



Saltash Town Council

Konsel An Dre Essa



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

16 October 2026

Dear Councillor

I write to summon you to the **Meeting of Burial Authority Committee** to be held at the Guildhall on **Thursday 22nd October 2026 at 6.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so **no later than three working days before the meeting** either by email to enquiries@saltash.gov.uk or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the before the meeting.**

Yours sincerely,

S Burrows
Town Clerk / RFO

To:

A Ashburn R Bullock M Johns S Miller B Samuels B Stoyel	All other Councillors for information
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Agenda

1. To elect a Chairman.
(Written Ballot)
2. To elect a Vice Chairman.
(Written Ballot)
3. Civility and Respect Pledge Reminder.
The Town Council has adopted the Civility and Respect Pledge. Members are reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.
4. Health and Safety Announcements.
5. Apologies.
6. 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.
7. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than three working days 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.
8. To receive and approve the minutes from the Burial Authority meeting held on 28 April 2026 as a true and correct record. (Pages 4 - 7)
9. To receive the Burial Authority Committee budget statement and consider any actions and associated expenditure. (Page 8)
10. To consider Risk Management reports as may be received.
11. To consider Health & Safety reports as may be received.
12. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Pages 9 - 11)

13. To receive and note a report on the renewal of Exclusive Rights of Burial. (Pages 12 - 15)
14. To set the Burial Authority Fees and Charges for the year 2027/28 recommending to the Policy and Finance Committee. (Page 16)
15. To set the Burial Authority budget for the year 2027/28 recommending to the Policy and Finance Committee. (Page 17)
16. 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).
17. To consider any items referred from the main part of the agenda.
18. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
19. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: To be confirmed.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 28th April 2026 at 6.30 pm

PRESENT: Councillors: R Bullock (Chairman), S Miller, B Samuels and B Stoyel.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and J Hughes (Administration Officer).

APOLOGIES: A Ashburn (Vice-Chairman).

1/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/26/27 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

3/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

**4/26/27 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL
AUTHORITY MEETING HELD ON 14 OCTOBER 2025 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.

Following a unanimous vote (4 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Burial Authority Committee held on 14 October 2025 were confirmed as a true and correct record.

**5/26/27 TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET
STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Following a unanimous vote (4 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to approve to ratify the virement of £46.00 from 6014 BA Cemetery Software Subscription to 6009 BA Electricity Cost due to electricity costs higher than initially forecast.

**6/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE
RECEIVED.**

Nothing to report.

**7/26/27 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE
RECEIVED.**

Nothing to report.

**8/26/27 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY
DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

The Office Manager / Assistant to the Town Clerk advised that the Town Clerk had confirmed there were no matters to report and no areas of concern.

9/26/27 TO RECEIVE A REPORT ON EXCLUSIVE RIGHTS OF BURIAL RENEWALS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Office Manager/Assistant to the Town Clerk briefed Members on the report contained within the circulated reports pack.

It was **RESOLVED** to note.

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.

11/26/27 TO RECEIVE AN UPDATE ON THE LAW COMMISSION BURIAL AND CREMATION CONSULTATION 2024 AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

12/26/27 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. (As required or if necessary).

13/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

14/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

15/26/27 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Following a vote (3 in favour, 0 against, 1 abstention) it was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to issue the following Press and Social Media releases:

