



Saltash Town Council

Konsel An Dre Essa



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

19 April 2024

Dear Councillor

I write to summon you to the **Meeting of Burial Authority Committee** to be held at the Guildhall on **Thursday 25th April 2024 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 via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

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

S Burrows
Town Clerk/ RFO

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. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the minutes from the Burial Authority meeting held on 24th October 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 consider Health & Safety reports as may be received.
8. To consider Risk Management reports as may be received.
9. To receive a request from Antony Estates for the use of Churchtown Cemetery and consider any actions and associated expenditure. (Pages 10 - 17)
10. To receive a request from the Friends of Churchtown Farm and consider any actions and associated expenditure. (Pages 18 - 21)
11. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Pages 22 - 25)
12. To receive amendments to the Churchtown Cemetery Management Policy and Regulations and consider any actions and associated expenditure. (Pages 26 - 27)

13. To receive a report on the Burial Management Software and consider any actions and associated expenditure. (Pages 28 - 31)
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 confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 29 October 2024 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 24th October 2023 at 6.30 pm

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

ALSO PRESENT: 3 Members of the Public, B Austin (Chair, Churchtown Farm) and H Frank (Secretary, Churchtown Farm), S Burrows (Town Clerk), W Peters (Finance Officer) and F Morris (Planning and General Administrator)

APOLOGIES: M Griffiths.

28/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

29/23/24 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.

30/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

31/23/24 **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 25TH SEPTEMBER 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 25th September 2023 were confirmed as a true and correct record.

The Chairman announced that the next item of business to be received is Agenda Item Number 13.

32/23/24 **TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the proposal and implications of multiuse of Churchtown Cemetery facilities. The Town Clerk appraised Members with regard to concerns relating to administrative requirements and the limited space within the Churchtown Cemetery Car Park now and into the future, although recognised the importance of partnership working where practicable.

At the request of the Chairman, members agreed that the Chair of Friends of Churchtown Farm would be permitted to speak.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED:**

1. To refuse the request for storage and shared parking at Churchtown Cemetery, due to lack of contact or information on how a booking system would successfully operate from Antony Estates since the last Burial Authority Meeting held on 25th September 2023;
2. To offer further discussions around the potential management of the site.

33/23/24 **TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd seconded by Councillor Foster and **RESOLVED** to note the budget statement and vire £500 from 6071 EMF Replace Machinery and Equipment to 6004 General Site Maintenance to cover expenditure for a replacement bench at Churchtown Cemetery.

34/23/24 **TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer informed Members of the Fees and Charges for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND** the Burial Authority Fees and Charges for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

35/23/24 **TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** the Burial Authority Committee budget for the year 2024/25 including amendments to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

36/23/24 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

37/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

38/23/24 TO RECEIVE A VERBAL UPDATE FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman confirmed the recent appointment of the Service Delivery Manager who joined the team this week.

The Town Clerk provided a verbal overview of the ongoing maintenance works currently being undertaken. The update included recent recruitment within the Service Delivery Department, grass cutting, bark laying to suppress the weeds, fencing works to the compound area, wood treatment to the toilet block, and burials and memorials have taken place with no concerns to report.

The Town Clerk asked Members to consider promoting the Memorials at Churchtown Cemetery.

The Town Clerk added that the Town Council Cornish Wall between the beehive section of the allotments and the Churchtown development remains unfinished and that there seem to be other loose parts of the wall. The developer is in touch with the office but the appointment of a specialist contractor to undertake the work has proven difficult. Recently, details of further specialist contractors have been provided to the developer. Further information to follow at a future meeting.

It was **RESOLVED** to note.

39/23/24 TO RECEIVE QUOTES FOR CHURCHTOWN CEMETERY COMPOUND FENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Bullock and **RESOLVED** to delegate to the Service Delivery Manager to procure fencing materials within budget for the works to be completed in-house and the cost to be allocated to Budget Code 6070 EMF Churchtown Cemetery Capital Works.

40/23/24 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).

