



Saltash Town Council

Konsel An Dre Essa



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

21 June 2023

Dear Councillor

I write to summon you to the **Meeting of the Joint Burial Board Committee** to be held at the St Stephens Church followed by a site visit on **Tuesday 27th June 2023 at 2.00 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 Bickford (Deputy Chairman) R Bullock J Dent J Peggs R Magrath (Ex-officio Chairman) L Maddock B Jones	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 Joint Burial Board 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 28th February 2023 as a true and correct record. (Pages 4 - 9)
6. To receive the Joint Burial Board budget statement and consider any actions and associated expenditure. (Page 10)
7. To consider Health & Safety reports as may be received.
8. To consider Risk Management reports as may be received.
9. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Pages 11 - 13)
10. To receive an update on the P.C.C registering the churchyard as closed and consider any actions and associated expenditure. (Pages 14 - 17)
(Pursuant to JBB held on 28.2.23 minute nr. 47/22/23)
11. 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).
12. To consider any items referred from the main part of the agenda.
13. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
14. To consider urgent non-financial items at the discretion of the Chairman.

15. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 31 October 2023 6.00 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 28th February 2023 at 6.00 pm

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

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

APOLOGIES: Councillor S Lennox-Boyd and R Magrath (Co-Chair).

39/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

40/22/23 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.

41/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None.

42/22/23 **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.**

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 S McKee and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 25th October 2022 were confirmed as a true and correct record.

It was proposed by Councillor Dent, seconded by L Maddock and **RESOLVED** that the minutes of the Extraordinary Joint Burial Board Committee held on 26th January 2023 were confirmed as a true and correct record subject to the amendment to the total costs under minute number 38/22/23.

43/22/23 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

44/22/23 **TO RECEIVE A REPORT ON THE TOWN CLERKS DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Dent, seconded by Councillor Bullock and following a vote of STC Members only and resolved to **RECOMMEND** to the Policy and Finance Committee meeting to be held on Tuesday 14th March 2023, to ratify the Town Clerk's spend of £825.00+vat to appoint the Town Council Building Surveyor to tender for works to St Stephens Churchyard wall allocated to budget code 6224 Professional Costs.

45/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

46/22/23

TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Service Delivery Manager (SDM) provided an overview on the report contained within the reports pack.

Grounds Maintenance

The SDM informed Members of the grass cutting LMP arrangement in the closed section of St Stephens Churchyard and that in the year 2022 the Service Delivery Department provided 14 cuts at a significant cost to the Town Council. The SDM requested this to be reduced to 6 cuts per year.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to reduce the number of cuts in the closed section of St Stephens Churchyard to 6 per year.

Pathways

M Wills asked Members to be mindful when repairing the pathway surface because if there are any historic human remains found they will be required to be reburied in a suitable location within the Church grounds by the Vicar.

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

1. Approve delegated authority to the Town Clerk to appoint a contractor at the earliest opportunity to carry out Health and Safety works to the pathway at the side entrance in Farm Lane;
2. Approve delegated authority to the Town Clerk up to a maximum cost of £2,192.00 within budget allocated to budget code 6108 Trees Survey and Tree Maintenance for the year 2022-2023.

Due to the ash tree located immediately inside the pedestrian gate in Farm Lane suffering from ash die-back it is viewed that the ash tree requires urgent attention.

Members discussed the Tree Report provided by the Town Council's Volunteer Tree Wardens and noted the advice received and that the Town Council's contracted Tree Surveyor report is due to be received Friday 3rd March 2023.

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

1. Approve delegated authority to the Town Clerk to obtain three quotes to appoint a contractor to fell the tree;
2. Approve delegated authority to the Town Clerk up to a maximum cost of £500.00 allocated to budget code 6108 Trees Survey and Tree Maintenance for the year 2023-2024.

General Site Maintenance

L Maddock advised the Town Council that an identified leak within the Church grounds had now been fixed. However, the ground is still compacting and therefore loose. It was confirmed there are no health and safety issues regarding the area or works to be undertaken.