1. Exclusive Rights of Burial Renewals;
2. A reminder of the Letters to Heaven Post Box.

DATE OF NEXT MEETING

Thursday 22 October 2026 at 6.30 pm

Rising at: 6.51 pm

Signed: _____
Chairman

Dated: _____

Burial Authority Committee - Burial Authority Budget 2026-27

Saltash Town Council

For the 5 Months ending 31 August 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Burial Authority Operating Income				
4612 BA Cemetery Fees	24,261	15,570	5,621	9,949
4614 BA Memorial Bench Income	250	600	500	100
4615 BA National Grid Wayleave Income	464	14	14	(0)
Total Burial Authority Operating Income	24,975	16,184	6,135	10,049
Burial Authority Operating Expenditure				
6000 BA Petrol	46	260	30	230
6001 BA Machinery Maintenance Costs	127	317	0	317
6004 BA General Site Maintenance	993	1,038	102	936
6008 BA Tree Survey & Tree Maintenance	481	908	0	908
6009 BA Electricity Costs	452	421	72	349
6012 BA Memorial (Expenditure)	116	518	36	483
6013 BA Security Alarm Maintenance	66	344	394	(50)
6014 BA Cemetery Software Subscription	660	726	387	339
6015 BA Annual Keyholding Service	0	184	151	33
Total Burial Authority Operating Expenditure	2,941	4,716	1,171	3,545
Total Burial Authority Operating Surplus/ (Deficit)	22,034	11,468	4,964	6,504
Burial Authority EMF Expenditure				
6070 BA EMF Churchtown Cemetery Capital Works	0	7,472	0	7,472
6071 BA EMF Replace Machinery & Equipment	0	13,942	0	13,942
6073 BA EMF Memorial Garden	0	3,570	68	3,502
6074 BA EMF Water	0	403	0	403
Total Burial Authority EMF Expenditure	0	25,387	68	25,319
Total Burial Authority Expenditure (Operational & EMF)	2,941	30,103	1,239	28,864
Total Burial Authority Budget Surplus/ Deficit	22,034	(13,919)	4,896	(18,815)

To/From Reserves & Budget Virements 2026/27

1. 6013 BA Security Alarm Maintenance overspent by £50 due to including annual costs of £77 relating to 2027/28.

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

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

Report to: Burial Authority Committee.

Date of Report: 06/10/2026

Officer writing the report: Acting Service Delivery Manager

Officer Recommendations:

Members are asked to note the report.

- **Key Updates at a Glance**

- Routine Health and Safety inspections continue with no significant issues identified.
- Wasps' nest safely treated and removed.
- Grass condition impacted by summer heat; reseeding programme planned.
- Caterpillar infestation continues to affect box hedging, although regrowth is evident.
- Investigation underway into replacing a failed hedge with a low lying Cornish stone wall.
- Wildflower areas have been successfully managed following the growing season.
- Approximately 75% of boundary hedge maintenance completed.
- Annual tree survey completed with no actions required.
- Headstone Safety Audit to be scheduled for early 2027 following public notification requirements.

- **General Health & Safety**

Routine Health and Safety inspections continue to be undertaken by staff on a regular basis.

During the reporting period, a wasps' nest was identified and successfully treated within the Cemetery grounds. The nest was located to the right of the pedestrian entrance, adjacent to the main gate. No other significant Health and Safety concerns have been identified.

- **Ground Works**

The grass at Churchtown Cemetery has been cut six times throughout the summer season. However, concerns remain regarding the condition of the lawned areas following the prolonged periods of hot weather experienced during the summer. The grass has been significantly affected by the heat, resulting in patchy coverage across several areas with weed growth becoming increasingly prevalent throughout the Cemetery. Grass seed is currently being purchased to trial a programme to rejuvenate the affected areas and improve the overall appearance of the Cemetery.



The box hedging throughout the Cemetery has been adversely affected by caterpillar infestation. Whilst there are encouraging signs of regrowth in some locations, the infestation has had a considerable impact on the overall appearance of the grounds during the past year.



Historical records and horticultural guidance indicate that box hedging can recover from this type of infestation. However, recovery can be a gradual process and may take up to six months before noticeable signs of regeneration become evident. Staff will continue to monitor the affected areas and assess the level of recovery over the coming months.

The hedge located between the Children's Section and the Ashes Plots has been removed, as the plants were deteriorating and had also been affected by the caterpillar infestation. Options are currently being explored to replace the hedge with a low Cornish stone wall, designed to complement the existing boundary walls and provide an appropriate separation between the two sections of the Cemetery.

The box hedging around the Memorial Rose Garden has also been severely impacted by the infestation this area is again being monitored to see if it will recover naturally.

The wildflower areas located to the rear of the allotment car park and alongside the Cornish wall have been cut back following another successful growing season.

Routine pruning of hedges and borders has also been undertaken. Approximately 75% of the boundary hedge maintenance programme has now been completed, the remaining 25% will be completed in November.

- **Tree Maintenance**

The annual tree survey has been completed, and no remedial works or further action are currently required for any of the trees within Churchtown Cemetery.

- **The Five-Yearly Headstone Safety Audit - Update:**

All memorials have been installed in accordance with BS 8415 standards. It is anticipated that no urgent remedial works will be required.

The inspection will therefore be scheduled for early 2027, following the appropriate period of public notice and in accordance with recognised best practice guidance.

Any findings arising from the inspection will be managed accordingly and reported in full to the next appropriate meeting of the Burial Authority Committee.

End of Report.