41/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

42/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

43/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

44/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Foster, seconded by Councillor Miller and **RESOLVED** to issue the following Press and Social Media release:

1. To promote the Churchtown Cemetery Memorial Services.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.23 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

Burial Authority Committee - Burial Authority Budget 2023-24

Saltash Town Council

For the year ended 31 March 2024

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 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	17,505	4,357	12,104	12,988	13,936	14,953
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	950	50	900	966	1,036	1,112
Total Burial Authority Income	16,994	0	0	22,862	18,455	4,407	13,004	13,954	14,972	16,065
Total Operating Income	16,994	0	0	22,862	18,455	4,407	13,004	13,954	14,972	16,065
Operating Expenditure										
Burial Authority Expenditure										
6000 BA Petrol	126	0	0	378	117	261	406	436	467	502
6001 BA Machinery Maintenance Costs	0	0	0	275	121	154	296	318	341	366
6003 BA Health & Safety	0	0	0	55	0	55	60	64	69	74
6004 BA General Site Maintenance	557	0	1,025	613	2,132	(494)	658	706	758	813
6005 BA Fire Extinguishers	41	0	0	90	0	90	97	104	112	120
6008 BA Tree Survey & Tree Maintenance	818	0	0	791	0	791	849	911	977	1,049
6009 BA Electricity Costs	230	0	0	690	367	323	394	423	454	487
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	21,385	0	21,385	10,692	0	0
6011 BA Water	0	0	(48)	364	0	316	391	420	450	483
6012 BA Memorial Bench (Expenditure)	147	0	0	0	187	(187)	751	806	865	928
6013 BA Security Alarm Maintenance	159	0	0	173	295	(122)	186	200	214	230
6014 BA Cemetery Software Subscription	288	0	48	329	377	0	405	435	466	500
Total Burial Authority Expenditure	23,753	0	1,025	25,143	24,980	1,188	25,878	15,515	5,173	5,552
Burial Authority Staffing Expenditure										
Burial Authority Staffing Expenses	62	0	(296)	296	0	0	0	0	0	0
6666 ST BA Staff Training (Churchtown)	0	0	(227)	227	0	0	0	0	0	0
Burial Authority Staffing Costs	7,494	0	(8,949)	8,949	0	0	0	0	0	0
Total Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	0	0	0	0
Total Operating Expenditure	31,309	0	(8,447)	34,615	24,980	1,188	25,878	15,515	5,173	5,552
Total Burial Authority Operating Expenditure	31,309	0	(8,447)	34,615	24,980	1,188	25,878	15,515	5,173	5,552
Total Burial Authority Operating Surplus/ (Deficit)	(14,314)	0	8,447	(11,753)	(6,525)	3,219	(12,874)	(1,561)	9,799	10,513
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	1,464	6,204	0	0	2,258	3,946	1,500	1,500	1,500	1,500
6071 BA EMF Replace Machinery & Equipment	0	14,967	(1,025)	0	0	13,942	0	0	0	0
6073 BA EMF Memorial Garden	800	4,200	0	0	476	3,724	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	(2,225)	0	2,734	21,612	1,500	1,500	1,500	1,500
Total Burial Authority Expenditure (Operational & EMF)	33,573	26,571	(10,672)	34,615	27,714	22,800	27,378	17,015	6,673	7,052
Total Burial Authority Budget Surplus/ Deficit	(16,578)	(26,571)	10,672	(11,753)	(9,259)	(18,393)	(14,374)	(3,061)	8,299	9,013

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
- Virement from 6071 BA EMF Replace Machinery & Equipment to 6004 BA General Site Maintenance - £500 - BA 33/23/24
- 6012 BA Memorial Bench (Expenditure) -£187 offset by income 4614 BA Memorial Bench Income £950
- 6013 BA Security Alarm Maintenance overspent -£122 - Actual YTD £295 includes future costs £131 to be adjusted at year-end



Mrs Sinead Burrows,
The Town Clerk
The Guildhall,
Lower Fore Street,
Saltash,
PL12 6JX

By email only

25th January 2024

Subject to contract

Dear Sinead

Proposal for shared use of the Churchtown Cemetery car park in connection with a proposed natural burial ground at Churchtown Farm

The proposal below follows an 'in principle' proposal in August 2023 for shared use of facilities. This is attached for information as an appendix. I also presented the proposal to the burial sub-committee on 25th September. The Town Council have requested a more detailed proposal to outline how shared use of the car park would work.

It is stressed that any proposal at this stage is subject to planning, subject to contract and also subject to us developing a more detailed and costed plan for the operation of the site. We have a broad indication of this having taken advice, but our priority at this stage is to assess site feasibility and then to apply for planning permission. Nevertheless, we appreciate the Town Council's reasons for wanting a greater degree of clarity so as to assess whether 'in principle' agreement can be reached over the car park, subject to the above.