It was **RESOLVED** to note the report and further updates received.

47/22/23

TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Dent provided an overview on the process for closing a churchyard.

Members discussed the closure and the implications.

It was proposed by L Maddock, seconded by Councillor Bullock and **RESOLVED** to defer to the Joint Burial Board Committee meeting to be held on 27th June 2023 to allow for further information to be sought by PCC Co-Chairman Reverend R Magrath.

48/22/23 **TO RECEIVE AN UPDATE ON THE ST STEPHENS CHURCHYARD WALL REPAIRS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The SDM provided an overview of the report contained within the reports pack, stating that repair works to the collapsed section of the wall have been confirmed with the contractor and are to begin the week commencing 13th March 2023. The SDM added a brief overview of the schedule of works timeline with a report to be received by the Committee upon completion.

It was **RESOLVED** to note.

49/22/23 **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).

50/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

51/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

52/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

53/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 27 June 2023 at 6.00 pm – Meeting to be held at St Stephens Church followed by a site visit.

Rising at: 7.01 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

Joint Burial Board Committee - Burial Board Budget 2023-24

Saltash Town Council

For the period ended 31 May 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements		Actual Received/Spend YTD 2023/24	Actual Funds to Receive/ Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
			Budget 2023/24	Budget 2023/24						
Burial Board Operating Income										
Burial Board Income										
4600 BB Cemetery Fees (St. Stephens)	13,833	0	0	11,000	2,070	8,930	12,111	13,334	14,681	16,164
4605 BB SLA Payment Grass Cutting	585	0	0	621	0	621	578	636	701	771
Total Burial Board Income	14,418	0	0	11,621	2,070	9,551	12,689	13,970	15,382	16,935
Total Burial Board Operating Income	14,418	0	0	11,621	2,070	9,551	12,689	13,970	15,382	16,935
Burial Board Operating Expenditure										
Burial Board Expenditure										
6100 BB Petrol	295	0	0	504	57	447	555	611	673	741
6101 BB Machinery Maintenance Costs	0	0	0	716	0	716	788	868	955	1,052
6103 BB Health & Safety	0	0	0	110	0	110	121	133	147	162
6104 BB General Site Maintenance	56	0	0	1,410	0	1,410	1,553	1,710	1,882	2,072
6108 BB Tree Survey & Tree Maintenance	1,370	0	0	3,647	2,400	1,247	4,015	4,420	4,867	5,358
Total Burial Board Expenditure	1,722	0	0	6,387	2,457	3,930	7,032	7,742	8,524	9,385
Burial Board Staffing Expenditure										
Burial Board Staff Expenses	145	0	0	691	0	691	761	838	923	691
6670 ST BB Staff Training (St. Stephens)	0	0	0	530	0	530	583	642	707	778
Burial Board Staffing Costs	18,164	0	131	20,881	0	21,012	22,990	25,312	27,868	30,683
Total Burial Board Staffing Expenditure	18,309	0	131	22,102	0	22,233	24,334	26,792	29,498	32,152
Total Burial Board Operating Expenditure	20,031	0	131	28,489	2,457	26,163	31,366	34,534	38,022	41,537
Total Burial Board Operating Expenditure	20,031	0	131	28,489	2,457	26,163	31,366	34,534	38,022	41,537
Total Burial Board Operating Surplus/ (Deficit)	(5,613)	0	(131)	(16,868)	(387)	(16,612)	(18,677)	(20,564)	(22,640)	(24,602)
Burial Board EMF Expenditure										
6170 BB EMF Repairs to Cemetery Wall	0	15,286	0	0	0	15,286	0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	6,030	0	0	8,830	0	0	0	0
Total Burial Board EMF Expenditure	0	18,086	6,030	0	0	24,116	0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	20,031	18,086	6,161	28,489	2,457	50,279	31,366	34,534	38,022	41,537
Total Burial Board Budget Surplus/Deficit	(5,613)	(18,086)	(6,161)	(16,868)	(387)	(40,728)	(18,677)	(20,564)	(22,640)	(24,602)

To/From Reserves & Budget Virements

- Virement from General Reserves to Burial Board Staffing Costs - £131 - PE 99/22/23
- Virement from General Reserves to 6693 ST BB EMF Staff Contingency (St Stephens) - £6,030 - FTC 58/23/24

To receive a report from the Service Delivery Department **- Joint Burial Board Committee -**

Grounds Maintenance

Our winter works schedules were completed, all formal hedges and shrubs were cut back and pruned as required.

