

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 7th May 2026 at 7.00 pm

**PRESENT:** Councillors: A Ashburn, R Bickford, R Bullock, S Gillies, M Johns, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels (Vice-Chairman), P Samuels, B Stoyel (Chairman) and J Suter.

**ALSO PRESENT:** Five Members of the Public, One Member of the Press, H Frank (Cornwall Councillor) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk), J Hughes (Administration Officer).

**APOLOGIES:** J Brady, S Martin and L Mortimore, and P Cador (Cornwall Councillor), early departure K Johnson (Cornwall Councillor).

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**36/26/27** **TO ELECT A CHAIRMAN.**

The Town Clerk informed Members that one nomination for the office of Mayor of Saltash for the municipal year 2026/27 had been received and duly verified.

The nominated Councillor was Brian Arthur Ernest Stoyel.

A written ballot was conducted.

Following the ballot, the outgoing Chairman Councillor Bullock confirmed that a majority vote had been achieved.

It was proposed by Councillor Miller, seconded by Councillor Nowlan and **RESOLVED** that Councillor Stoyel be elected Mayor for the municipal year 2026/27.

The Chairman Councillor Stoyel in the Chair.

**37/26/27** **TO CONFIRM AND NOTE THAT THE CHAIRMAN OF SALTASH TOWN COUNCIL HAS SIGNED THEIR DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE PROPER OFFICER.**

The Chairman signed the Chairman's Declaration of Acceptance of Office in the presence of the Proper Officer.

It was **RESOLVED** to note.

**38/26/27**      **INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST CHAIRMANS BADGE TO THE OUTGOING CHAIRMAN.**

The newly elected Chairman for 2026/27 Councillor Stoyel presented the Past Chairman's badge to the outgoing Chairman Councillor Bullock.

**39/26/27**      **TO ELECT A VICE CHAIRMAN.**

The Town Clerk informed Members one nomination had been received for the office of Deputy Mayor of Saltash for the municipal year 2026/27 and duly verified. The nominated Councillor was Brenda Samuels.

A written ballot was conducted.

Following the ballot, the Chairman confirmed that a majority vote had been achieved.

It was proposed by Councillor Stoyel, seconded by Councillor Johns and **RESOLVED** to elect Councillor B Samuels as Deputy Mayor for the municipal year 2026/27.

**40/26/27**      **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**41/26/27**      **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 received.

b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

**42/26/27**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**43/26/27**      **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 9 APRIL 2026 AS A TRUE AND CORRECT RECORD**

Following an unanimous vote it was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to approve the Minutes of the Full Town Council Meeting held on 9 April 2026 as a true and correct record.

**44/26/27**      **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Planning and Licensing held on 21 April 2026;

It was **RESOLVED** to note. There were no recommendations.

- b. Burial Authority held on 28 April 2026;

It was **RESOLVED** to note the minutes and consider the following recommendation.

**RECOMMENDATION:**

**10/26/27 TO RECEIVE AMENDMENTS TO THE CHURCHTOWN CEMETERY MANAGEMENT PROCEDURES AND CONSIDER ACTIONS.**

Members received the report contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk provided Members with an overview of the proposed amendments and outlined the reason for the changes.

Following a unanimous vote (4 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council the amendments to the Churchtown Cemetery management Policy and Regulations, as attached.

Following a unanimous vote it was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation, as attached.

- c. Services held on 30 April 2026;

It was reported that the draft Services minutes had not yet been published.

**45/26/27**      **TO RECEIVE THE OUTGOING CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The outgoing Chairman, Councillor Bullock, briefed Members on the report received in the reports pack, taking the opportunity to thank everyone for their support during her mayoral year, and congratulated Councillor Stoyel and B Samuels on their appointment this evening.

It was **RESOLVED** to note.

**46/26/27**      **TO RECEIVE AND NOTE THE ANNUAL TOWN COUNCIL REPORT FOR THE YEAR 2025/26.**

The Chairman referred to the Annual Town Council Report and commented on its professional presentation and content.

It was **RESOLVED** to note.

**47/26/27**      **TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

PCSO Diaper drew Members' attention to a reported 200% increase in burglary and drugs-related figures compared to last year. However, it was noted that this increase was due to only three crimes having been recorded in these categories during the entirety of the previous year.

Overall, Saltash continues to experience low crime levels and has seen a 37.5% reduction in violence with injury.

Members asked whether feedback on outcomes could be provided to individuals following the reporting of crimes. PCSO Diaper advised that, due to GDPR constraints, it is difficult to determine what information can be shared, but confirmed this would be discussed further with the Inspector.

