



Saltash Town Council

Konsel An Dre Essa



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

9 October 2026

Dear Councillor

I write to summon you to the **Meeting of the Joint Burial Board Committee** to be held at the Guildhall on **Thursday 15th October 2026 at 5.30 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,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Town Clerk/ RFO

To Councillors:

Rev L Bushell Hawke (Ex Officio Chairman) R Bullock J Peggs B Samuels B Stoyel (Deputy Chairman) L Batham Vacancy (PCC)	Other members of the Council for information
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Agenda

1. 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.

2. Health and Safety Announcements.

3. Apologies.

4. 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.

5. 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 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.

6. To receive and approve the minutes from the Joint Burial Board meeting held on 10 February 2026 as a true and correct record. (Pages 4 - 6)

7. To consider Health & Safety reports as may be received.

8. To consider Risk Management reports as may be received.

9. To receive the Joint Burial Board budget statement and consider any actions and associated expenditure. (Page 7)

10. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Pages 8 - 13)

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

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

Date of next meeting: Thursday 18 February 2027 6.00 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 10th February 2026 at 6.00 pm

PRESENT: Councillors: Rev L Bushell Hawke (Ex Officio Chairman), R Bullock (Deputy Chairman), B Samuels and L Batham.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and E Lowton-Smith (Planning and General Administrator)

APOLOGIES: J Peggs and B Stoyel.

59/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

The Office Manager / Assistant to the Town Clerk informed those present of the actions required in the event of a fire or emergency.

60/25/26 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.

61/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None received.

62/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 13 NOVEMBER 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 Bullock, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 13 November 2025 were confirmed as a true and correct record.

63/25/26 TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

64/25/26 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

65/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

66/25/26 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

St Stephens church would like to extend its thanks to the Service Delivery Team for the excellent care and upkeep of the church throughout the winter period.

It was **RESOLVED** to note.

67/25/26 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).

68/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

69/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

70/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 30 June 2026 at 2.30 pm

Rising at: 6.04 pm

Signed: _____
Chairman

Dated: _____

Joint Burial Board Committee - Burial Board Budget 2026-27
Saltash Town Council
For the 5 months to 31 August 2026

Account	Prior YTD 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Burial Board Operating Income				
4600 BB Cemetery Fees (St. Stephens)	3,105	3,000	4,132	(1,132)
4605 BB SLA Payment Grass Cutting	666	666	681	(15)
Total Burial Board Operating Income	3,771	3,666	4,813	(1,147)
Burial Board Operating Expenditure				
6100 BB Petrol	108	208	69	139
6101 BB Machinery Maintenance Costs	296	774	0	774
6104 BB General Site Maintenance	614	2,076	35	2,041
6108 BB Tree Survey & Tree Maintenance	1,650	2,000	0	2,000
Total Burial Board Operating Expenditure	2,668	5,058	105	4,953
Total Burial Board Operating Surplus/ (Deficit)	1,103	(1,392)	4,708	(6,100)
Burial Board EMF Expenditure				
6170 BB EMF General Maintenance	0	15,334	0	15,334
Total Burial Board EMF Expenditure	0	15,334	0	15,334
Total Burial Board Expenditure (Operational & EMF)	2,668	20,392	105	20,287
Total Burial Board Budget Surplus/Deficit	1,103	(16,726)	4,708	(21,434)

- 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:

Joint Burial Board

Date of Report:

28/09/2026

Officer writing the report:

Service Delivery Manager

Officer Recommendations:

Members are asked to note the report and consider weedkilling methods on the pathways within the church grounds.

Officers recommendation if the Committee are in favour of the Services department undertaking this work would be to consider the cost of £18.99 for 5L of the Enviro Works Treatment and to monitor the results for effectiveness.

Report Summary:

Grass Cutting:

All grass throughout the Cemetery grounds have been cut during September. The Wildflower areas have reached the end of their seasonal cycle and have been strimmed back accordingly.

The Church Section (AC) and LCA & LC were cut three times this year and the wildflower sections of OSA, OSB and OSC have recently undergone their annual end of summer cut.

Due to the high temperatures this year, the grass has been dormant and required less cutting than previous years. However, the grass is recovering well from the drought and seems to be growing with a renewed vigour that may require the whole area being cut back at least once during October / November.



Below pictures from recent grass cutting for reference:



Before

After



General Maintenance:

Weeds are coming up along the edges of the new tarmac around the Church. Staff have advised that the area was previously strimmed, prior to the new tarmac being laid. Concerns have been identified by staff regarding the potential damage strimming this area could cause to the new surface.

Consideration is required as to whether the Joint Burial Board wish for this work to be carried out by the Service Delivery Team.

