

## 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.

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#### **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: \_\_\_\_\_