Councillor McCaw raised concerns regarding repeated incidents of vandalism to the town's public conveniences. PCSO Diaper advised that the police are working closely with key stakeholders, including schools and youth organisations, to identify potential offenders. Investigations remain ongoing and they are making progress.

Members again raised concerns regarding the use of e-bikes and asked whether any policies were in place to deter inappropriate use. PCSO Diaper explained that enforcement is challenging due to the complexity of e-bike legislation, which varies depending on bike specifications, speed, size, and set-up.

Members advised that Callington Road is a hotspot for e-bike users travelling at high speed at night, with no visibility and wearing balaclavas. PCSO Diaper was not previously aware of this issue and noted it as a significant health and safety concern.

Members thanked PCSO Diaper for her attendance.

It was **RESOLVED** to note.

**48/26/27** **TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited Councillor Bickford to provide further information in respect of the report contained within the reports pack, particularly regarding concerns about potential difficult decisions facing CEPL12's Community Kitchen.

Councillor Bickford provided a brief verbal update, advising that while the Community Kitchen continues to face financial challenges, some improvements are being seen. However, increased rent and utility costs, alongside more restrictive funding criteria, is making it difficult to maintain a consistent balanced budget.

It was **RESOLVED** to note.

**49/26/27** **TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cornwall Councillor Frank was invited to address Members in respect of the recent Community Highways Improvement Programme Panel meeting.

Councillor Frank advised that the Town Council's application for funding to improve accessibility on the highways leading to the station building had been well received and progressed to the next stage of the funding process. The next panel meeting is scheduled to be held on 23 June.

It was **RESOLVED** to note.

50/26/27

**TO RECEIVE A REPORT FROM SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the minutes of the recent Safer Saltash meeting having not yet been published, Councillor Peggs provided a brief verbal overview of the recent meeting attended.

Councillor Peggs referred to the Safer Cornwall website, which supports easier signposting to relevant organisations and provides up-to-date crime information for the ten Safer Towns in Cornwall. These towns work in partnership with local agencies, community groups, and businesses to address crime and anti-social behaviour through a multi-agency approach. Saltash is one of the Safer Towns and was noted as having some of the lowest levels of concern.

Councillor Peggs further advised that the Resettlement Service team has experienced no negative reception locally. Attention was also drawn to the need for additional Speed Watch volunteers and concerns raised regarding fading road markings, particularly at zebra crossings, which have been reported.

It was noted concerning reports of young people experiencing knife threats. It was advised that youth organisations are working closely with the police and local schools to address these issues and help prevent such incidents from occurring.

The Town Clerk advised Members that Safer Cornwall is to reassess the designation of the ten Safer Towns against its criteria, as there may be other towns across Cornwall that meet the requirements more appropriately than Saltash. Members will be informed once the assessment criteria are clarified and if any implications for the Town Council are identified.

It was **RESOLVED** to note.

51/26/27

**TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the Bank Holiday, the next Chamber meeting will be held on 11 May, therefore, Members received the April meeting notes, which had not been available prior to the previous Full Council meeting.

It was **RESOLVED** to note.

**52/26/27** **TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**53/26/27** **TO RECEIVE AN UPDATE ON THE FUTURE OF HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Peggs provided a brief verbal update on progress with the phlebotomy service at St Barnabas Hospital, advising that the room is now ready for use and that a pilot appointment service is expected to be introduced as soon as possible.

It was **RESOLVED** to note.

**54/26/27** **TO RECEIVE THE NOTES OF THE SALTASH TOWN TEAM MEETING HELD ON 20 APRIL 2026 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor B Samuels was invited to address Members regarding the meeting held and the notes included in the circulated reports pack.

Councillor B Samuels advised that feasibility work had been undertaken to explore the potential for a Business Improvement District (BID); however, local traders had confirmed that, due to current financial constraints, this was not something they wished to pursue.

It was further reported that S106 funding awarded and available to the Town Team is now being considered for use on a potential augmented trail, with Town Team members exploring how this could be developed and implemented within the town.

It was **RESOLVED** to note.

**55/26/27** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**56/26/27**     **FINANCE;**

- a. To advise the receipts for March 2026;

It was **RESOLVED** to note.

- b. To advise payments for March 2026;

It was **RESOLVED** to note.

- c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;

Nothing to report.

- d. To note that bank reconciliations up to 31 March 2026 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk;

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**57/26/27**     **TO RECEIVE A REPORT ON THE TOWN COUNCIL BANK MANDATES AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note.