Our proposal is as follows, and we are willing to discuss any points further:

Area for use	The Churchtown Cemetery Car Park.
Proposed use	Use for parking for those attending burials at the proposed Churchtown natural burial ground, only for the duration of the burial.

It is anticipated (based on advice from the Association of Natural Burials) that there will be between 25 to 50 burials per year, although of course this can only be an estimate.

Type and duration of agreement We envisage that a licence for shared use will be the most appropriate form of agreement.

The duration of the licence will need to be for the expected lifetime of the natural burial ground, i.e. until it is full. This means a 40 year term will be needed.

Naturally, friends and relatives will also wish to visit graves periodically after burials and after the end of the 40 year term. This is likely to be in small numbers and some provision will need to be made for this.

Booking system A clear booking system is essential. It is proposed for this to work as follows:

1. Our natural burial manager is approached by someone to arrange a burial. Provisional dates and times are discussed but not settled.
2. Our manager immediately emails the relevant officer at Saltash Town Council with the provisional dates and times. STC reply to say which date(s) and time(s) are available for use of the car park or otherwise to offer alternatives. These are held for an agreed period, say 48 hours or whatever period is otherwise agreed, to allow time to consult with the family. A maximum of three times and dates would normally be sufficient, to avoid STC having to keep a larger number of slots on hold.
3. Our manager finalises a date with the family, informed by when the car park is available, and confirms a booking by email to STC, who reply to confirm and enter this into their booking system.
4. Any subsequent changes are also agreed in writing, by email.

People visiting graves individually after burials will need to be able to do so at any time and it is proposed that they should be able to use the car park informally, just as visitors to Churhtown Cemetery are able to do so.

Commercial terms It is proposed that a baseline annual licence fee is paid, plus an agreed amount per burial. This allows STC a baseline income and reflects the informal use of the car park by individual visitors to graves, but also allows a proportional share of income per burial.

As an indicative guide only, and subject to more detailed assessment post-planning when we carry out a fully costed plan, a baseline licence fee of say £500 per year plus say £50 per burial might be realistic. Assuming between 25 and 50 burials per year, this would produce income to STC of between £1,750 and £3,000 per year.

Whatever sums are agreed, they will be reviewed at regular intervals during the term of the licence (5 yearly is proposed).

Responsibilities STC will remain fully responsible for the repair and maintenance of the car park.

We will be responsible for ensuring it is left in a clean and tidy state after every burial.

Insurance We will indemnify STC against all losses and damages arising out of our use of the car park.

Legal costs We will pay STC's reasonable legal costs for the preparation of a licence agreement (which I suggest that we can draft initially).

Any agreement involves a discussion between two parties and we are willing to discuss these proposals further to enable an agreement that works for both parties.

I also hope that this will be seen as something which offers a service to the people of Saltash and the surrounding area as environmentally-friendly burial becomes more of an established and popular concept, and to some degree it will alleviate pressure on STC's own cemetery.

I look forward to hearing from you.

Yours sincerely



William Trinick
BSc (Hons) MRICS
Estate Manager



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.