Signature of Officer: L Clarke

(Acting Service Delivery Manager)

To receive a report on Exclusive Rights of Burial renewals and consider any actions and expenditure

Report to:

Burial Authority

Date of Report:

08.10.26

Officer Writing the Report:

Planning and General Administrator

Pursuant to:

Burial Authority held on 14 October 2026 minute nr. 24/25/26

Purpose of the report:

To provide Members with an update on Exclusive Rights of Burial renewals, transfers and expiries.

Officer's Recommendations:

Members are asked to note the report.

Report Summary

To date, 11 Exclusive Right of Burial (EROB) Deeds have been successfully renewed.

Two EROB deeds require transfers before a renewal can be completed. The Administration department are supporting the transfer process and has no concerns that the renewals will proceed once the appropriate documentation has been received from the transferee.

Three EROB deeds have expired, and the Town Council has resumed ownership of the Exclusive Rights of Burial. See **Appendix A**.

Officers continue to engage and encourage EROB holders to maintain their contact details with the Town Council.

Information has been published on the Town Council website and notices displayed within the cemetery requesting that deed holders notify the Town Council of any

changes to their information. This is intended to support future correspondence relating to renewals and other EROB matters.

Signature of Officer:

Planning and General Administrator

APPENDIX A

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Plot	Date of EROB Expiry	Date of renewal of Memorial Rights	Status
CC/A/2	04.11.25	No memorial	Deed Expired - Notice on plot.
			Deed Expired - Notice on plot. Family contacted that saw notice on plot. ELS contacting ICCM regarding transfer to family member now deed has expired.
CC/A/9	21.03.26	No memorial	
CC/A/11	11.07.26	No memorial	Deed Expired - No response from FD.



Agenda Item 14

Burial Authority - Churchtown Cemetery Fees and Charges

Description	2026/27 Charge	2027/28 Proposed Charge Amendments	Plymouth City Council At 1 April 2026	Cornwall Council At 1 April 2026
<u>Interment Fees</u>				
Interment under the age of 18 years - Saltash residents only	No Charge	No Charge	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700	£1,019	£1,496
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700	£1,019	£1,496
1st Interment of ashes in a casket - (double depth plot)	£333	£333	£218	£303
2nd Interment of ashes in a casket - (ERB determined)	£333	£333	£218	£606
1st Interment of loose ashes - (double depth plot)	£167	£167	£714 incl ERB 25 yrs	
2nd Interment of loose ashes - (ERB determined)	£167	£167	£714 incl ERB 25 yrs	
Interment of ashes in Garden of Remembrance	£333	£333	£82	£162
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.	No Charge	No Charge		
<u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u>				
Exclusive Right of Burial under the age of 18 years - Saltash residents only	No Charge	No Charge	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333	£916 / 25 yrs	£1,216 / 50 yrs
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111		£728 / 50 yrs
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111		£728 / 50 yrs
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge		
<u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u>				
Permission to erect headstone under the age of 18 years - Saltash residents only	No Charge	No Charge	No Charge	
Permission to erect headstone including first inscription	£111	£111	£218	£363
Additional inscriptions	£56	£56	£77	£181
Permission to place cremated remains tablet	£56	£56	£99	
Removal of a headstone & cremation tablet other than for an additional inscription	£56	£56		
Renewal of Grant of Right to Erect a Memorial	£28	£28		
Permission to erect/place monument Commonwealth War Grave Commission / Ministry of Defence	No Charge	No Charge		
Cremation foundation slab and tablet to be supplied by ERB owner				
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.	No Charge	No Charge		
<u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u>				
Single grave for the interment and renewal under the age of 18 years - Saltash resident only	No Charge	No Charge		
Renewal of Exclusive Rights of Burial	£60	£60	£714 / 25 yrs	£73
Renewal of Exclusive Rights of Cremated Remains	£60	£60		£73
Issue & registration of duplicate deed of grant of grave space	£28	£28	£87	
Inspection of Burial Register	£28	£28		
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51	£60	
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84		
Permission of right to Commonwealth War Grave Commission / Ministry of Defence	No Charge	No Charge		
Permission to place a war grave marker	No Charge	No Charge		
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application	£1,548.00	
Search of Registers by our staff (per search)	£28	£28	£17	£96
Search of Registers by our staff (non resident)	£56	£56	£17	
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 Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double		
<u>Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VATABLE)</u>	Inc VAT	Inc VAT	Inc VAT	
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden No increase in costs therefore no recommendation for price increase	£120	£120	£463	
To supply, fit and maintain a memorial bench, to include plaque Costs have slightly increased since last year £619.20 incl VAT therefore recommendation for small increase to fee £620 incl VAT	£600	£600 £620	New bench £1,908 Existing bench £600 Renewal for 5 years £453	