**58/26/27**     **TO REAFFIRM THE CIVILITY AND RESPECT PLEDGE FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS.**

Following a vote (12 For, 0 Against, 1 Abstention) it was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** that the Town Council reaffirms its ongoing commitment to the Civility and Respect Pledge agreeing to further strengthen the pledge by adopting a short, neutral statement read by the Chair at the start of every meeting, or prior to contentious debate and referencing it within meeting agenda footers;

**59/26/27**     **TO RE-ADOPT THE TOWN COUNCIL BUSINESS PLAN AND DELIVERABLES FOR THE REMAINING TERM OF THE PLAN 2026 TO 2027.**

Following a unanimous vote it was proposed by Councillor Nowlan, seconded by Councillor Gillies and **RESOLVED** to re-adopt the Town Council Business Plan and deliverables for the remaining term of the plan 2026 to 2027.

**60/26/27**     **TO RE-ADOPT THE TOWN COUNCIL PORTFOLIOS FOR THE YEAR 2026/27**

Following an unanimous vote it was proposed by Councillor Johns, seconded by Councillor B Samuels and **RESOLVED** to re-adopt the Town Council Portfolios for the year 2026/27.

**61/26/27**     **TO APPROVE THE TOWN COUNCIL HEALTH AND SAFETY STATEMENT FOR THE YEAR 2026-27.**

Following an unanimous vote it was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to approve that the Town Clerk on behalf of Saltash Town Council, signs the Health and Safety Statement for the year 2026/27 to be displayed in all Town Council buildings.

**62/26/27**     **TO NOTE THE COUNCIL INSURANCES:**

Members received the following Town Council insurances en-bloc.

- a. Employers and Public Liability;
- b. Cyber;
- c. Motor;
- d. Pontoon.

It was **RESOLVED** to note.

**63/26/27** **TO RECEIVE A RECOMMENDATION TO ADOPT THE TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS.**

Following an unanimous vote it was proposed by Councillor Nowlan, seconded by Councillor B Samuels and **RESOLVED** to adopt the Town Council Schedule of Meetings Calendar for the year 2026/27, including the date for the Annual Town Council Meeting of Parishioners of Saltash, as attached.

**64/26/27** **TO RECEIVE A RECOMMENDATION TO ADOPT THE TOWN COUNCIL BUDGET AND PRECEPT SCHEDULE OF MEETINGS FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS.**

Following an unanimous vote it was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** to adopt the Budget and Precept Setting dates for 2026-27, as attached.

**65/26/27** **TO NOTE THE TOWN COUNCIL'S POLICIES AND PROCEDURES FOR THE YEAR 2026/27.**

It was **RESOLVED** to note the Town Council's existing policies and procedures and the new policy suite together with annotations for the year 2026-27.

**66/26/27** **TO NOTE THAT THE FOLLOWING COMMITTEES REMAIN A COMPOSITION OF SIXTEEN MEMBERS, THEREFORE APPOINTMENTS ARE NOT REQUIRED, ALL MEMBERS WILL BE SUMMONED TO THE SCHEDULED MEETINGS OF THIS TOWN COUNCIL DURING THE YEAR 2026/27.**

It was **RESOLVED** to note.

**67/26/27** **TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES;**

- a. Burial Authority;  
(Composition of six Members)

Following an unanimous vote it was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** Councillors Ashburn, Bullock, McCaw, Miller, B Samuels and Stoyel be appointed to the Burial Authority Committee. There are no vacancies at this time.

- b. Joint Burial Board;  
**(Membership established by separate constitution – composition of four STC Members inclusive of the Mayor and Deputy Mayor)**

Following an unanimous vote it was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** that Councillors Stoyel (Mayor), B Samuels (Deputy Mayor), Peggs and Bullock be appointed to the Joint Burial Board Committee in line with the constitution. There are no vacancies at this time.

- c. Personnel.  
**(Composition of six Members)**

**The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.**

**All members of this Committee will undertake employment law training within 6 months provided by the Council subject to course availability.**

Following a vote (10 For, 2 Against, 1 Abstention) it was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** that Councillors Brady, Bullock, Mortimore, Peggs, P Samuels and Stoyel be appointed to the Personnel Committee. There are no vacancies at this time.

**68/26/27 TO APPOINT MEMBERS TO THE LIBRARY SUB-COMMITTEE.**

Following an unanimous vote it was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** that Councillors Bickford, Brady, Bullock, Gillies, Martin, Peggs, B Samuels and P Samuels be appointed to the Library Sub Committee. There are no vacancies at this time.