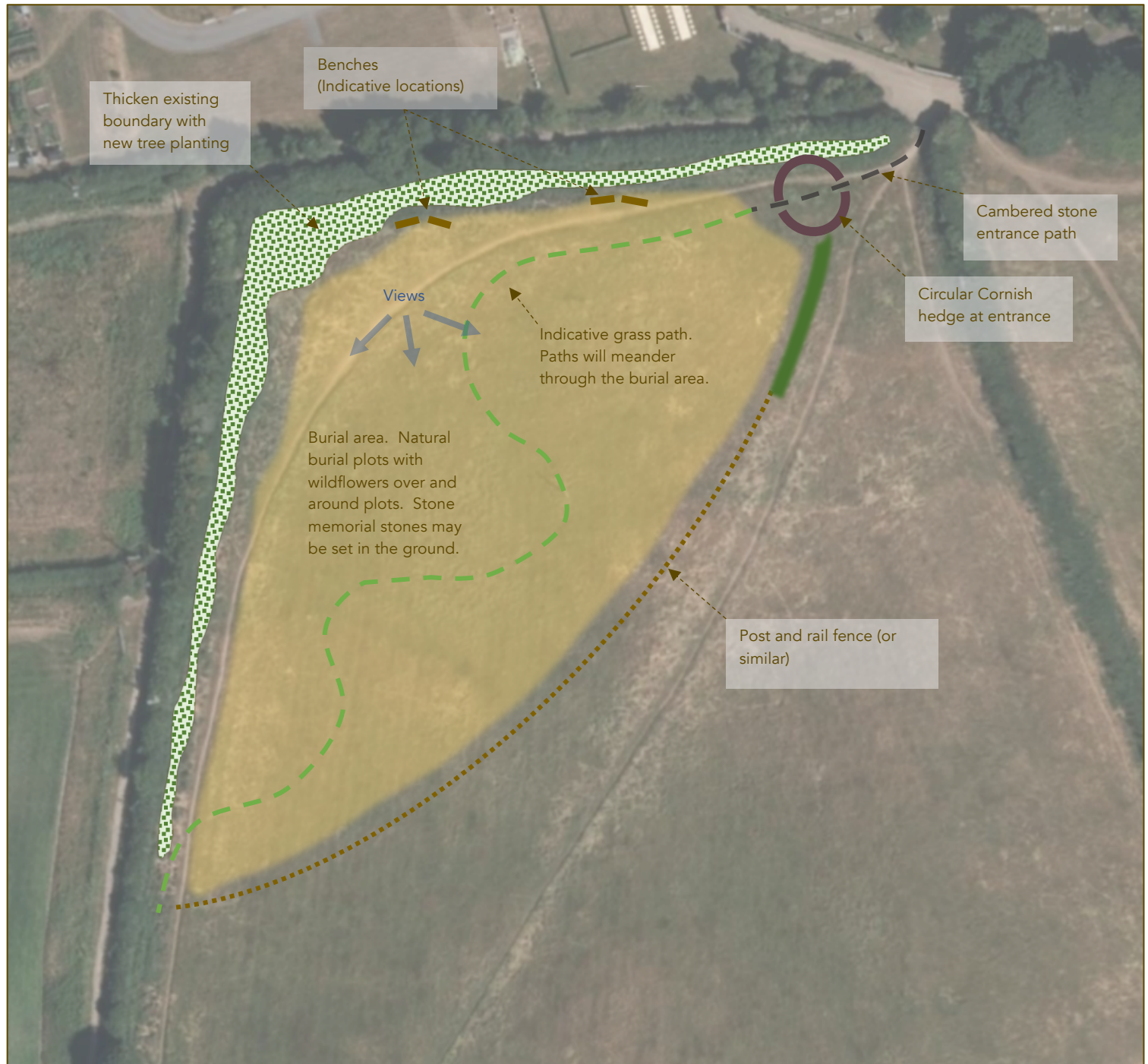
- b. We also seek a lease of a site for a small storage shed (approx. 500 sq ft) somewhere within the cemetery grounds where a funeral bier could be stored, together with small machinery and equipment. We understand that space is limited but we would like to explore this with you.

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



The area totals 1.8 acres, with the area available for natural burial plots being approximately 1.4 acres. It allows, very gradually, 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 to ensure consistency, so that the whole site gradually becomes a wildflower area. It will continue to be maintained as such, and in the years that 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.

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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.

To receive a request from the Friends of Churchtown Farm and consider any actions and associated expenditure

I am writing to you as Chair of the Friends of Churchtown Farm Community Nature reserve to request that the committee look at funding a blue plaque on STC land for the Murderers Plot next to the New Churchtown Cemetery.

This plot is part of the history of Saltash and contains the remains of Alford George Redman who was born in Bermuda circa 1875 and lived at 12 Silver Street, Saltash.



It was midnight 24th July 1915 when Redman murdered Florence Ethel Saward (age 22) then he committed suicide. The fact that he was buried in unconsecrated ground, was not that he committed a murder but committed suicide afterwards.

- The Blue Plaque scheme is well used in Saltash and this will add to the local historical interest of the town and be included in the town trails. This lane is well used for walkers visiting Churchtown CNR and the Murderer's plot is often highlighted on our walks through the reserve. The cost of the plaque is circa £200 including fitting.



I have attached the report from the Cornish times on Friday 30th July 1915 FYI and hope that the decision of the Burial Authority committee will be a favourable one.

