October 2023:

1. To agree in principal to authorise the use of 15 spaces at Churchtown Cemetery car park by Antony Estates for funeral services at their proposed Natural Burial site, subject to contract and agreements being in place, these are to be inclusive of a booking system controlled by the admin department, costs to be determined and site management during use.
2. To review the installation and lease of a storage unit at Churchtown Cemetery, for use by Antony Estates for their Natural Burial site subject to a site visit and update from Burial Authority committee members.

27/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 24 October 2023 at 6.30 pm

Rising at: 7.19 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

Burial Authority Committee - Burial Authority Budget 2023-24

Saltash Town Council

For the 6 months ended 30 September 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Operating Income										
Burial Authority Income										
4612 BA Cemetery Fees (Churchtown)	16,411	0	0	21,862	5,487	16,375	24,070	26,501	29,177	32,124
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	700	300	1,101	1,212	1,335	1,469
Total Burial Authority Income	16,994	0	0	22,862	6,187	16,675	25,171	27,713	30,512	33,593
Total Operating Income	16,994	0	0	22,862	6,187	16,675	25,171	27,713	30,512	33,593
Operating Expenditure										
Burial Authority Expenditure										
6000 BA Petrol	126	0	0	378	64	314	416	458	504	555
6001 BA Machinery Maintenance Costs	0	0	0	275	0	275	303	334	367	404
6003 BA Health & Safety	0	0	0	55	0	55	61	67	73	81
6004 BA General Site Maintenance	557	0	525	613	642	496	675	744	819	901
6005 BA Fire Extinguishers	41	0	0	90	0	90	99	109	120	133
6008 BA Tree Survey & Tree Maintenance	818	0	0	791	0	791	870	958	1,055	1,162
6009 BA Electricity Costs	230	0	0	690	44	646	760	836	921	1,014
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385	23,545	25,923	28,541
6011 BA Water	0	0	(48)	364	0	316	401	442	486	536
6012 BA Memorial Bench (Expenditure)	147	0	0	0	45	(45)	0	0	0	0
6013 BA Security Alarm Maintenance	159	0	0	173	124	49	190	210	231	254
6014 BA Cemetery Software Subscription	288	0	48	329	377	0	362	399	439	484
Total Burial Authority Expenditure	23,753	0	525	25,143	11,987	13,681	25,522	28,102	30,938	34,065
Burial Authority Staffing Expenditure										
Burial Authority Staffing Expenses	62	0	(296)	296	0	0	326	359	395	435
6666 ST BA Staff Training (Churchtown)	0	0	(227)	227	0	0	250	275	303	333
Burial Authority Staffing Costs	7,494	0	(8,949)	8,949	0	0	9,853	10,848	11,944	13,150
Total Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	10,429	11,482	12,642	13,918
6923 LI PWLB Loan Repayment & Interest	0	0	0	0	12,178	(12,178)	0	0	0	0
Total Operating Expenditure	31,309	0	(8,947)	34,615	24,165	1,503	35,951	39,584	43,580	47,983
Total Burial Authority Operating Expenditure	31,309	0	(8,947)	34,615	11,987	13,681	35,951	39,584	43,580	47,983
Total Burial Authority Operating Surplus/ (Deficit)	(14,314)	0	8,947	(11,753)	(17,978)	15,172	(10,780)	(11,871)	(13,068)	(14,390)
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	1,464	6,204	0	0	0	6,204	0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	14,967	(525)	0	0	14,442	0	0	0	0
6073 BA EMF Memorial Garden	800	4,200	0	0	375	3,825	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	(1,200)	0	0	0	0	0	0	0
Total Burial Authority EMF Expenditure	2,264	26,571	(1,725)	0	375	24,471	0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	33,573	26,571	(10,672)	34,615	12,362	38,152	35,951	39,584	43,580	47,983
Total Burial Authority Budget Surplus/ Deficit	(16,578)	(26,571)	10,672	(11,753)	(18,353)	(9,299)	(10,780)	(11,871)	(13,068)	(14,390)

To/From Reserves & Budget Virements 2023/24

- Virement from General Reserves to Burial Authority Staffing Costs - £56 - PE 99/22/23
- Virement from General Reserves to 6692 ST BA EMF Staff Contingency (Churchtown) - £2,874 - FTC 58/23/24
- Virement from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay - £7,038 - BA 24/23/24
- Virement from 6616 ST BA Cemetery Warden Empers NI to 6619 ST SE Services Delivery Empers NI - £595 - BA 24/23/24
- Virement from 6617 ST BA Cemetery Warden Empers Pension to 6620 ST SE Services Delivery Empers Pension - £1,372 - BA 24/23/24
- Virement from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing - £59 - BA 24/23/24
- Virement from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles - £203 - BA 24/23/24
- Virement from 6665 ST BA Staff Travelling Costs (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses - £34 - BA 24/23/24
- Virement from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training - £227 - BA 24/23/24
- Virement from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency - £4,074 - BA 24/23/24
- Virement from 6071 BA EMF Replace Machinery & Equipment to 6004 BA General Site Maintenance - £525 - BA 24/23/24
- Virement from 6011 BA Water to 6014 BA Cemetery Software Subscription - £48 - BA 24/23/24
- 6012 BA Memorial Bench (Expenditure) -£45 offset by income 4614 BA Memorial Bench Income £700