69/26/27

**TO REVIEW THE TOWN COUNCIL WORKING GROUPS AND APPOINT MEMBERS ACCORDINGLY;**

The Chairman proposed that the working group memberships be agreed en bloc, unless any Members wished to be added or removed.

- a. Waterfront Management and Water Transport;  
**(Composition of eight Members)**
- b. Neighbourhood Plan Steering Group;  
**(Composition of three Town Council Representatives)**
- c. Emergency Plan;  
**(Composition of four Members)**
- d. Saltash Team for Youth;  
**(Composition of four Members)**
- e. Beating of the Bounds;  
**(Composition of four Members)**
- f. Saltash Waterside Sheds and Public Toilets Project;  
**(Composition of five Members)**
- g. CIL Application - Fourth Round;  
**(Composition of five Members)**
- h. Christmas Lights 2026;  
**(Composition of five Members)**
- i. Longstone Depot Lease;  
**(Composition of five Members)**
- j. Saltash Tunnel;  
**(Composition of three Members)**
- k. Churchtown Farm Nature Reserve;  
**(Composition of six Members)**
- l. CIL Application - Fifth Round;  
**(Composition of six Members)**

Following a vote (12 For, 0 Against, 1 Abstention) it was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to retain the membership of Working Groups A–L, as attached.

70/26/27

**TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS;**

The Chairman proposed that the outside partnerships be agreed en bloc, unless any Members wished to be added or removed.

The Town Clerk advised that due to the Town Council approving the new Committee Structure at Full Council held on 9 April 2026 under minute 19/26/27, representatives for both Town Team and Saltash Waterside Partnership require confirmation.

- a. OPCC Councillor Advocate Scheme;  
**(Composition of three representatives)**
- b. Safer Saltash;  
**(Composition of four representatives)**
- c. Community Area Partnerships (CAP's);  
**(Composition of two representatives, Mayor and Deputy Mayor)**
- d. CAP Working Group - Transport, Connectivity and Accessibility and Economic Development;  
**(Composition of two representatives)**
- e. CAP Working Group - Health and Wellbeing;  
**(Composition of one representative)**
- f. CAP Working Group - Climate Change and nature Recovery Network;  
**(Composition of two representatives)**
- g. CAP Working Group - Community Engagement;  
**(Composition of two representatives)**
- h. Section 106 Panel;  
**(Composition of three representatives – Mayor, Deputy Mayor and one Member)**
- i. Town Team;  
**(Composition of three representatives)**
- j. Saltash Leisure Centre Working Group;  
**(Composition of two representatives)**
- k. Saltash Waterside Partnership;  
**(Composition of two representatives)**
- l. Saltash Together;  
**(Composition of two representatives)**

m. St Barnabus Project Team Sub Group.  
**(Composition of one representative)**

Following a vote (12 for, 0 Against and 1 Abstention) it was proposed by Councillor Johns, seconded by Councillor McCaw and **RESOLVED**:

1. For Councillors B Samuels, Stoyel and Gillies to remain as representatives for Town Team;
2. To appoint Councillors Bickford and Johns as representatives to Saltash Waterside Partnership;
3. To retain the remaining representatives for outside partnerships, as attached.

**71/26/27**      **TO RECEIVE A REQUEST FOR A CIVIC PARADE AT SALTASH REGATTA AND CONSIDER ANY ACTIONS.**

Following an unanimous vote it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to accept Saltash Regatta's invitation to a Civic Parade on 25 July 2026 and approve for the Mayor to open the event.

**72/26/27**      **TO RECEIVE CORNWALL COUNCIL'S DRAFT CORNWALL SEASCAPE CHARACTER APPRAISAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following an unanimous vote it was proposed by Councillor Johns, seconded by Councillor B Samuels and **RESOLVED** to delegate authority to the Saltash Waterfront and Water Management Transport Working Group to prepare and submit a response to the Cornwall Seascape Character Appraisal on behalf of the Town Council.

**73/26/27 TO RECEIVE PLANNING APPLICATION PA26/02653 AND CONSIDER ANY ACTIONS.**

**PA26/02653**

Mr James Artingstall Bloor Homes – Land At Phase 2A, Treledan Broadmoor Farm Stoketon Saltash PL12 6PQ

Non material amendment in relation to decision notice PA23/07113 dated 22.03.2024 render colour on plots 1, 24, 26, 28, 30, 31, 33, 34, 40, 44, 45, 51, 52, 85, 168 and 194-196 amended from Pearl Grey to Cornish and the Neighbourhood Centre materials simplified to align more with the housing materials, elevations refined to align to flat/store amendments, access arrangements refined to minimise wasted space and flat layouts have been refined and standardised for ease of construction.

