



Saltash Town Council

Konsel An Dre Essa



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

23 October 2024

Dear Councillor

I write to summon you to the **Meeting of the Joint Burial Board Committee** to be held at the Guildhall on **Tuesday 29th October 2024 at 4.00 pm.**

The meeting is open to the public and press. Any member of the public requiring to put a question to the Joint Burial Board Committee 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,

S Burrows
Town Clerk

To Councillors:

Rev L Bushell Hawke (Ex Officio Chairman) R Bullock J Dent J Peggs (Deputy Chairman) B Samuels B Jones L Batham	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. Public Questions - A 15-minute period when members of the public may ask questions of Members of the Joint Burial Board Committee.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 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 Joint Burial Board meeting held on 8 August 2024 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 - 15)
10. To set the Fees and Charges for the year 2025/26 recommending to the Policy and Finance Committee. (Page 16)
11. To set the Joint Burial Board budget for the year 2025/26 recommending to the Policy and Finance Committee. (Page 17)
12. To receive an update on the P.C.C registering the churchyard as closed and consider any actions and associated expenditure. (Pages 18 - 19)

13. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary).
14. To consider any items referred from the main part of the agenda.
15. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
16. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 25 February 2025 6.00 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Thursday 8th August 2024 at 2.00 pm

PRESENT: Councillors: Rev L Bushell Hawke (Ex Officio Chairman), R Bullock, J Dent, J Peggs (Deputy Chairman), B Samuels, B Jones and L Maddock.

ALSO PRESENT: 2 Members of the Public, M Thomas (Senior Policy and Data Compliance Officer), I Bovis (Service Delivery Manager), F Morris (Planning and General Administrator).

APOLOGIES: L Batham.

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Chairman informed the meeting of Len Maddock's attendance to represent PCC St Stephens in place of Lesley Batham who was unable to attend. It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to allow Mr Maddock to sit at the table as a representative of the PCC St Stephens for this meeting only.

2/24/25 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.

3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None received.

4/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETINGS HELD ON 27 FEBRUARY AND 22 JULY 2024 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 Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 27 February 2024 and 22 July 2024 were confirmed as a true and correct record.

5/24/25 TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

6/24/25 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/24/25

TO RECEIVE A REPORT REGARDING THE FIREFIGHTERS GRAVES AT ST STEPHENS CHURCH AND TO CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Meeting received and discussed the report regarding the Firefighters Graves at St Stephens Church contained within the circulated reports pack.

The Chairman invited a member of the public to update the committee on the plans for the Firefighters Graves at St Stephens.

It was confirmed that there are adequate volunteers to undertake the required work including a qualified builder. The team would also liaise with the Service Delivery Manager prior to commencing the work. The proposed information board to be free standing on two posts close to the graves, but near enough to the wall to afford some protection from the elements.

The Chairman pointed out that Diocesan regulations must be followed in respect of the headstones. The Chairman emphasised that PCC St Stephens await the receipt of faculty forms prior to any decision being made.

It was **RESOLVED** to note the update and to support the updated proposals subject to the appropriate permissions being obtained from the Priest-in-Charge and the Diocese.

9/24/25

TO RECEIVE A REPORT ON THE ST STEPHENS CHURCHYARD SITE VISIT HELD ON MONDAY 22 JULY 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman thanked the Service Delivery Manager for leading the site visit and the report contained within the reports pack.

The report outlines the plan to make more efficient use of the time spent maintaining the churchyard whilst also addressing health and safety issues. The aim is to maintain the Churchyard with safe access for visitors whilst also creating areas where wildlife will thrive.

Councillor Dent asked if it was permitted for Remembrance crosses to be placed up against the headstones of the war graves. The Service Delivery Manager confirmed that this would not hinder the work of the Service Delivery Team.

A future plan would include planting poppy seeds around the war graves and to include daisy seeds at a later date to create a pleasant site at this part of the Churchyard.

It was **RESOLVED** to note the report.

10/24/25

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

The Meeting received and discussed the report from the Service Delivery Manager (SDM) contained within the circulated reports pack.