Regards

Bob Austin

Chairman of the Friends of Churchtown Farm CNR

SALTASH TRAGEDY

*T.B. from Cornish Times
By Keith Rowley*

MIDNIGHT MURDER & SUICIDE

Saltash was shortly after midnight on Saturday. The scene of a murder and suicide. The victims were Florence Ethel Saward aged 22 and Alfred George Redman aged 40. Both were natives of the borough and lived at 12, Silver St., a narrow thoroughfare almost under the land spars of the Royal Albert Bridge.

Redman who was a cripple and walked with a crutch and stick, was a tailor by trade, but was obliged to give up work because of his lameness. He was then for a time on the parish, but some months ago, with the aid of money left him and assistance from relatives he set up a small greengrocery business in Tamar Street.

Three or four years ago he was left a widower with three girls of whom the eldest has since been in the care of a brother in the United States and the other two aged eleven and seven have lived with Redman.

Florence Saward was the second daughter of a widow Mrs. Crapp who lives in a court entered from Silver St., and was the wife of a naval worker in service. She had a home in Pembroke Street and had a baby fifteen months old.

Redman was in occupation of two rooms at 12, Silver St., on the ground floor at each side of the entrance. Since he commenced his green-grocery business he had been assisted by Mrs. Saward. It appears to have been her practice when not living in her rooms at Devonport to sleep in one room at Silver St., with her baby and Redmans eldest child, while Redman and his youngest daughter used the other room.

Throughout Saturday Redman was seen about the town, and during the evening and up to a late hour was in his shop. Saward was also seen in the shop and at the house during the evening and not many minutes before midnight she was observed standing at the door. Redman was seen by a police constable going in the direction of his home about 11.40.

A TERRIBLE ALARM

A few minutes after midnight the neighbours were startled by a terrible shriek and the cry twice repeated, "I'm murdered". People ran to their windows and rushed into the streets. First on the scene was Mrs. Roberts who lives two doors from the scene of the tragedy, and at the corner of the court where Mrs. Sawards mother resides. As she emerged into the street she saw in the bright moonlight Mrs. Saward collapse in the middle of the narrow roadway, and but six feet from the door of No. 12 she heard her shout "Mother, mother I'm murdered" and immediately after fell. Mrs. Roberts kneeling down lifted her up but her head dropped back. Mrs. Saward was wholly undressed except for a single undergarment. She was bleeding from a terrible wound in the throat and as she lay on the ground her only movements were a few twitches of the body.

As Mrs. Roberts was catching hold of Mrs. Seward she saw a man at the door of No. 12 but did not recognise him. She noticed he was breathing very heavily in a strange way, and heard him shut the door. Mrs. Roberts ran back to her house and got a sailors whistle which she and others blew until the police arrived. Mrs. Beer (Mrs. Roberts mother) hastened to fetch a doctor, but halfway up the hill a soldier relieved her of that task. Mrs. Roberts then informed Mrs. Crapp of the affair.

FURTHER DISCOVERY

Mr. Beer a son of Mrs. Beer, was on his way home from the beach, when he saw a crowd and found his sister attending to Mrs. Seward. Going to the house to see if the children were alright he had difficulty in opening the door, and when he gained admission found Redman huddled in a heap in the passage dead, his throat having been cut almost from ear to ear. Mr. Beer found the womans baby in bed, and took it to his mothers house. Going back he opened the door on the left side of the house and as he did so the eldest girl jumped out of the window. Both children were removed to another house.

The police had meanwhile arrived. Sgt. Heberd found the walls and passage covered in blood and there was a large quantity of blood about the floor and walls of Redmans bedroom. An open blood stained razor was found on the floor of the passage. The doorstep of the house appeared as if it was painted red and in the passage the linoleum could barely be seen for blood.

Dr. Wool-Lewis was called and pronounced life extinct in each case and then the bodies were removed to the mortuary in Waterloo Rd. The dead man was well known at Saltash as was his family. He lost a brother in H.M.S. Monmouth, another brother is in the army at the front, a third a schoolmaster, a fourth in the United States and a fifth in Government employ living at Saltash. Redman was temperate in his habits and generally regarded as harmless.

MURDER AND FELONY-DE-SE

After the verdict was returned a juryman said he knew for a fact that a few hours before the occurrence Redman had spoken to him. The juryman's brother was his landlord, saying that he would get a chipped potato machine to put in the shop. That, he considered pointed to the fact that the crime might not have been premeditated.