We are now well into our Spring/Summer grounds maintenance season. We have had a team allocated to ground works at St. Stephens Churchyard since the beginning of June, the grass and foliage is particularly tall, following the prolonged sunny period during and after “No Mo May”. It is taking us two to three times as long to complete a scheduled cut as we are having to strim areas down before we can use our mowers. Allowing the grass to grow to this height introduces health and safety hazards, as visibility within the areas we are working within is very poor.



As per our last report we will be closely monitoring and managing the number of complete grass cuts in the closed section of the churchyard. Pursuant to minute number 46/22/33 from the Joint Burial Board Committee held on Tuesday 28th February 2023 we will be reducing the number of complete cuts to 6 this year. The first cut was completed at the end of February, the second cut is planned for week commencing 26th June, this will ensure the area is looking at its best for the Church’s Summer Fair on 1st July.

As agreed pre-determined wild flower areas and meadows have been left to develop and promote growth around the internal perimeter of the Churchyard.

Regular litter picking and emptying of the bins continue as normal; we have seen an increase in the amount of plastic flowers, Christmas decorations, wreaths and other small objects that have been placed on the memorial stones and on top of the graves. Objects left on the grass on the graves make it difficult to cut these areas without removal and

replacement, this is not feasible as it takes far too long. These items can also be health and safety hazards and present risk of damage to equipment being used during cutting operations.

Pathways

Pursuant to minute number 46/22/23 (1) from the Joint Burial Board Committee held on Tuesday 28th February 2023 a contractor was appointed to carry out Health and Safety Tree Surgery works to cut down and remove the Ash tree (that was suffering from Ash die back disease) that had caused the pathway to be damaged at the side entrance from Farm Lane causing a serious tripping hazard. These works were completed back at the beginning of April 2023, as below:



Once the tree had been removed the schedule of works agreed were carried out and completed in order to make good and safe the pathway at the Farm Lane entrance. These works were completed in week commencing 17th April as below:



Memorial Management

Health and safety inspections continue weekly, our next quarterly memorial inspection will be completed once we have finished our full site grounds cut, which is scheduled for completion at the end of June.

There are now a number of grave stones and graves that are in urgent need of attention and present potential health and safety hazards, these will be identified and made safe. The quarterly inspection that will take place in early July will form part of our full memorial headstone audit that was started back in March but was not completed. A detailed report will be produced detailing all the memorials headstones and graves, their condition and any works required.

Internal Perimeter Wall Repairs

Pursuant to minute number 38/22/33 from the Extraordinary Meeting of the Joint Burial Board Committee held on Thursday 26th January 2023 Contractor B, Obedair Construction were awarded the contract to repair the wall.

The schedule of works commenced back on the 13th March 2023 and were completed with all snagging issue. This included making good the resident's garden that was damaged in the wall collapse. All works were signed off as complete at the beginning of June by James Barron our building surveyor and the residents of the property the wall fell into.



End of Report
Service Delivery Manager

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 28th February 2023 at 6.00 pm

47/22/23 TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Dent provided an overview on the process for closing a churchyard.

Members discussed the closure and the implications.

It was proposed by L Maddock, seconded by Councillor Bullock and **RESOLVED** to defer to the Joint Burial Board Committee meeting to be held on 27th June 2023 to allow for further information to be sought by PCC Co-Chairman Reverend R Magrath.