**Ward:** Trematon

**Date received:** 23 April 2026

**Response date:** Extended to 8 May 2026

Following an unanimous vote it was proposed by Councillor Bullock, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL.**

**74/26/27 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.

**75/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**76/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**77/26/27 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 16 MAY 2026 OUTSIDE SALTASH HERITAGE MUSEUM, FORE STREET.**

The next scheduled meeting date Saturday 16 May 2026 outside Saltash Heritage Museum, Fore Street.

Following an unanimous vote it was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** for Councillors Bullock, McCaw, Miller and Stoyel to attend.



# Saltash Town Council

## CHURCHTOWN CEMETERY MANAGEMENT POLICY & REGULATIONS

### 1. PURPOSE

- 1.1. To provide a management strategy for the safe and respectful management of the cemetery.
- 1.2. To provide clear information to elected members of the responsibilities of the Town Council and the implications thereof.
- 1.3. To provide clear information to cemetery users, be they the bereaved, visitors or attendees at a funeral, detailing their rights, responsibilities and what they may expect from the Town Council. This to take the form of Rules and Regulations and information presented in the form of leaflets and upon the Council website.
- 1.4. To provide clear information to those working in the cemetery, be they Memorial Masons, Funeral Directors, Grave Diggers or any other external contractor.

### 2. GUIDANCE AND STATUTORY OBLIGATIONS

- 2.1. The cemetery will be managed to comply with all Parliamentary Acts and Statutory Instruments and accepted guidance that may apply.
- 2.2. The main legislation is contained within the Local Authorities Cemetery Order 1977, as amended in the Local Authorities Cemeteries (Amendment) Order 1986. This is a Statutory Instrument made under the Local Government Act 1972, section 214(1).
- 2.3. Other legislation where compliance is Statutory includes the Health and Safety at Work Act 1974, enforced by the Health and Safety Regulations 1989.
- 2.4. Guidance issued by the Health and Safety Executive and the Institute of Cemetery and Crematorium Management includes:

- 2.4.1. The Guide for Burial Ground Managers (HSE)
- 2.4.2. Baby and Infant funerals (ICCM)
- 2.4.3. Shallow graves policy (ICCM)
- 2.4.4. Managing the safety of burial ground memorials (HSE)
- 2.4.5. Management of Memorials policy (ICCM)
- 2.4.6. Code of safe working practice (ICCM)

### 3. DEFINITIONS

- 3.1. For the purposes of legislation and registration of burials, the person identified by the Council shall be the Town Clerk.
- 3.2. The cemetery shall be deemed to be open during the hours of daylight – it is illegal to enter a cemetery when it is closed without the specific permission of the identified person.
- 3.3. As land owner, the Council is responsible for the health and safety of all who enter the cemetery.
- 3.4. No vehicles may enter the cemetery without the express permission of the Council.

### 4. ELEMENTS OF MANAGEMENT

- 4.1. **Burials – Undertakers to Note:** Please only book and pay for the Saltash Town Council's approved gravedigger.
  - 4.1.1. No interment may take place nor any ashes scattered without the written permission of the Council. In or on a grave where the Exclusive Rights of Burial (EROB) have been purchased, the Council will require the written permission of the owner of the Rights before they in turn may grant permission.
  - 4.1.2. An Application for Interment must be made on the specified form and received by the Council three working days before the time of burial. It must be accompanied by a Certificate of Disposal issued either by the Registrar (green form) or by the Coroner (white form). In exceptional circumstances should this form be lost or unattainable, it may be possible to proceed with the burial if a Form 18 is supplied instead. The application should also be accompanied by payment in full.
  - 4.1.3. 'American Style' Caskets are not permitted at Churchtown Cemetery as their dimensions exceed those currently accommodated within the cemetery's grave

design. The maximum dimensions permitted for Wood and Wicker Coffins at Churchtown Cemetery are as follows: Maximum Length 7' 2", Maximum Width 32", Maximum Height 18". The exact dimensions, width, length and height, of the coffin which will be used for an interment must be given accurately on the application form.

4.1.4. All first burials in a grave will take place in a grave identified by the Town Clerk.

4.1.5. Burials may take place in an EROB purchased or non EROB plot; in the latter case the applicant will be informed that no memorial may be placed on the grave and that other, unrelated persons may also be buried in the grave. Prior to a second interment in an unpurchased grave the Council will attempt to contact the applicant to offer a last chance to purchase.