This midnight tragedy was inquired into by the County Coroner, Mr. A de C Gibb at Saltash Guildhall on Monday the case of the woman being first taken. Mr. E. Browning was chosen foreman of the jury.

Mrs. Roberts had nothing fresh to add. Alfred Lanyon her brother was in Redmans company during the evening, and went home with him at 10.30 when the deceased woman and her brother were also there. Redman brought out whisky but only witness drank any. Everyone was on perfectly friendly terms.

Elizabeth Ann Crapp gave evidence on the personal relations of the parties and said Redman and deceased's husband were great friends. Mr. Seward knew deceased lived at Redmans house and when he was on leave about five months ago he and deceased came there daily from Ford. There was no trouble between Redman and witness' daughter so far as witness knew. Redman was a teetotaler. It was 11.30 on Saturday night when they left Redman's house and witness did not think more than ten minutes elapsed before Mrs. Roberts called her, and she found her daughter with her throat cut.

The Coroner : "Can you account for it in any way! was Redman jealous! " "I think he took it to heart because my daughter was going home to live again. That was why I was up there to say goodbye to her." Deceased had been at Devonport all the week, and only came to Saltash that afternoon. She told witness she was going home by the 10 'o' clock train, but she agreed to stop on Sunday to cook dinner for the children. Deceased was expecting her husband home. Redman was very fond of Mr. Seward. He told deceased she may as well stop to look after his children. But witness said she thought she ought to go to her home. Witness had not heard Redman threaten deceased and had not known him to be depressed.

TOO FRIENDLY AT ONE TIME

In reply to Supt. Gard witness said she used to attend on Redman
Supt. Gard: "Was it on account of Redmans and your daughter being too friendly, and you were opposed to her going to his house, that you gave up working for him?" "Yes."

"In consequence of that complaint your daughter stayed away from your house?" "Yes, that was about twelve months ago."

"And you were not on speaking terms?"

"No not until her husband came home five months ago."

When Seward returned home he went to Redmans house. She then thought if he did not object to his wife going there, witness need not concern herself. Police Sgt. Hebbard and a National reservist called him to Silver St., at 12.10 a.m. on Sunday, and he found the body of deceased four paces from the front door of No. 12, she was lying on her back and was undressed except for a chemise. She was dead. He pushed open the door of No. 12 and saw Redman lying behind it in a pool of blood life was extinct. In the room on the right a lamp was burning, the top sash of the window was down and the bed had had apparently been occupied by two children, a womans garments were on the bed rail, nothing was disturbed in the room. Taking the lamp, witness went into the other room where behind the door was a bed on which was a single impression. A pool of blood was on the floor on the right side of the bed and from there to the spot where deceased was found was a trail of blood. He found a razor saturated with blood and

To receive a report from the Service Delivery Department and consider any actions and associated expenditure

1. Cornish Hedge

This has been completed in full in February with no access into the allotments from the housing side. They have also planted the wall with hawthorn and other natural hedge plants.



2. Letter to Heaven Post Box

Since the post box has been fitted there has been 56 letters received, we collect once a week on a Wednesday.



3. No Mow May

It was agreed at a previous Services committee Meeting that the Town Council would scale back the No Mow May due to the issues this caused last year to the machinery, health & safety of the staff and time taken to cut areas following May. There will be some locations to corners and around trees that will be left. We are also looking to plant some poppy seeds to add to the cemeteries.

4. Parking Barriers

It has been noted that now the housing development is coming to completion that the parking area to Church Town cemetery is at a high level (over 3 meters) facing toward a large drop into the back gardens of the properties. While there is a hedge and low level timber barriers this may need to be considered to fit a stronger mettle barrier to avoid any future accidents with cars overshooting the parking area. See images.

Members are to consider if any action is required to make the parking area safe.



5. SD Compound Fencing

This project was completed in January this year to make the compound and store more secure and structurally sound. This was done in house by the SD Team. A very nice job done.



6. Cemetery public entrance gate.

The public gate post has broken due to it rotting at the base, this will require being dug out and a new post to be fitted. This will be done in-house via SD.