Agenda Item 7

Burial Authority - Churchtown Cemetery

Fees and Charges

Description	2023/2024 (As of 1st April 2023)	2024/25 Proposed Charge Amendments
<u>Interment Fees</u>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700
1st Interment of ashes in a casket - (double depth plot)	£333	£333
2nd Interment of ashes in a casket - (ERB determined)	£333	£333
1st Interment of loose ashes - (double depth plot)	£167	£167
2nd Interment of loose ashes - (ERB determined)	£167	£167
Interment of ashes in Garden of Remembrance	£333	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u>		
Exclusive Right of Burial under the age of 18 years	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u>		
Permission to erect headstone including first inscription	£111	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Removal of a headstone & cremation tablet other than for an additional inscription	£56	£56
Renewal of Grant of Right to Erect a Memorial	£28	£28
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
<u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u>		
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Renewal of Exclusive Rights of Burial	£28	£28
Renewal of Exclusive Rights of Cremated Remains	£28	£28
Issue & registration of duplicate deed of grant of grave space	£28	£28
Inspection of Burial Register	£28	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84
Permission of right to CWG Commission or MOD	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£28	£28
Search of Registers by our staff (non resident)	£56	£56
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double
<u>Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VARIABLE)</u>		
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100 inc. VAT	£100 inc. VAT
Memorial Plaque on a bench at Churchtown Cemetery (Propose increase to £450 + VAT = £540. This will cover the cost for bench & plaque £375.50 + estimated maintenance over 10 years £74.50 = £450 + VAT)	£420 inc. VAT	Propose increase to £540 inc. VAT

Agenda Item 8

Burial Authority Committee - Burial Authority Budget 2023-24
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/25	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Operating Income												
Burial Authority Income												
4612 BA Cemetery Fees (Churchtown)	16,411	0	0	21,862	5,043	16,819	12,994	Based on Current YTD + CPI 7.3%. Fees & Charges TBA	13,943	14,960	16,052	17,224
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	700	300	900	Based on 2 x Benches @ £450 Fees & Charges TBA	966	1,036	1,112	1,193
Total Burial Authority Income	16,994	0	0	22,862	5,743	17,119	13,894		14,908	15,997	17,164	18,417
Total Operating Income	16,994	0	0	22,862	5,743	17,119	13,894		14,908	15,997	17,164	18,417
Operating Expenditure												
Burial Authority Expenditure												
6000 BA Petrol	126	0	0	378	25	354	406	Current Budget + CPI 7.3%	436	467	502	538
6001 BA Machinery Maintenance Costs	0	0	0	275	0	275	296	Current Budget + CPI 7.3%	318	341	366	392
6003 BA Health & Safety	0	0	0	55	0	55	60	Current Budget + CPI 7.3%	64	69	74	80
6004 BA General Site Maintenance	557	0	0	613	642	(29)	658	Note: 23/24 Actual includes £525 for one off cost for hire of mower	706	758	813	872
6005 BA Fire Extinguishers	41	0	0	90	0	90	97	Current Budget + CPI 7.3%	104	112	120	129
6008 BA Tree Survey & Tree Maintenance	818	0	0	791	0	791	849	Current Budget + CPI 7.3%	911	977	1,049	1,125
6009 BA Electricity Costs	230	0	0	690	44	646	394	Based on annual kwh at current rates + 15%	423	454	487	522
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385	Based on Repayment Loan Schedule (Last payment due 30-07-25)	10,692	0	0	0
6011 BA Water	0	0	0	364	0	364	391	Current Budget + CPI 7.3%	420	450	483	518
6012 BA Memorial Bench (Expenditure)	147	0	0	0	0	0	751	Based on 2 benches to match income code 4614 Memorial Benches (Bench £350 + plaque £25.50)	806	865	928	995
6013 BA Security Alarm Maintenance	159	0	0	173	124	49	186	Current Budget + CPI 7.3%	200	214	230	247
6014 BA Cemetery Software Subscription	288	0	0	329	377	(48)	405	Current Actual YTD + CPI 7.3%	435	466	500	537
Total Burial Authority Expenditure	23,753	0	0	25,143	11,903	13,240	25,878		15,513	5,173	5,551	5,956
Burial Authority Staffing Expenditure												
Burial Authority Staffing Expenses (Delete Code)	62	0	(296)	296	0	0	0	Staffing now carried out by	326	359	395	435
6666 ST BA Staff Training (Churchtown) (Delete Code)	0	0	(227)	227	0	0	0	Service Department	250	275	303	333
Burial Authority Staffing Costs (Delete Code)	7,494	0	(8,949)	8,949	0	0	0		9,853	10,848	11,944	13,150
Total Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	0		10,429	11,482	12,642	13,918
Total Operating Expenditure	31,309	0	(9,472)	34,615	11,903	13,240	25,878		25,942	16,655	18,193	19,874
Total Burial Authority Operating Expenditure	31,309	0	(9,472)	34,615	11,903	13,240	25,878		25,942	16,655	18,193	19,874
Total Burial Authority Operating Surplus/ (Deficit)	(14,314)	0	9,472	(11,753)	(6,160)	3,879	(11,984)		(11,034)	(658)	(1,028)	(1,456)
Burial Authority EMF Expenditure												
6070 BA EMF Churchtown Cemetery Capital Works	1,464	6,204	0	0	0	6,204	1,500	As per 5 Year Plan	1,500	1,500	1,500	1,500
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967	0	To be Agreed at Committee Meeting	0	0	0	0
6073 BA EMF Memorial Garden	800	4,200	0	0	250	3,950	0	To be Agreed at Committee Meeting	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown) (Delete Code)	0	1,200	(1,200)	0	0	0	0	Staffing now being carried out by Service Department	0	0	0	0
Total Burial Authority EMF Expenditure	2,264	26,571	(1,200)	0	250	25,121	1,500		1,500	1,500	1,500	1,500
Total Burial Authority Expenditure (Operational & EMF)	33,573	26,571	(10,672)	34,615	12,153	38,361	27,378		27,442	18,155	19,693	21,374
Total Burial Authority Budget Surplus/ Deficit	(16,578)	(26,571)	10,672	(11,753)	(6,410)	(21,242)	(13,484)		(12,534)	(2,158)	(2,528)	(2,956)