4.1.6. All graves will be excavated and backfilled by the Council or its contractors in accordance with the ICCM Code of Safe Working Practice. Adequate grave shoring will always be used. Graves left open overnight will be securely covered. Should mourners wish to backfill some or all of the grave they must do so with the express, advanced permission of the Council and such an operation is at the sole risk of the Funeral Director or organizer. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.

The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB. Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.

4.1.7. Burials may take place without a Funeral Director but organizers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.

4.1.8. 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.

- 4.1.9. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.
- 4.1.10. The Council will have due regard to religious, cultural and equality considerations in the exercise of its cemetery functions, subject to health, safety and statutory requirements.

## **4.2. Exclusive Rights of Burial**

- 4.2.1. In accordance with LACO (1977) the Council may issue Exclusive Rights of Burial (EROB) to the applicant for burial at the time of the first burial in a grave. The current term is a period of ten years, which may be renewed on expiry by payment of a further fee, for a period of ten years. A ten-year period on Churchtown Cemetery plots assists in maintaining contact with plot holders, with a renewal process issued six months before EROB expiry.
- 4.2.2. EROB does not confer ownership of the land but grants the purchaser the right to determine future burials and to apply to place a memorial. The owner of the rights may themselves be buried in the grave with no other permission needed.
- 4.2.3. At the end of the period of rights the Council will attempt to contact the owner, but should they not be found or not wish to renew the rights, the Council may either sell the rights to another person or bury an unrelated person in the grave.
- 4.2.4. EROB may be assigned by the owner during their lifetime, or by their executor upon their death. The Council can advise how this must be done and will supply such forms as are needed for a small fee.
- 4.2.5. Under no circumstances may the EROB be exercised without the permission of the owner.

## **4.3. Memorials**

- 4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone. The Town Council respectfully requests compliance with these requirements and reserves the right to remove any items which do not comply.

- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.
- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial which would normally take place within 12 months.
- 4.3.6. If there are no family members remaining, the person arranging the interment may also organize for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.
- 4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they wish.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM) is required.
- 4.3.10. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
- 4.3.11. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:

Headstone Height (including all plinths and concrete foundations) 3'3"  
(991mm)

Width of memorial 2'8" (813mm)

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm.

It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.

- 4.3.12. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.
- 4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.
- 4.3.14. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet. The Town Council respectfully requests compliance with these requirements and reserves the right to remove any items which do not comply.
- 4.3.15. The stone mason may attend Churchtown cemetery without an appointment subject to a memorial permit being issued. A qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application. Once a memorial is fixed photos and the signed permit must be emailed to [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk) to confirm installation has taken place.
- 4.3.16. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.
- 4.3.17. No cleaning or other work may be carried out on any memorial without a permit application to the Council being received and approved with confirmation of the permission of the owner. Any chemical cleaning must be specifically approved.

- 4.3.18. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.19. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.
- 4.3.22. All memorial safety actions will be proportionate, risk-based, and undertaken with sensitivity to the bereaved wherever reasonably practicable.

#### **4.4. Fees and Charges**

- 4.4.1. The Council will publish a table of fees and charges for its services which will be available at the cemetery, on the website and in paper form from the Council offices. Fees for any service must be paid in advance.
- 4.4.2. From time to time the Council will review the fees and charges.
- 4.4.3. 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 Town Clerk and in the absence the Office Manager/Assistant to the Town Clerk).
- 4.4.4. The Administration Department to obtain available evidence with regard to Saltash Residency two years prior to the date of death. This being unavailable, to request that the Funeral Director gives written confirmation of residency

#### **4.5. Rules and Regulations**

- 4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.

4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

#### **4.6. General provisions**

4.6.1. The Council will provide a water supply subject to weather conditions.

4.6.2. The Council will maintain the cemetery to provide a suitable and presentable appearance.

4.6.3. The Council will conduct regular inspections of the cemetery and will inspect memorials as recommended by the Health and Safety Executive. Any memorial found to be in an unsafe condition will be made safe by the Council in a manner they see fit. Responsibility for repair remains that of the owner. Repairs not carried out in a timely manner may result in the withdrawal of memorial rights.

4.6.4. Statutory registers of interments, ownership and exhumations will be kept by the Council and may be viewed by reasonable request. Extended searches by Council staff may incur a fee.