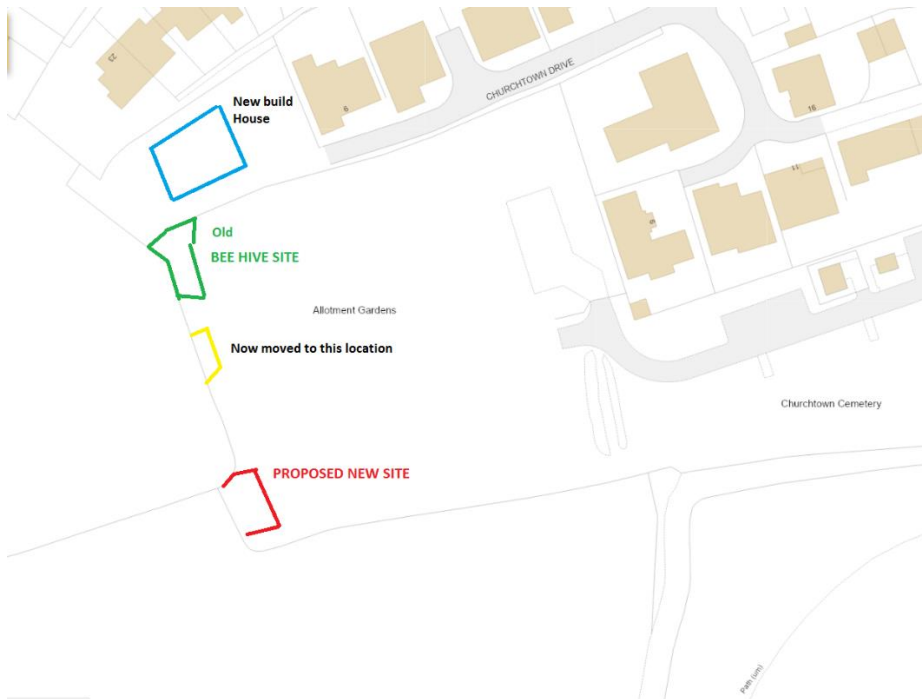
7. Bee Hives

The existing site of the bee hives are very close to the new properties, approx. 4.5 meters.

The guidance for the correct distance is 25 meters from a dwelling. Serval discussions have taken place with the bee keepers with options to move the hives to a better location still within the allotment area. See attached plan.

The bees have now been moved to an area that the keepers are happy with which is now far enough away from the houses. The existing area has been cleared and tided making it a natural part of the grounds.

We also have the option to move the hives to the opposite corner of the allotments if required. This area will need a lot of work moving a large mound of soil/allotment waist. We will be monitoring the situation over the next couple of months to see if a second move is required.



map not to scale.

End Of Report.

Service Delivery Manager

To receive amendments to the Churchtown Cemetery Management Policy and Regulations and consider any actions and associated expenditure

Background

Members are asked to review the information below for proposed updates to the [Cemetery Management Policy and Regulations](#), due to recent issues highlighted in its application.

Ground Conditions

Information:

Whilst re-opening a grave at Churchtown Cemetery to allow a second interment to take place, the Grave Digger informed the Town Council that due to the ground conditions a third interment would not be possible.

Proposal:

Members to consider replacing the following sentence in the Management Policy and Regulations, recommending to the next Policy and Finance Committee Meeting.

From:

4.6.6. New graves will be dug to accommodate 3 burials unless ground conditions do not allow.

To:

4.6.6. New graves will be dug to accommodate 3 burials unless ground conditions do not allow. In consultation with the Council appointed Grave Digger, should any interment indicate that subsequently no further interments can take place in a specific grave, then the Council will not permit any further interments in that grave. The relevant Funeral Director to be informed.

RISK ASSESSMENTS

Information:

Funeral Directors, Memorial Masons, the Grave Digger and external contractors who work at Churchtown Cemetery are required to provide evidence of their public liability insurance and also a risk assessment, which has to be approved by the Service Delivery Manager.

The requirement for public liability insurance for Funeral Directors is set out in the Management Policy and Regulations. Memorial Masons, the Grave Digger and external contractors are not mentioned. The need for a risk assessment is entirely absent.

Proposal:

Members to consider replacing the following sentence in the Management Policy and Regulations, recommending to the next Policy and Finance Committee Meeting.

From:

4.1.9. Funeral Directors must register with the Council showing evidence of public liability insurance. Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.

To:

4.1.9. Funeral Directors, Memorial Masons, the Council appointed Grave Digger and other contractors at Churchtown Cemetery, must register with the Council showing evidence of public liability insurance. A risk assessment, the content of which must be approved by the Council's Service Delivery Manager, will also be required. Additionally, Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.