Services held on 24th August 2023.

54/23/24 TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Departmental Report;

The Town Clerk reported on the Departmental Report received and contained within the circulated reports pack.

The Town Clerk informed Members of the text highlighted in blue, contained and detailed within the report, in which Members were requested to consider resolutions.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to;

1. Delegate to the Town Clerk to repair the North Road bus shelter roof working within budget code 6512 Bus Shelter Maintenance;
2. Ratify the cost of £235 to replace the Guildhall window allocated to budget code 6410 General Maintenance;
3. Ratify the change in operational hours to the fully accessible public toilet at Belle Vue in line with other Town Council public toilet operational hours;
4. Ratify to discontinue the LMP footpath work for the year 2023-24 and delegate to the Service Delivery Manager to ascertain if there is sufficient resource within the department to undertake the work the year 2024-25, and the Finance Officer to carry out a cost exercise for budget setting purposes, both reporting back at the next Services Committee meeting;
5. Appoint company A to undertake hedge works at Churchtown Cemetery and Allotment site at a cost of £1,024.50 allocated to budget code 6506 Grounds Maintenance and Watering;
6. Budget sufficient funds for replacement fencing at Churchtown Cemetery in the year 2024-25;
7. Delegate authority to the Town Clerk to appoint a contractor to carry out the works within budget this year, and future budgeting for the works to be undertaken every two years;

8. Plant evergreen plants for the Autumn/Winter period, and the Spring/Summer planting to be around the evergreen areas to bring colour to the beddings and containers;
9. Remove the Fore Street hanging baskets at the end of August;
10. Delegate to the Town Clerk to undertake a vehicle exercise reporting back at the next Services Committee meeting.

Burial Authority held on 25.09.23

26/23/24 TO RECEIVE A REQUEST FROM ANTHONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that a representative of Antony Estate was present at the meeting and with Members approval, the representative would be invited to present as a guest speaker.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the representative of Antony Estate as a guest speaker.

The representative of Antony Estate gave a presentation concerning the proposed Natural Burial Site at Churchtown Farm, Saltash and the proposal for shared facilities.

Following the presentation Members discussed the proposals and impacts for a shared arrangement for parking and the installation of a site unit for the use of Antony Estate at the Churchtown Cemetery site.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on 5th October 2023:

1. To agree in principal to authorise the use of 15 spaces at Churchtown Cemetery car park by Antony Estates for funeral services at their proposed Natural Burial site, subject to contract and agreements being in place, these are to be inclusive of a booking system controlled by the admin department, costs to be determined and site management during use.
2. To review the installation and lease of a storage unit at Churchtown Cemetery, for use by Antony Estates for their Natural Burial site subject to a site visit and update from Burial Authority committee members.

FTC held on 5.10.23

195/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS.

Councillor Dent spoke of the request to place a sizeable storage unit within the grounds of Churchtown Cemetery and of a recently held site visit. Members did not feel a storage unit would be conducive or in keeping with the surroundings.

Members discussed various implications with shared use of the parking facilities at Churchtown Cemetery and requested further consideration relating to staff capacity and cost implications prior to any agreement being made.

It was proposed by Councillor Dent, seconded by Councillor Brady and **RESOLVED** defer the above recommendation to the Burial Authority to provide further clarification.