4.6.5. Interments shall normally take place between 9:00am and 4:00pm, Monday to Friday excluding Bank Holidays. It may be possible to accommodate funerals outside of these times and at short notice but the Council reserves the right to charge an extra fee for this service.

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.

4.6.7. Initially three rows of graves will be marked out to provide sufficient space should more than one grave be required at any one time. No fewer than three rows will exist at any time.

4.6.8. Burials will start at the gate end of the cemetery at the end of the row nearest to the driveway.

#### **4.7. Future expansion**

4.7.1 Land adjacent to the cemetery, temporarily used to provide allotments, will be used to extend the cemetery as required. Notice will be given to allotment tenants.

# Saltash Town Council

## Rules and Regulations relating to the erection of Memorials

1. Only the Council's approved gravedigger may be contracted by the Funeral Directors or clients to work in the cemetery.
2. No memorial may be fixed within 6 months of a burial to allow ground settlement.
3. A memorial tablet may be fixed immediately after the burial of cremated remains.
4. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
5. Under no circumstances will the Council permit a glass or any breakable receptacle to be placed on the grave,
6. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave at the head of the grave upon which the memorial must entirely be situated.
7. No permanent planting may take place anywhere in the cemetery.
8. Applications to place a memorial must bear the signature of the owner of the Exclusive Right of Burial.
9. All memorials must be installed in compliance with BS8415 by competent, trained stonemasons. Stonemasons may demonstrate competency by being a member of either BRAMM or NAMM's RQMF schemes or may complete an individual application to work form.
10. An approved application will indicate the dimensions and compositions of the memorial: details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
11. Saltash Town Council as the burial authority will retain the application and a permit will be issued to the Monumental Mason. The permit **MUST** be available for inspection at the time the memorial is being fitted.

**If the mason is found without a permit, permission to continue with the work will be denied. Any memorial fixed without approval will be removed.**

## 12. Size of Memorials

All new memorials to be erected in the Cemetery must not exceed the following maximum sizes:

### Headstone

Height (including all plinths and concrete foundations) 3'3" (991mm).

Width of memorial 2'8" (813mm).

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm

Only headstones may be fixed to burial plots.

**It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as considered necessary.**

### Tablets

Only foundation slabs 24" x 24" (600mm x 600mm) and tablets 18" x 18" (450 x 450) may be fixed flat to cremation plots. To be supplied by the ERB owner. Should a vase be required it must be installed in and be integral to the tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.

Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.

All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.

13. The stone mason may attend Churchtown cemetery without an appointment subject to a memorial permit being issued. A qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application. Once a memorial is fixed photos and the signed permit must be emailed to [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk) to confirm installation has taken place.

14. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be re-fixed in the proper position.

15. No cleaning or other work may be carried out on any memorial without a permit application to the Council being received and approved with confirmation of the permission of the owner. Any chemical cleaning must be specifically approved.

16. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.

17. A certificate of compliance to BS8415 must be issued to the owner of the Exclusive Right of Burial and Saltash Town Council Burial Authority.
18. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
19. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
20. **Bench and Rose Bush Memorial Garden**

A memorial bench and plaque service is available to members of the public who may wish to purchase a Memorial Plaque with inscription for a lease period of 10 years. Renewable upon request. For full details please refer to the application form for a memorial bench.

A memorial rose bush and plaque service is available to members of the public for a lease period of 10 years. Renewable upon request. For full details please refer to the application form for a rose bush memorial.

### **Memorial Insurance**

It is highly recommended that a memorial is insured against accidental damage, vandalism and theft and to make sure that cover takes effect immediately following installation. Costs can be very reasonable and usually insignificant when compared with the possible cost of repairs. Any BRAMM registered memorial mason should have details of the schemes available.





**DRAFT SALTASH TOWN COUNCIL BUDGET / PRECEPT SETTING 2026-27**

Page 5767

**Joint Burial Board**

To set the budget at **6 October 2026** scheduled meeting & recommend to P&F **24 November 2026**

**Burial Authority**

To set the budget at **22 October 2026** scheduled meeting & recommend to P&F **24 November 2026**

**Personnel**

To set the budget at **29 October 2026** scheduled meeting & recommend to P&F **24 November 2026**

**Policy and Finance**

To set the budget at **10 November 2026** scheduled meeting and recommend to P&F **24 November 2026**

**Services to receive**

Joint Burial Board and Burial Authority budget setting and fees and charges recommendations and considers its own budgets at an Extraordinary Services meeting to be held on the **12 November 2026**

