



Saltash Town Council

Konsel An Dre Essa



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

2 August 2024

Dear Councillor

I write to summon you to the **Meeting of the Joint Burial Board Committee** to be held at the Guildhall on **Thursday 8th August 2024 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 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 meetings held on 27 February and 22 July 2024 as a true and correct record. (Pages 4 - 7)
6. To receive the Joint Burial Board budget statement and consider any actions and associated expenditure. (Page 8)
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 regarding the Firefighters Graves at St Stephen Church and to consider any actions and associated expenditure. (Pages 9 - 13)
10. To receive a report on the St Stephens Churchyard site visit held on Monday 22 July 2024 and consider and actions and associated expenditure. (Pages 14 - 15)
11. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Pages 16 - 18)
12. To receive an update on the P.C.C registering the churchyard as closed and consider any actions and associated expenditure. (Page 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 29 October 2024 6.00pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 27th February 2024 at 6.00 pm

PRESENT: Councillors: R Bickford (Deputy Chairman), R Bullock, J Dent, L Maddock and B Jones.

ALSO PRESENT: R Lumley (Assistant Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: J Peggs

32/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

33/23/24 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.

34/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None received.

35/23/24 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 24TH OCTOBER 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 Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 24th October 2023 were confirmed as a true and correct record.

36/23/24 TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

37/23/24 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

38/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

39/23/24 TO RECEIVE AN UPDATE ON THE WILDFLOWER AREAS AT ST STEPHENS CHURCHYARD AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Churchwarden B Jones provided a verbal update confirming at a recent PCC meeting it was approved for the wildflower planting project to continue for a further two years working in partnership with Saltash Environmental Action. With the minutes from the PCC meeting to be shared with the Town Council.

PCC Members asked for the Service Delivery Manager to consider these areas in any mowing of the Churchyard.

It was **RESOLVED** to note.

40/23/24 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

41/23/24 **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).

42/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

43/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

44/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

45/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 25 June 2024 at 6.00 pm

Rising at: 6.15 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the St Stephens's Church followed by a site visit on Monday 22nd July 2024 at 2.00 pm

PRESENT: Councillors: Rev L Bushell Hawke (Ex Officio Chairman), R Bullock, J Peggs (Deputy Chairman), B Jones and L Maddock (in the absence of L Batham).

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

APOLOGIES: J Dent, L Mortimore and L Batham.

The Chairman confirmed that the meeting was not quorate due to insufficient Councillors in attendance and was therefore not able to proceed.

The Site Visit of St Stephen's Churchyard took place and the outcome of that visit is to be received at a future meeting of The Joint Burial Board Committee.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 2.10 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

Joint Burial Board Committee - Burial Board Budget 2024-25

Saltash Town Council

For the 3 months ended 30 June 2024

Account	Prior Year 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	2,740	6,123
4605 BB SLA Payment Grass Cutting	628	628	628	(0)
4607 BB Memorial Bench Income (St Stephens)	0	450	0	450
Total Burial Board Operating Income	7,813	9,941	3,368	6,573
Burial Board Operating Expenditure				
6100 BB Petrol	272	541	91	450
6101 BB Machinery Maintenance Costs	94	769	0	769
6103 BB Health & Safety	0	119	0	119
6104 BB General Site Maintenance	541	1,513	114	1,399
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	205	7,027
Total Burial Board Operating Surplus/ (Deficit)	4,256	2,709	3,164	(455)
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	205	10,050
Total Burial Board Budget Surplus/Deficit	(11,506)	(314)	3,164	(3,478)

To/From Reserves & Budget Virements

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

From: Mike Parker
Sent: Sunday, May 26, 2024 3:12 PM
To: enquiries; Burials and Memorials (STC)
Subject: Burial Board Agenda

Mr Stanlake and myself are working together with the full support of the Fire Service to get the go ahead and the diocese of Truro are in dialogue with us.

On the 3rd of February 2022, we presented our proposals to the full Saltash Town Council and on the 8th of February 2022 did the same to the Saltash Town Council Joint Burial Board and were met with their full support.

Mr Stanlake has secured full sponsorship for the project and his ongoing contact with the Diocese Registrar, Mr Jos Moules and with the new vicar of St Stephens, the Reverend Laura Bushell-Hawke, has resulted in some changes to the proposed plans and we are now seeking fresh approval from you before we can proceed.

The changes involve some levelling of three of the graves, new headstones on five of the graves and an information board being erected either on or adjacent to the nearby wall, which is only a few yards from the graves.