Churchtown, Saltash

Proposed natural burial ground



Natural burial

270+ sites in UK

Shallow depth

No standing headstones

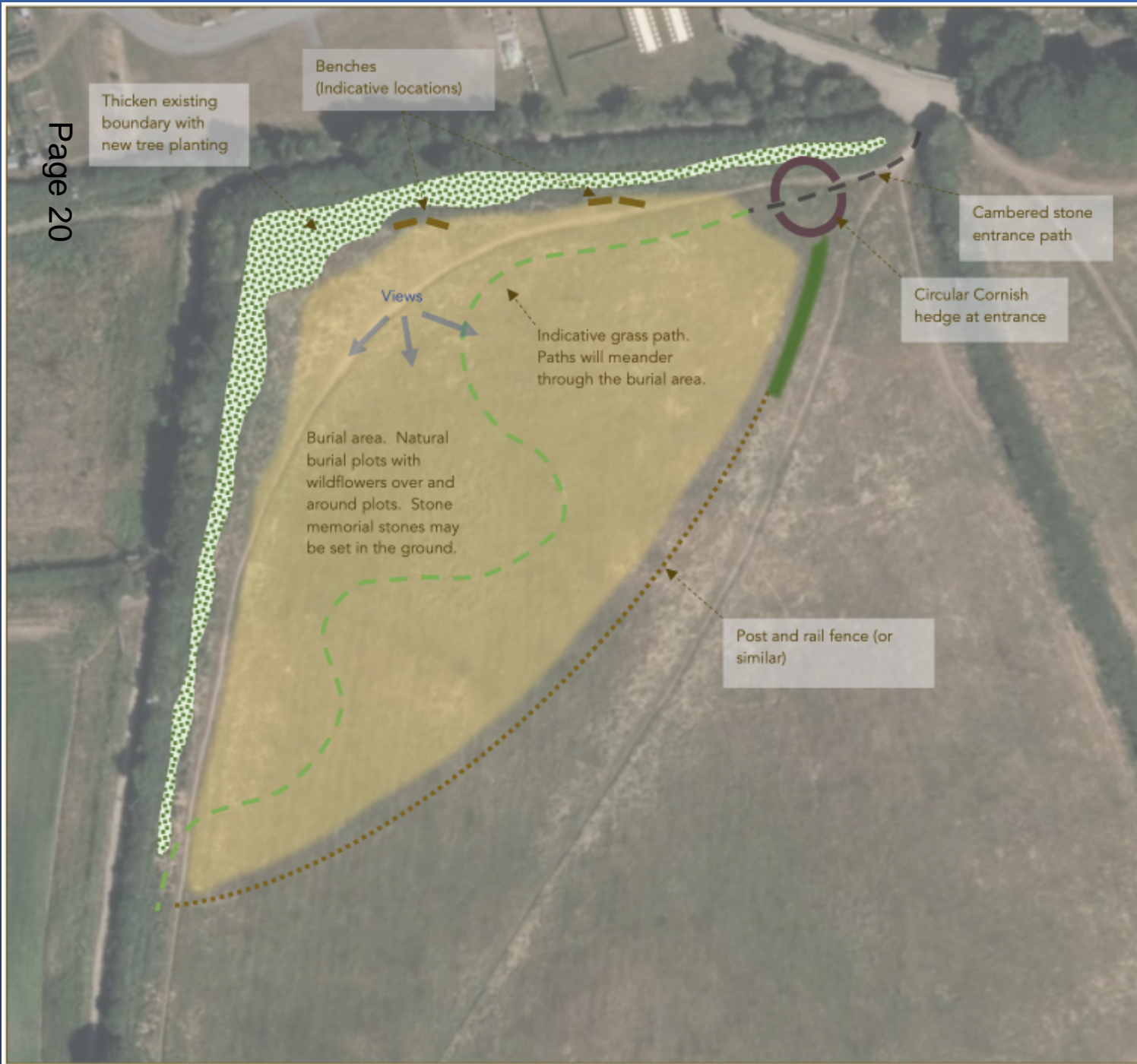
Wildlife habitat created

Good management crucial









1.8 acres

1,000 plots