**P&F to receive**

All Town Council budget recommendations at an Extraordinary P&F meeting to be held on **24 November 2026** and considers setting the budgets, fees and charges, contingency and precept, recommending to FTC to be held on 3 **December 2026**

**FTC to receive**

P&F recommendations to set the budgets, fees and charges and precept for the year 2026-27 at the scheduled meeting to be held on 3 **December 2026**

Minute Item 64/26/

**DRAFT SALTASH TOWN COUNCIL BUDGET / PRECEPT SETTING 2026-27**

**Cornwall Council Precept Submission Deadline Date**

**31 December 2026**

(CC are happy to take submissions up until 31 January 2027, subject to Saltash Town Council early request and their approval)

Waterfront Management & Water Transport	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD BRADY BULLOCK JOHNS MARTIN McCAW NOWLAN	8	Services	Reviewed AFTC 15.05.25	65/25/26

Neighbourhood Plan Steering Group	Composition	Reports to	Date Formed	Minute Nr.
BRADY SAMUELS B SAMUELS P	3	P&F	Reviewed AFTC 15.05.25	65/25/26

Emergency Plan	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN MARTIN MILLER NOWLAN	4	P&F	10.06.2025	189/25/26

Saltash Team for Youth	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK MARTIN PEGGS STOYEL	4	P&F	Reviewed AFTC 15.05.25	65/25/26

Beating of the Bounds	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK PEGGS P SAMUELS STOYEL	4	FTC	9.7.22 Reviewed AFTC 15.05.25	FTC 94/22/23 65/25/26

Saltash Waterside Sheds and Public Toilets Project	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD BRADY BULLOCK MILLER	5	Property Maintenance	28.10.24 revised PM 24.06.25	35/24/25 13/25/26

CIL Application - Fourth Round	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD GILLIES MCGAW PEGGS	5	SERVICES	SERVICES 11.04.24 Reviewed AFTC 15.05.25	12/24/25 65/25/26

Christmas Lights 2026	Composition	Reports to	Date Formed	Minute Nr.
MARTIN BULLOCK MORTIMORE P SAMUELS B SAMUELS	5	SERVICES	13.02.25 Reviewed AFTC 15.05.25 Reviewed 11.12.25	115/24/25 15/25/26 56/25/26

Longstone Depot Lease	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD MILLER B SAMUELS JOHNS McCAW	5	SERVICES	12.02.26	108/25/26

Saltash Tunnel	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD MARTIN MILLER	3	FTC	1.08.24 Reviewed AFTC 15.05.25	146/24/25 65/25/26

Churchtown Farm Nature Reserve	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD BULLOCK GILLIES PEGGS STOYEL	6	FTC	FTC Reviewed AFTC 15.05.25	380/24/25 65/25/26

CIL Application - Fifth Round	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN NOWLAN MARTIN BULLOCK JOHNS BICKFORD	6	FTC / SERVICES	15.01.2026	FTC 309/25/26

Outside Partnership	Representative	Reserve	Notes	Other Members - For Information
<b>OPCC Councillor Advocate Scheme</b>	Councillors Brady, Martin and Peggs	All Members	Reports to FTC	
<b>Safer Saltash</b>	Councillors Bullock, Martin, Peggs, Stoyel		Reports to FTC	
<b>Community Area Partnerships (CAP's)</b>	Mayor	Deputy Mayor	Reports to FTC	
<b>CAP Working Group - Transport, Connectivity and Accessibility and Economic Development</b>	Councillor Bickford and Miller	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to CAP / FTC	
<b>CAP Working Group - Health and Wellbeing</b>	Councillor Peggs	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to CAP / FTC	
<b>CAP Working Group - Climate Change and Nature Recovery Network</b>	Councillor Ashburn and McCaw	N/A	Reports to CAP / FTC	
<b>CAP Working Group - Community Engagement</b>	Councillor Martin and Johns	N/A	Reports to CAP / FTC	
<b>Section 106 Panel</b>	The Mayor, Deputy Mayor and Councillor P Samuels	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to P&F	
<b>Town Team</b>	Councillors Gillies, B Samuels & Stoyel	N/A	Reports to FTC	
<b>Saltash Leisure Centre Working Group</b>	Councillor Bickford and Bullock	N/A	Reports to FTC	
<b>Saltash Waterside Partnership</b>	Councillors Bickford and Johns	N/A	Reports to FTC	
<b>Saltash Together</b>	Councillors Bullock and Johns	N/A	Reports to FTC	
<b>St Barnabus Project Team Sub Group</b>	Councillor Peggs	Councillor Suter	Reports to FTC	