1. Old Ashes Plots

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to delegate to the SDM, working within budget, to purchase the following: gravel bags at £5 per bag; (estimate of 16 bags costing a total of £80); wildflower seed at £35 from budget code 6104 General Site Maintenance with an estimated total cost of £115.

2. Moss control to pathways

It was **RESOLVED** to note.

3. Headstone Survey

It was **RESOLVED** to note.

4. No Mow May & Wilding Areas

It was **RESOLVED** to note the report and that the PCC Members will consider the proposed locations as discussed during the site visit, reporting back to a future meeting.

5. Churchyard Double Gate

The SDM confirmed that whilst the gate is looking tired, it is safe and suitable for use. The committee may wish to consider budgeting for replacement at a future date

After a discussion, it was proposed by Councillor Samuels, seconded by Councillor Dent and **RESOLVED** to delegate authority to the SDM to obtain quotes for a replacement gate, reporting back to the next meeting.

11/24/25 **TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman reported that at a recent meeting of the PCC it was agreed to close the churchyard to new burials. Reservations will be honoured but once the last plot has been used there will be no future burials. She noted that following closure the Town Council will no longer receive fees from interments.

The Chairman advised that the procedure may take up to two years but that it is hoped to get the relevant paperwork to the Town Council in the autumn after which the application will proceed to the Ministry of Justice. As there is sufficient cemetery provision in the area it is hoped that the application will proceed without any problems.

It was **RESOLVED** to note.

12/24/25 **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).

13/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

14/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

15/24/25

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

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to issue the following Press and Social Media Releases:

1. To explain the reduction in mowing and the aim to create and enhance wildlife areas at St Stephen's Church.
2. How unsafe headstones are to be made secure by means of the wrapping method. (The Service Delivery Manager to provide photographs.)

DATE OF NEXT MEETING

Tuesday 29 October 2024 at 2.00 pm

Rising at: 7.40 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

Joint Burial Board Committee - Burial Board Budget 2024-25

Saltash Town Council

For the 6 months to 30 September 2024

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25
Burial Board Operating Income				
4600 BB Cemetery Fees (St. Stephens)	7,185	8,863	5,255	3,608
4605 BB SLA Payment Grass Cutting	628	628	0	628
4607 BB Memorial Bench Income (St Stephens)	0	450	0	450
Total Burial Board Operating Income	7,813	9,941	5,255	4,686
Burial Board Operating Expenditure				
6100 BB Petrol	272	541	175	366
6101 BB Machinery Maintenance Costs	94	769	541	228
6103 BB Health & Safety	0	119	0	119
6104 BB General Site Maintenance	541	1,513	340	1,173
6108 BB Tree Survey & Tree Maintenance	2,650	3,914	0	3,914
6109 BB Memorial Bench (Expenditure)	0	376	0	376
Total Burial Board Operating Expenditure	3,557	7,232	1,056	6,176
Total Burial Board Operating Surplus / (Deficit)	4,256	2,709	4,199	(1,490)
Burial Board EMF Expenditure				
6170 BB EMF Repairs to Cemetery Wall	15,763	3,023	0	3,023
Total Burial Board EMF Expenditure	15,763	3,023	0	3,023
Total Burial Board Expenditure (Operational & EMF)	19,320	10,255	1,056	9,199
Total Burial Board Budget Surplus / Deficit	(11,506)	(314)	4,199	(4,513)

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Agenda Item 9

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

1. St Stephens Churchyard gate quotes.

We are keeping a close eye on the condition and operation of the double access gates to the side entrance of the Churchyard as requested from the last Burial Board meeting. They are working ok at the moment however they are detreating and over time will need to be replaced.



Below are quotes to be considered for the replacement of the double entrance gates from Farm Lane like for like (timber). This has not been straight forward, we approached several companies two of which didn't want the job or quote, only one quoted to supply and fit the gates.