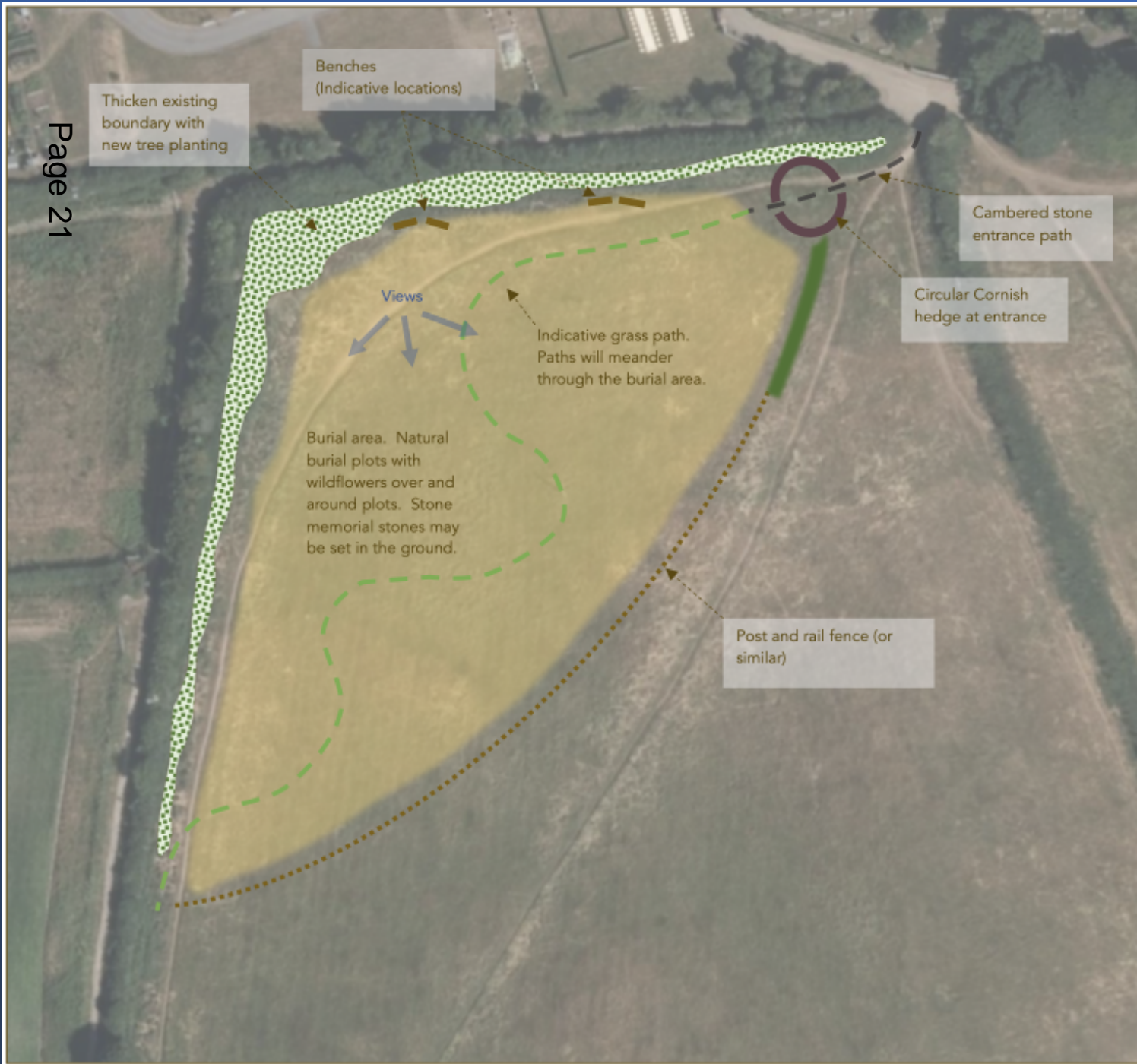
Good access

Positive wildlife benefits

No negative landscape impact

Public access maintained

Relation to existing cemetery



Current:

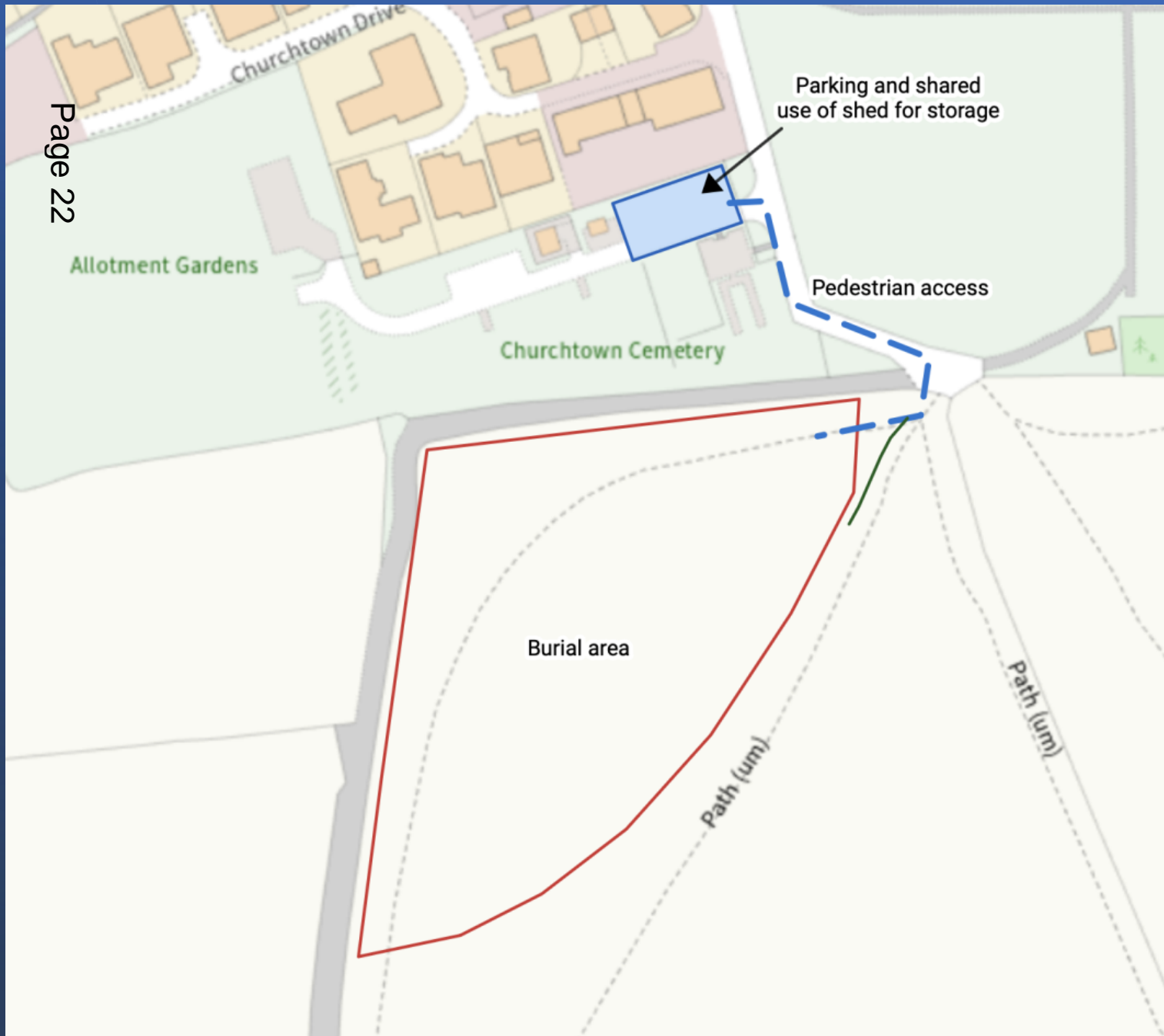
Contaminated land preliminary assessment