The Reverend Laura has been fully consulted and in fact Mr Stanlake and I held a site meeting on Wednesday 22nd of May with her, together with Mr Barry Jones, her churchwarden and both indicated their full support and approval to these plans, but advised we should seek new approval from you, bearing in mind the previous Burial Board's approval was given just over 2 years ago.

We do hope you can see fit to approve this as we have the 22nd of April 2025 as the date to get the work completed by, which would be exactly 84 years since this tragedy occurred. If so, it would be our intention to hopefully have a thanksgiving service at St Stephens church that day, followed by a blessing graveside.

Mr Stanlake and I, request this application be listed on the agenda of your forthcoming meeting, which I believe is on the 25th of June, for consideration of your approval. If so, we are very happy to attend that meeting to answer any queries you may have.

Kind Regards
Mike Parker

Minutes of Saltash Town Council

Thursday 3rd February 2022

374/21/22 TO RECEIVE A REPORT AND CONSIDER SUPPORTING THE FIREFIGHTERS GRAVES AT ST STEPHENS CHURCH.

At the request of the Chairman, and with permission from the Town Council, a member of the public in attendance spoke on the report received and the request for the Town Council's blessing of the project to memorialise and restore the graves of six brave firefighters who lost their lives in WW2 during the Blitz. With an educational story board to be installed on site, subject to the blessing of the Town Council and permission from the dioceses for St Stephens Churchyard.

It was proposed by Councillor Dent, seconded by Councillor G Challen and **RESOLVED** that the Town Council give their blessing to the notion subject to the approval of the Joint Burial Board Committee and appropriate permissions from dioceses for St Stephens Churchyard.

Report to Full Town Council 03.02.2022

St Stephens Church, Six Firefighters graves.

Councillors a former Saltash firefighter and family member of one of the six firefighters have been working tirelessly to mark the graves of the six firefighters which are marked at St Stephens Church Saltash.

Mr Mike Parker and Mr Neil Stanlake are requesting Saltash Town Councils blessing on their future project.

At this stage there will be no financial implication to the residents of Saltash nor to the Town Council.

Plans for the project:

Install four new inscribed flat marble stones on the graves and two at the request of the family will remain as they are today.

Encircle the site of all the six graves with grey coloured edging stones and at the same time, identify each individual grave with the same edging stones down the middle. This we believe, would retain a degree of individuality of the six men, but also create inclusiveness, bearing in mind the six of them were all Saltash lads, went to school together, were close pals, were fire fighters together, died together and now rest in peace together.

This edging will enhance the look of the gravel but also reduce the grass cutting. The site surface will be filled with attractive Cornish granite stones which would be in keeping with the edging stones.

Install a story board adjacent to the graves, telling the story of the tragic event in 1941, which would be protected by a Perspex cover and erected at an agreed height and on a single pole, which would also reduce maintenance.

Father Michael Brown, the Cornwall Fire & Rescue Service Chaplain, has been made aware of our proposed plan and he has given it his full approval, after expressing his sadness at the state of the graves when holding a service at St Stephens Church, back in April of last year.

Councillors this is part of Saltash History, and we would like your blessing to see this project come to fortition.

Both Mr Mike Parker and Mr Neil Stanlake will be attending the Full Council Meeting to present their proposed plans and will be present to answer any questions.



SALTASH TOWN COUNCIL

The Meeting of The Joint Burial Board Committee

Tuesday 8th February 2022

**43/21/22 TO RECEIVE A REPORT AND CONSIDER SUPPORTING THE
FIREFIGHTERS GRAVES AT ST STEPHENS CHURCH**

Assistant Service Delivery Manager arrived at the meeting.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** that the Joint Burial Board Committee give their blessing to the notion subject to the appropriate permissions from the diocese for St Stephens Churchyard.

Agenda Item 10

To receive a report on St Stephens Churchyard Site Visit held on Monday 22 July and consider any actions and associated expenditure

1. East side of the church

The walk started at the east side to consider if the grass area running down the boundary can become a permanent wild meadow as this isn't used by the public or for any other occasions. Signs will be placed educating the public to why the area has been left. The old access gate in the stone boundary wall will need to be blocked off to give some security to Asheborough House.

2. Church Grass

The grass areas around the North, South and West of the Church will remain cut so the entrance to the church will look presentable as much as possible for Church visitors and events such as weddings.