COMPANY A	SUPPLY AND FIT DOUBLE GATES WITH ALL FITTINGS HINGES	£1,975
COMPANY B	SUPPLY GATES AND FIXINGS ONLY	£945.00
STC SERVICE DELIVERY	PURCHASE GATES WITH FITTING. WILL BE FITTED BY SD STAFF	PRICE FOR GATES ONLY £775.00

We feel the best option would be to have the gates made to fit and for the Service Delivery Department to install them. This can be done in 2025 after April when the new budgets have been put in place.

Members to consider a maximum cost of £800 for the purchase of gates allocated to budget code 6104 BB General Site Maintenance.

2. Request to use Eco Friendly moss killer for various pathways.

We would like to request the use of a nontoxic treatment to see if we can remove the moss that is building up across all the pathways. We are concerned as to the H&S of the paths for the public, staff or anyone that visits the Churchyard. See images below. The use of machinery may damage the pathways and very time consuming.

The product information provides details showing it will be safe to use. We could trial a test area away from the general public to see how it will work. Once we are satisfied with the results we can use on the main effected pathways.

In the meantime, safety signage is to be installed warning users of the potential slippery pathways.





PRODUCT INFORMATION

A brand new, ULTRA SAFE product - ideal for uses around children & pets, offers clean, safe non-chemical, non-staining treatment for treating algae and other biofilms also excellent on liverwort.

MossOff works quickly and provides long-lasting results on: patios, decking, roof tiles, garden furniture, astroturf and pathways.

Safe for use around children, pets & ponds

Non staining formulation

Non-biocide, non-chemical formulation - ideal for family areas

Good for areas around pots - safe for plants

Forms an invisible barrier to suffocate biofilms

Apply on dry days, year-round

May take longer to work in colder weather

To purchase the product is approximately £25 for 5 litres.

Members are asked to consider using this product to clean and make safe the pathways. Also to agree the product falls in line with the Town Council environmental policy.

3. Work Completed at Old Ashes St Stephens.

The work has been completed at the old ashes site within the Churchyard making the area a much nicer place to visit. This is much safer now the grass and tree branches have been removed. Planting will take place over the next month or so. Hopefully in the Spring the centre section will be in flower. The moss-covered pathways are part of the cleaning process mentioned previously in the item.



[Members to note the update](#)

4. Uneven ground signs St Stephens Churchyard.

We are in the process of arranging the fitting of the below public information hazard signs to the entrances of St Stephens Churchyard. This will be subject to ecclesiastical planning permission being agreed via the church.

This forms part of the Health & Safety for the churchyard especially within the older sections. Some of the gravestones, memorials and edging stones are unsafe along with uneven ground across the site. As we are leaving some areas to grow creating wildflower sections this is an important message for public, members and staff to see when visiting the site.

The signs are 400m x 400m. We have chased this several times and are concerned we are no further forward with approval.



Members to note the update.

PCC Members to liaise with Reverend Laura Bushell Hawke to move the process forward asap due to the matter being health and safety.

End of Report
Service Delivery Manager

Joint Burial Board - St. Stephens Cemetery Fees and Charges

Description	2024/2025	2025/26 Proposed Charge Amendments
<u>Interment Fees</u>		
Re-opening / Interment of a body (Saltash residents)	£700	£700
Re-opening / Burial of cremated remains (Saltash residents)	£335	£335 £333 to match Burial Authority F&C's
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 STC Co-Chairman Deputy Chairman of the Joint Burial Board Committee.)	All Fees Double	All Fees Double
<u>Benches</u>		
	Inc VAT	Inc VAT
To supply, fit and maintain a memorial bench, to include plaque	£540	£540

Agenda Item 11

Joint Burial Board Committee - Burial Board Budget 2024-25
Saltash Town Council
For the year ended 31 March 2025

Black text - budget assumptions
Red text - Actions required by FO
Purple text - new codes
Blue text - recommend virements