Cornwall Wildlife Trust

Next:

Contaminated land on-site investigation

Planning

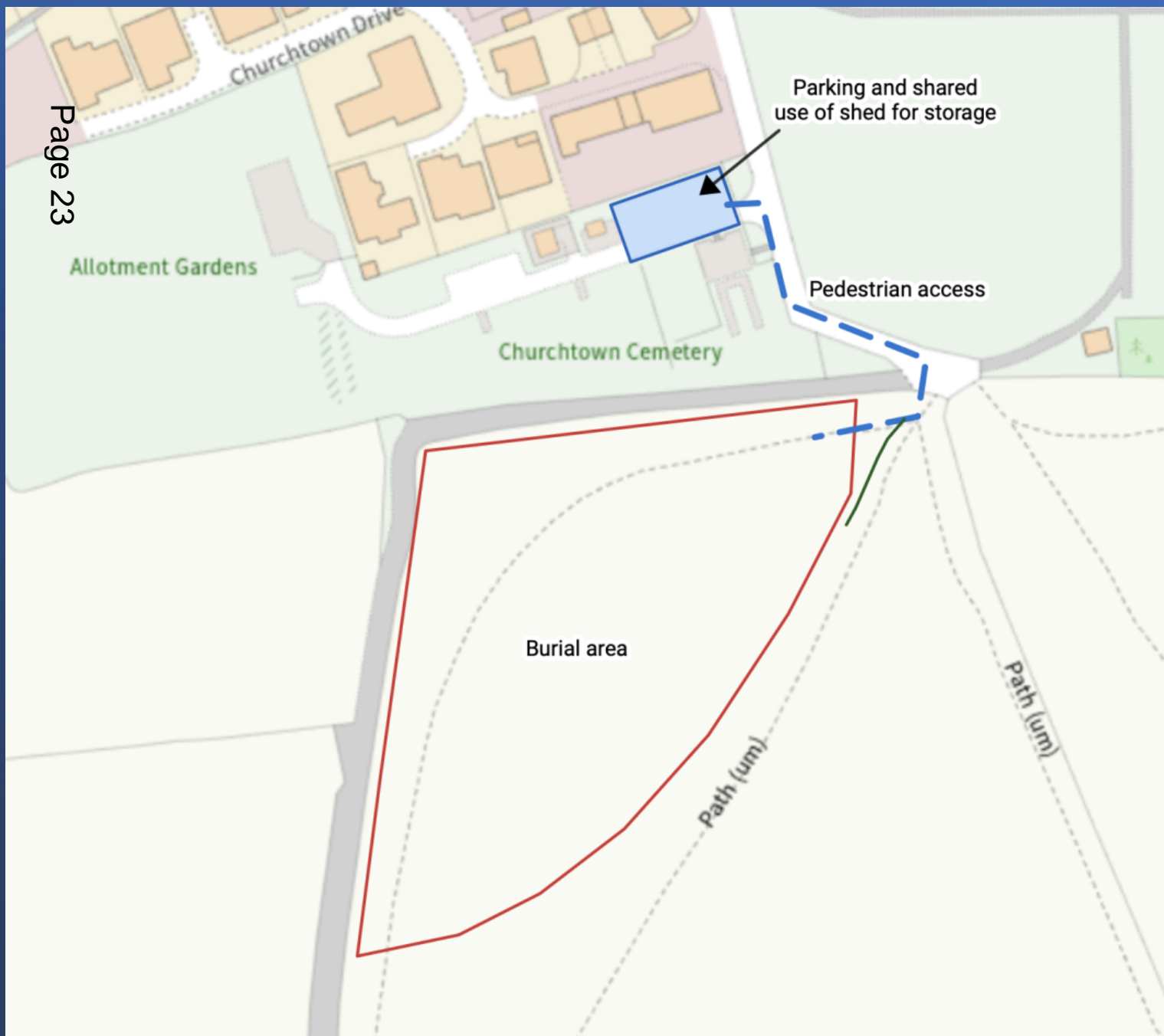


Requirement

- Shared parking
- Storage shed

Outcomes

- Local provision
- Wildlife benefits
- Income stream



- ### From this meeting
- Agreement in principle to pursue arrangement for shared car parking and a shed
 - Support in principle for the development, subject to planning



Proposed natural burial site at Churchtown Farm, Saltash and proposal for shared facilities

1. Summary

The following is provided for the consideration of the members of Saltash Town Council. The purpose is to explain the proposal for a natural burial ground and to seek an agreement with the Town Council, subject to contract and subject to planning permission, for a shared arrangement for parking and for a site for a hut.

2. What is natural burial

The concept of natural burial started in the 1990's and is increasingly popular, with over sites 270 in the UK currently. It is popular with people of all religions and none.

Natural burial means being buried in a natural environment in a manner that does not inhibit decomposition but allows the body to be naturally recycled. Bodies are buried at a shallow depth of 2 to 2½ feet in a biodegradable casket made of a material such as willow or cardboard. Graves are dug by hand to ensure minimum impact upon the environment.

A natural burial site creates habitat for wildlife or preserves existing habitats which are rich in flora and fauna. These habitats include woodland, species-rich meadows, orchards, and sustainably managed farmland.

There are no standing headstones but sites provide a variety of ways of remembrance, including smaller flat stones laid flush with the ground (so as not to inhibit mowing), memorial tree planting and planting of wildflower mixes. The location of all burial plots is accurately recorded by GPS.

Families may employ the services of a funeral director but there is no compulsion to do so. A warm, welcoming and organised manager is essential however, as is well controlled management, for instance the provision of approved trees and wildflower mixes and arrangements for their establishment and future management.

Further information is available from the Natural Death Centre with whom we have consulted closely. See <http://www.naturaldeath.org.uk>

3. The proposed site

The proposed site is shown below and in more detail on the plan in the appendix.



The site is ideally situated:

- It is exceptionally beautiful, with views over the River Lynher which are already enjoyed by many, who may in the future wish for themselves or their loved ones to be buried here.
- It is adjacent to the existing cemetery.
- It is easily accessible for people in Saltash.
- It is within an area already managed for conservation and Cornwall Wildlife Trust (as the farm tenant) have said they would be in favour of the proposal because it complementary to the conservation management of the site.