3. The Old Ashes square

It was recommended to remove the central grass area replacing with decorative gravel to help lower the risk of damage and injury to staff when trying to maintain this area. It was also noted the number of memorial pots and items placed by the public also create hazards for work to take place. When the work has been completed this will considerably reduce the risk.

4. The three old sections of the Churchyard, OSA, OSB and OSC



It was proposed to reduce the current number of times cutting the grass to these areas. This is partly due to Health & Safety to staff working between old graves with uneven ground, stone edging and trip hazards while using machinery. The distance between graves doesn't allow for mowers and strimmer's to work correctly.

These areas are not visited by the public and would create a natural wild flower and nature area over time. Pathways will be cut, where possible to allow public access through the graveyard. The boundary will be cut next to the fence of the property that backs to OSA.

Again signs will be placed to advise the public of the wild areas.

The condition of the side gate leading to Farm Lane was discussed and agreed to be monitored with the recommendation of repair or replacement in the future.

It was agreed that any War grave would have the grass cut around the grave as best as possible.

5. LC & LCA areas

Are to be cut as a lawn style due to the layout of the graves which allows machinery safe access. Boundary areas with trees will be left for wilding flowers.

6. Ashes Area

This has become an issue due to the amount of items left by the public around memorial stones. This is currently against the Church policy agreement. This hampers staff when carrying out work and takes time to remove and replace many items. It was discussed that items may be removed permanently following a notice letter to families, dealt with via the Church. We would be guided by this. We will continue to work as respectfully as possible until an agreement has been reached.

End of Report

Service Delivery Manager

Agenda Item 11

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

1. Old Ashes Plots

This can be difficult to work with at times. We know there is work required to make this location easier to manage and maintain. One thought would be to have wildflowers in the center with a gravel border for the planters and flowers to stand. Once planted the central area will only need cutting twice a year to make the area easy to manage. There are some tree branches that will need cutting back for safety reasons.

Budget code 6104 General site maintenance. Available Balance £1,399

PCC Members are asked to consider the proposal to assist with the maintenance.

Town Council Members are asked to consider purchasing the following items to create a wildflower area keeping the maintenance to a minimum:

Gravel bags at £5 per bag. We estimate 16 bags £80.

Wildflower seed at £35

Total cost £115.



2. Moss control to pathways

We are working towards clearing as much moss as possible from the pathways around the Churchyard. This will be done using the Kirsten machine as we are not using any weed/moss chemicals. Some of the paths will be done by hand. This has grown over the last year with the long spell of bad weather and will become an issue if not controlled soon. The work carried out will not completely remove all the moss, however it will be a big improvement.

[Members are asked to note the update.](#)

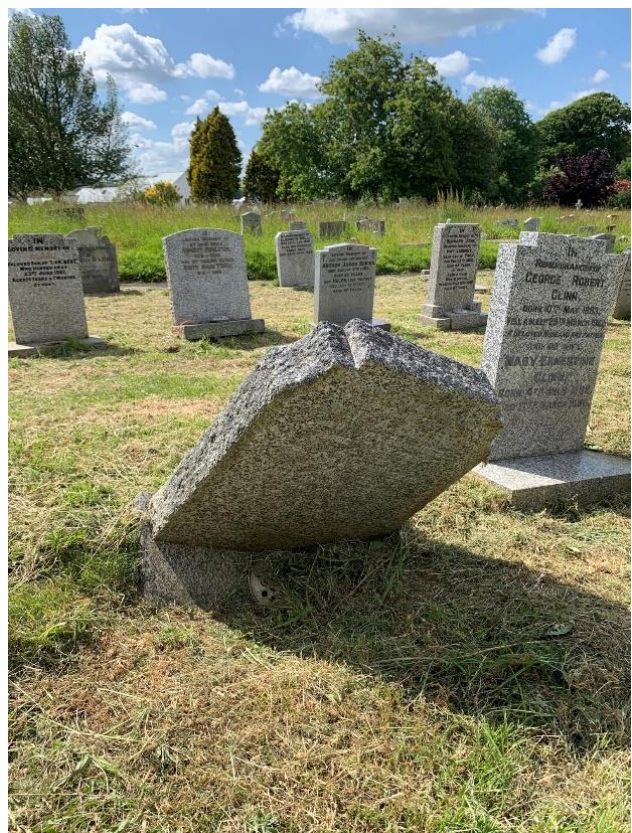
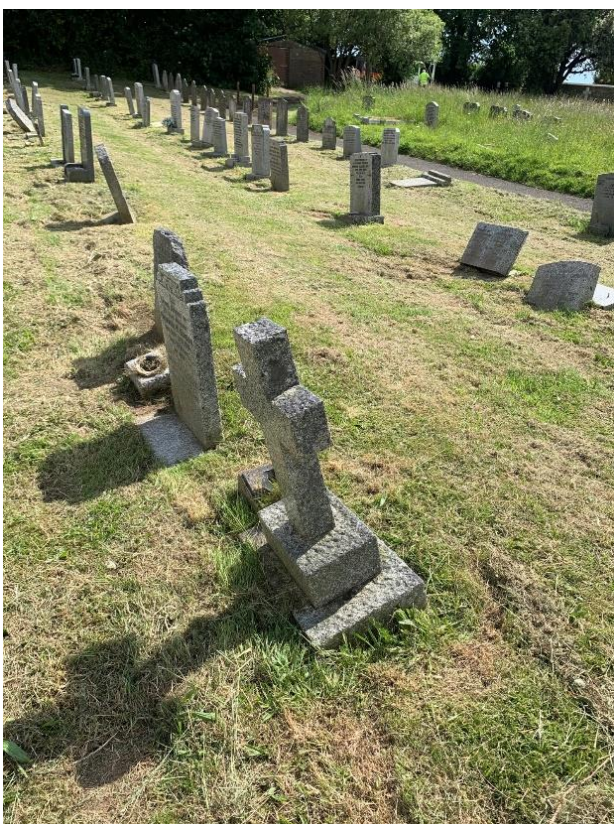
3. Headstone Survey