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Burial Board Operating Income										
4600 BB Cemetery Fees	7,185	8,863	6,005	2,858	6,000	Cemetery at capacity therefore no future burials only re-openings	6,180	6,366	6,557	6,754
4605 BB SLA Payment Grass Cutting	628	628	659	(31)	659	Based on Current Income	679	700	721	743
4607 BB Memorial Bench Income	0	450	0	450	450	Check capacity to instal bench (£450 net)	464	478	493	508
Total Burial Board Operating Income	7,813	9,941	6,664	3,277	7,109		7,323	7,544	7,771	8,005
Burial Board Operating Expenditure										
6100 BB Petrol	272	541	175	366	200	Based on prior year	206	213	220	227
6101 BB Machinery Maintenance Costs	94	769	541	228	793	Current Budget + CPI 3%	817	842	868	895
6103 BB Health & Safety	0	119	0	119	0	Budget not used. H&S equipment purchased by P&F for all sites. Delete code Vire unused budget to 6170 BB EMF General Maintenance & Repairs)				
6104 BB General Site Maintenance	541	1,513	493	1,020	2,000	Increased to £2k to allow for rotational grave stone surveys & maintenance Vire unused balance to 6170 EMF General Maintenance & Repairs)	2,060	2,122	2,186	2,252
6108 BB Tree Survey & Tree Maintenance	2,650	3,914	0	3,914	4,032	Current Budget + CPI 3% Vire unused balance to 6170 EMF General Maintenance & Repairs)	4,153	4,278	4,407	4,540
6109 BB Memorial Bench (Expenditure)	0	376	0	376	388	Current Budget + CPI 3%	400	412	425	438
Total Burial Board Operating Expenditure	3,557	7,232	1,209	6,023	7,413		7,636	7,867	8,106	8,352
Total Burial Board Operating Surplus/ (Deficit)	4,256	2,709	5,455	(2,746)	(304)		(313)	(323)	(335)	(347)
Burial Board EMF Expenditure										
6170 BB EMF Repairs to Cemetery Wall (RENAME BB EMF General Maintenance)	15,763	3,023	0	3,023	0	Refer to Property Maintenance 5 year plan Rename code Virements from 6103, 6104, 6108	3,000	3,000	3,000	3,000
Total Burial Board EMF Expenditure	15,763	3,023	0	3,023	0		3,000	3,000	3,000	3,000
Total Burial Board Expenditure (Operational & EMF)	19,320	10,255	1,209	9,046	7,413		10,636	10,867	11,106	11,352
Total Burial Board Budget Surplus/Deficit	(11,506)	(314)	5,455	(5,769)	(304)		(3,313)	(3,323)	(3,335)	(3,347)

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25 -290
Precept 2025/26 -304
Increase / (Decrease) 14
Difference as % 4.83%

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

The Law Commission is currently considering changes to update burial laws with a public consultation running until 9 January 2025. Lack of burial space has been identified as a key issue with grave reuse being proposed as a solution to the problem. One of the areas being considered is closed and disused churchyards. The Commission proposes reforms to allow them to be reopened, allowing people to be buried closer to home, or in a graveyard that holds special meaning for them. It appears that the proposals currently do not intend to stop closures of churchyards, but will allow, if there is a need, to reopen them. A summary of the consultation paper is attached as part of the reports pack. There is also a short video summary which can be accessed here:

[Law Commission Burial and Cremation Consultation 2024](#)

The Law Commission will use the responses to the consultation to develop their recommendations to government for reform and expect the report to be published in late 2025.

The Reverend Laura Bushell Hawke is concerned that changes to legislation may prevent closure of churchyards, and the Ministry of Justice may choose not to allow any applications until the outcome of the consultation is known. There is a possibility that the church may be required to reopen the old part of the cemetery first. In the meantime, she is waiting for the information to become clearer and has requested advice from the diocese legal team.

CALC have no further information on the subject at present, but NALC have issued a consultation to member councils which they will use to inform their response to the Law Commission.

The Town Clerk suggests that until there is something more solid on the horizon than a consultation about a future recommendation, St Stephen's Church proceed within the parameters of the current law.

End of report

Senior Policy and Data Compliance Officer