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

Good afternoon,

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

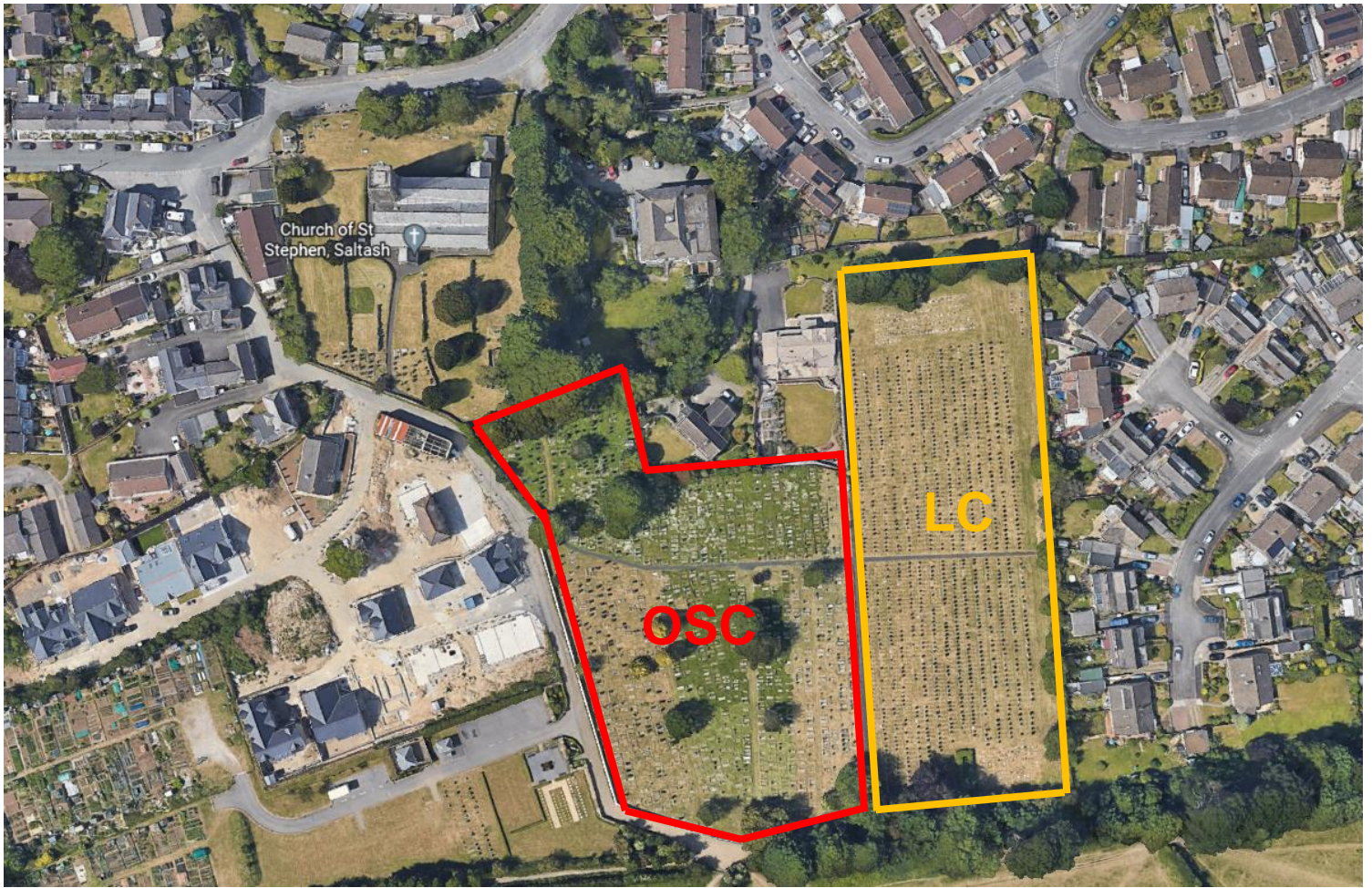
Natural Environment
Environment & Connectivity Service
Sustainable Growth & Development Directorate
Cornwall Council
L4A Pydar House
Pydar Street
TRURO
Cornwall
TR1 1XU

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**