We recognise that Churchtown Farm is a popular and much-loved place for local people to walk. The proposed site will take only part of one field which avoids the most used path which runs diagonally over the field.

There is no landscape impact because the only visible change will be a wildflower meadow and a hedge and fence (see landscape pan in the appendix).

4. How it will operate

The area totals 1.8 acres, with the area available for natural burial plots being approximately 1.4 acres. It allows eventually for about 1,000 natural burial plots of 3.0 x 1.7 metres.

Burial plots will be planted with a wildflower mix to be supplied by the manager of the site to ensure consistency, so that the whole site gradually becomes a wildflower area. It will continue to be maintained as such, and as the site gradually fills the mowing regime will encourage existing wildflowers in the soil to grow here.

A small stone memorial may also be laid on each plot. This will be flush with the ground (1" below turf level to avoid mower damage) rather than being upright. The stones, which will be locally sourced, will be provided as part of the service and this will ensure consistency and quality.

A low, circular Cornish hedge with pedestrian gaps on each side will provide an entrance. Otherwise the boundary with the remainder of the field will consist of a short section of planted hedgerow (which will help provide a sense of enclosure when first entering the site) and a stockproof fence, probably post and rail, for the remainder of the length. This will help maintain the open aspect of the burial ground.

A small number of wooden benches will be provided near the top boundary. The existing hedge/tree boundary will be supplemented with additional planting but otherwise the intention is retain the open nature of the site, the views from which are its main attraction.

Access to the site will for the most part be pedestrian, with the caskets being carried on a funeral bier from the hearse or possibly from the church for church funerals. Access to the field entrance will be needed for hearses, close family members and those with limited mobility.

The natural burial site will either be managed by Antony Estate directly or via a lease or joint venture agreement with a suitable operator.

5. Current position

We have:

- Progressed our plans as far as shown on the attached.
- Spoken to Cornwall Wildlife Trust who are positive about the proposal.

- Had a preliminary site investigation from an environmental consultant who has advised there are unlikely to be any groundwater issues. The next step will be an on-site investigation with trial holes.
- Taken initial advice from an ecologist, with an ecological appraisal to follow.
- We will be engaging with Friends of Churchtown Farm.