We are currently working on the headstone health and safety check to be completed over the next month. This has its challenges with weather and the sheer number of headstones to check. Once the survey has been completed a report will be put together listing any that required repair, replacement or work to make them safe.

Dangerous headstones will be gently laid down or marked to avoid any accidents. We know this may be a sensitive subject to the public, however it will be necessary if we feel the headstone is a danger to the public.

The report will be sent directly to St Stephens Church and a copy provided at a future Joint Burial Board meeting.

The Church can then notify the families to consider the work required.



[Members are asked to note the update.](#)

4. No Mow May & Wilding areas

We carried out a trial this year with the No Mow May. We cut several crisscross pathways through the older sections of the Churchyard while leaving the main sections of grass to grow. This was mostly effective as it saved some time cutting the grass, however it also has its challenges once May has finished. Dealing with very long grass after May takes a lot of time to bring it back to a reasonable level.

The LC and LCA areas were cut during May as they are attended by the public on a regular basis.

We would like to add some designated permanent wild green areas around the churchyard with Wilding area signs showing the public why the area has not been cut. This will be a great way of enhancing our green nature areas in line with the Town Council business plan.

[PCC Members are asked to consider locations and seek permission to create green spaces around the Churchyard. There will be no initial cost to start this project.](#)

5. Churchyard Double Gate.

The condition of the double side entrance gate to the Churchyard needs repairing and could be a H&S hazard to the public. This can be seen during the site visit on the 25 June.

We can provide a quote if required to fit and replace the double gate with a similar style.

Budget code 6104 General site maintenance. Available Balance £1,399

[Town Council Members are asked to consider the replacement at the cost to the Town Council.](#)

End of Report.

Service Delivery Manager.

Saltash Town Council

The Meeting of The Joint Burial Board

Tuesday 27th June 2023

9/23/24 **TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Reverend Magrath spoke of conversations held with the Diocese solicitors and the Archdeacon of Bodmin.

P.C.C remain hesitant to close the churchyard for numerous reasons one of which is they are exploring the possibility to reuse land for new graves, should it be permitted, and if the churchyard were to be closed this would cease to be an option for consideration in the future.

Members discussed the cost and staffing impact to the Town Council by continuing to maintain the open sections of Churchyard.

Members debated the pros and cons of open and closed sections of the Churchyard and review of the current cutting schedule is necessary.

Members discussed the two areas highlighted on the map contained in the circulated reports pack, the red section labelled OSC and yellow section LC.

Members requested P.C.C to further review the position on closing the OSC section of the Churchyard due to there being no available plots. Members discussed the need for the yellow section to remain open as there are currently 10 available cremation plots.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** that Rev Magrath together with the P.C.C review the decision to register the OSC section of the Churchyard as closed reporting back at the next Joint Burial Board meeting to be held on 31st October 2023.