Burial Authority Committee - Burial Authority Budget 2026-27
Saltash Town Council
For the year ended 31 March 2027

Black text - budget assumptions
Red text - Further Actions (To Be Agreed)
Purple text - new codes
Blue text - recommend virements
Green text - recommendation from Property Maintenance

Account	Prior Year 2025/26	Budget Including Actual YTD Virements 2026/27	2026/27	Budget Available 2026/27	Precept Budget 2027/28	Notes	Budget 2028/29	Budget 2029/30	Budget 2030/31	Budget 2031/32
Burial Authority Operating Income										
4612 BA Cemetery Fees	24,261	15,570	5,621	9,949	15,570	Current budget (no plans to increase fees & charges)	16,053	16,551	17,064	17,593
4614 BA Memorial Bench Income	250	600	500	100	617	Assuming income for 1 bench and 1 rose bush/plaque	636	656	676	697
4615 BA National Grid Wayleave Income	464	14	14	(0)	14	No increase expected	14	14	14	14
4616 BA Churchtown Carpark Income	0	0	0	0	500	Annual licence fee £500 + £50 per burial No budget set for burial fee as numbers cannot be predicted with certainty	500	500	500	500
Total Burial Authority Operating Income	24,975	16,184	6,135	10,049	16,701		17,203	17,721	18,254	18,804
Burial Authority Operating Expenditure										
6000 BA Petrol	46	260	30	230	180	Reduce to £180 based on 4 year average £162	186	192	198	204
6001 BA Machinery Maintenance Costs	127	317	0	317	327	Current budget + CPI	337	347	358	369
6004 BA General Site Maintenance	993	1,038	102	936	1,070	Current budget + CPI Recommend virement to 6070 BA EMF Churchtown Cemetery Capital Works for any unspent funds at Year End.	1,103	1,137	1,172	1,208
6008 BA Tree Survey & Tree Maintenance	481	908	0	908	936	Current budget + CPI	965	995	1,026	1,058
6009 BA Electricity Costs	452	421	72	349	466	Prior year budget + CPI (Prior year slightly higher than current budget)	480	495	510	526
6012 BA Memorial (Expenditure)	116	518	36	483	617	Assume purchase of 1 bench / Plaque and 1 rose bush / Plaque	636	656	676	697
6013 BA Security Alarm Maintenance	66	344	394	(50)	242	Based on 2026/27 Contract cost +estimated 5% increase	250	258	266	274
6014 BA Cemetery Software Subscription	660	726	387	339	726	Based on 2026/27 actual cost £660 plus estimated 10% increase for subscription	749	772	796	821
6015 BA Annual Keyholding Service	0	184	151	33	322	Quoted 2026/27 Contract cost + provision for 2 callouts + estimated 10% increase	332	342	353	364
Total Burial Authority Operating Expenditure	2,941	4,716	1,171	3,545	4,886		5,038	5,194	5,355	5,521
Total Burial Authority Operating Surplus/ (Deficit)	22,034	11,468	4,964	6,504	11,815		12,165	12,527	12,899	13,283
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	0	7,472	0	7,472	0	To be advised - Subject to updated 5 Year Property Maintenance report (Services)	0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	13,942	0	13,942	0	No increase required	0	0	0	0
6073 BA EMF Memorial Garden	0	3,570	68	3,502	0	No increase required	0	0	0	0
6074 BA EMF Water	0	403	0	403	100	Currently not receiving bills as water meter location unknown. Accrue annual year cost as a contingency	103	106	109	112
Total Burial Authority EMF Expenditure	0	25,387	68	25,319	100		103	106	109	112
Total Burial Authority Expenditure (Operational & EMF)	2,941	30,103	1,239	28,864	4,986		5,141	5,300	5,464	5,633
Total Burial Authority Budget Surplus/ Deficit	22,034	(13,919)	4,896	(18,815)	11,715		12,062	12,421	12,790	13,171

CPI 3.1% based on August 26 as reported by Office of National Statistics 16-09-26

Precept 2026/27	9,968
Precept 2027/28	11,715
Increase / (Decrease)	(1,747)
Difference as %	-17.5%