End of Report
Planning and General Administrator

To receive a report on the Burial Management Software and consider any actions and associated expenditure

Background

Due to the migration to SharePoint and cloud storage only, the burial software currently on the Town Council's server will require to be moved to an alternative storage solution.

Current information to be taken into consideration:

- Currently multi 5 user licence - (*licences operate single user multi 5 and then 10*)
- 6-month notice required as on rolling contract;
- IT Consultant confirmed it is not suitable to go on a web based hosted server (*e.g. SharePoint*)

Therefore, two options were identified:

- Move to a dedicated PC Tower within the Guildhall;
- Move to a cloud hosted service.

Option 1 - PC Tower

If the burial software is moved to a PC tower, the Administration Department would not be able to access remotely if required. This option also restricts any user as they will need to access that PC tower when processing any burial or memorial request.

The current burial software provider advised a solution to alleviate these issues is to have a VPN connection.

The Town Council IT Consultant advised it adds to the complexity of the current set up and offers another route into the system that's potentially vulnerable.

Data Transfer Costs £25

Due to having to provide 6 months' notice to the Town Council's current provider, this option will be required for a limited period of time to allow for the Town Council server to be removed and continued access to the burial software.

Alternative cloud-based solutions have been explored and costs provided below:

Option 2 – Cloud Hosted Services

Company	On-boarding Cost	Total cost per month
A		£168.75
B	£9,250	£200
C	£349	£55 (please note billed annually upfront)

Company C currently provides another software service to the Town Council. The service provided works well.

Company C offers a full burial software service the Town Council requires and accommodates as many users as needed for an annual fee. This provides comfort should the Administration Department grow overtime.

Additional to this, they offer Cemetery Mapping which the current provider can only offer through a third party at a substantially higher cost.

Negative aspects of current software as opposed to improvements provided by Company C

Current Software Negative Aspects	Improvements via Company C
Use of one central device only for all users.	Any device, any user, accessed via a web browser.
Multiple downloading of updated licences required on all devices throughout the year.	No requirement to download licences.
No history of user activity.	Audit trail of user activity and actions log.
Currently, only Administration staff have access to the system. No permissions available.	Other relevant staff, in particular, Service Delivery could be given useful, but restricted access via permissions to enable e.g., the recording of Memorial Inspections & uploading interment checks. Great addition, efficient working and clean audit trial.

Deed expiry date, report by random date and production of unordered list.	Deed expiry date report by specific plot numbers and ordered list.
No calendars	Calendar allowing input of funeral dates & details.
No capacity to log Memorial Bench & Rose records.	Memorial Bench & Rose records can be logged on the system.
Complex Deed Transfer process. Additionally, if entered incorrectly, all records connected with that plot are required to be entered again.	Simplified Deed Transfer process which would not affect the storage of plot records.
Unable to change the name of the Lessee or the deceased, causing unnecessary problems when all that might be required is to correct the spelling of a name, e.g., John instead of Jon or Mrs instead of Miss.	Changes permitted.
Cemetery Map created by an outside company at cost.	Basic Cemetery Map suitable for TC needs can be created at no cost by staff. Plot numbers can link directly to records. Memorial benches and roses can also be mapped and linked to plot numbers if applicable.
Complex system of coding required for TC fees & also all those connected with the interment, e.g., Funeral Directors, Groundsman, Minister etc., as provider has now linked their system to financial software which the TC does not use. Time Consuming & unnecessary.	No requirement to code fees or other details. The system is not linked to a separate financial system.

Budget Code: 6014 BA Cemetery Software Subscription

Available Budget 2024-25: £405

Members are asked to consider:

1. Approving the data transfer cost to one internal PC tower of £25 to allow continued access to the burial software whilst migrating to cloud hosted solutions;
2. Appointing Company C at a total cost of £1,009, inclusive of the one off on-boarding cost and a 12-month subscription paid upfront, to be allocated to budget code 6014 BA Cemetery Software;
3. Approving a virement of £1,034 from budget code 6070 BA EMF Churchtown Cemetery Capital Works available budget £5,446 to 6014 BA Cemetery Software to cover the shortfall cost associated to appoint Company C for the year 2024-2025.

End of report
Planning and General Administrator
Administration Officer