Our next step beyond this will be to apply for planning permission, but before doing so there are the following matters which we seek to discuss with Saltash Town Council.

6. What do we seek from Saltash Town Council?

- a. The one essential thing the site lacks is parking. We seek an agreement with the Town Council for a shared parking arrangement in the existing cemetery carpark.

It is anticipated that there is likely to be around one funeral per fortnight. This is based on advice from the Natural Death Association who are the main body of expertise and have a wealth of experienced. We would envisage the use of the car park being via a booking system to ensure there is no overlap in use. We propose that the Town Council is paid an agreed sum per use.

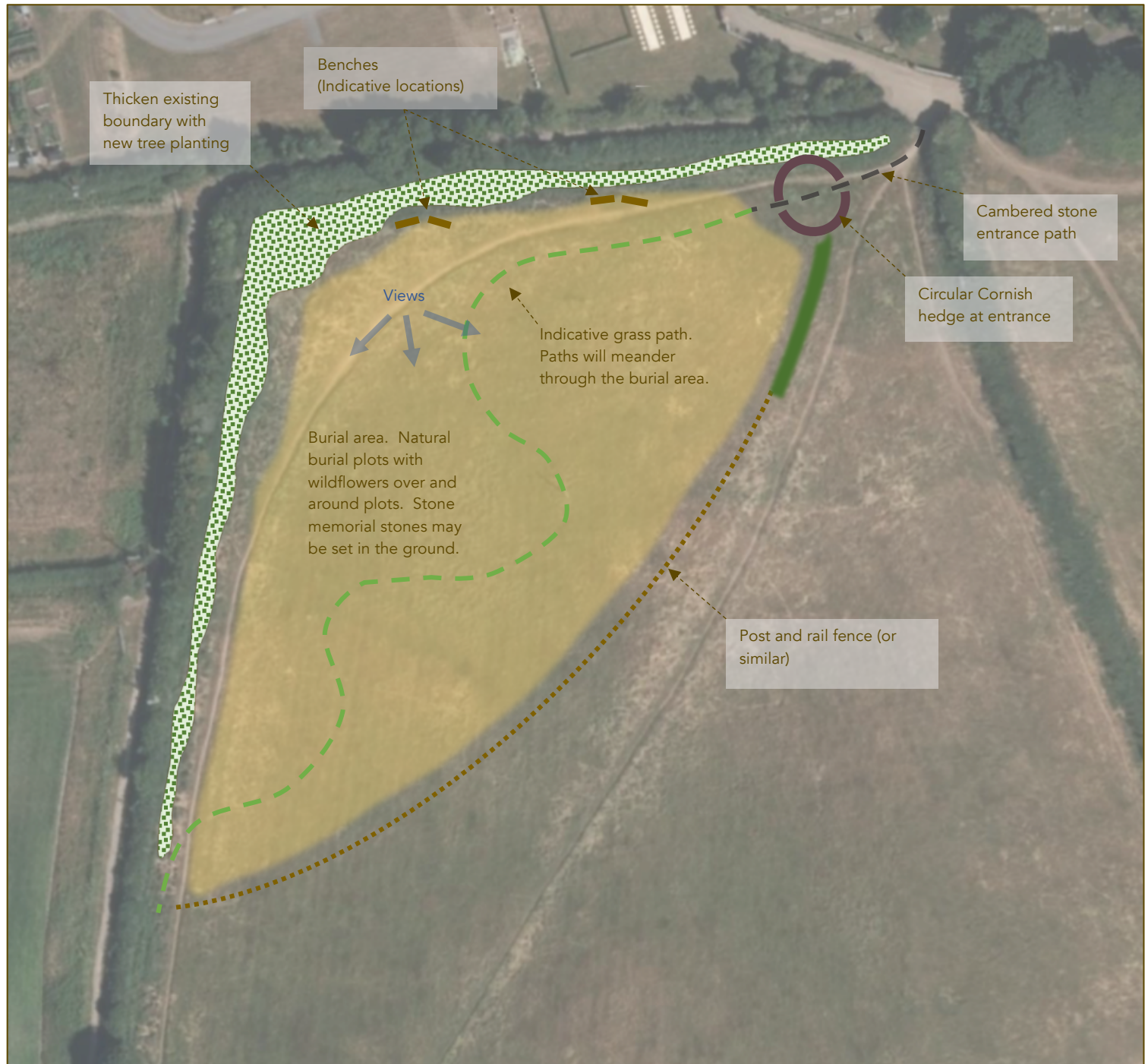
- b. We also seek a lease of a site for a small storage shed (approx. 500 sq ft) somewhere within the cemetery grounds where a funeral bier could be stored, together with small machinery and equipment. We understand that space is limited but we would like to explore this with you.

When we met with councillors and officers on site previously it was agreed that we would provide further details for a presentation once we had considered our plans further. We have now done so and remain willing to give a presentation and/or meet again. We would be grateful if you could give this your consideration and look forward to hearing from you.

William Trinick
Estate Manager

August 2023

Churchtown Farm Natural Burial Ground Indicative design



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