Photo of pathways:



I am aware of the agreement made by Saltash Town Council not to undertake weed spraying within the Town due to environmental harm that the chemicals can cause.

However, the time and effort required for manual weed removal must be balanced against its effectiveness.

There are some alternatives for example using a wire brush, this again does not treat the cause, but it does temporarily improve the area. This method again takes time and resources away from other work.

An alternative to this would be to consider a proven eco weed killer that can destroy growth without resorting to harsh chemicals options listed in budget overview section of this report.

These products may not be as effective as the standard Glyphosate based weed treatments, but they are an environmentally friendly alternative for consideration.

Effective Eco-Friendly weed killers use natural acids like vinegar or citrus based citric acids, or corn gluten meal for prevention. Whilst they are more environmentally friendly, they do still require the same safe methods of use as conventional glyphosates.

Waste Management:

All bins on the site are emptied weekly to maintain cleanliness and prevent overflow. Saltash Town Council continues to absorb this cost.

General Weekly Health & Safety:

Regular health and safety checks continue to ensure operational areas remain compliant, hazards are promptly identified, and corrective action is taken where necessary. There are currently no matters to report.

Saltash Town Council Headstone Safety Audit:

No further actions have been carried out on the Headstone Audit at St Stephens Churchyard.

There have been no significant work/ projects undertaken in the Churchyard during the summer months to note.

Budget Overview:

Item: Enviro Works rated best overall rating from the Good Housekeeping Guide

Cost: £18.99

Quantity: 5L

Alternative brands are available such as:

Item: Roundup

Cost: £30.68

Quantity: 5L

Item: Hytrol

Cost: £7.68

Quantity: 1L

Item: Weedkil Glyphosate Free

Cost: £13.99

Quantity: 1L

Budgets

Budget Availability: £2,041.00

Budget Codes: 6104 BB General Site Maintenance

Committed Spend: £0

Signature of Officer:

Lynn Clarke

Acting Services Manager

Joint Burial Board - St. Stephens 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>				
Re-opening / Interment of a body (Saltash residents)	£700	£700	£1,019	£1,496
Re-opening / Burial of cremated remains (Saltash residents)	£333	£333	£218	£303
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Deputy Chairman of the Joint Burial Board Committee.)	All Fees Double	All Fees Double		
<u>Benches</u>	Inc VAT	Inc VAT	Inc VAT	
To supply, fit and maintain a memorial bench, to include plaque Costs have slightly increased since last year (£516.30 + VAT = £607.80) therefore recommendation for small increase to fee £516.67 + VAT = £620)	£600	£600 £620	New bench £1,908 Existing bench £600 Renewal for 5 years £453	

Joint Burial Board Committee - Burial Board Budget 2026-27
Saltash Town Council
For the month ending August 2026

Black text - budget assumptions
Red text - Further Actions (To Be Agreed)
Purple text - new codes
Blue text - recommend virements
Green text - recommendation from Services (5 Year Property Maintance)

Account	Prior YTD 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27	Precept 2027/28	Notes	Budget 2028/29	Budget 2029/30	Budget 2030/31	Budget 2031/32
Burial Board Operating Income										
4600 BB Cemetery Fees (St. Stephens)	3,105	3,000	4,132	(1,132)	3,000	Based on current year budget & prior year actual - no plans to increase fees therefore CPI increase not relevant	3,093	3,189	3,288	3,390
4605 BB SLA Payment Grass Cutting	666	666	681	(15)	681	Based on current year income	702	724	746	769
4607 BB Memorial Bench Income (St Stephens)	0	0	0	0	0	Based on current year income	0	0	0	0
Total Burial Board Operating Income	3,771	3,666	4,813	(1,147)	3,681		3,795	3,913	4,034	4,159
Burial Board Operating Expenditure										
6100 BB Petrol	108	208	69	139	214	Based on current budget + CPI	221	228	235	242
6101 BB Machinery Maintenance Costs	296	774	0	774	798	Based on current budget + CPI	823	849	875	902
6104 BB General Site Maintenance	614	2,076	35	2,041	1,000	Reduce to £1,000 based on 4 year average £583 Recommend virement to 6170 BB EMF General Maintenance for any surplus budget at YE 2026/27	1,031	1,063	1,096	1,130
6108 BB Tree Survey & Tree Maintenance	1,650	2,000	0	2,000	2,000	Based on current budget + CPI (4 year average £1,538)	2,062	2,126	2,192	2,260
6109 BB Memorial Bench (Expenditure)	0	0	0	0	0	Based on budgeted income 2027/28	0	0	0	0
Total Burial Board Operating Expenditure	2,668	5,058	105	4,953	4,012		4,137	4,266	4,398	4,534
Total Burial Board Operating Surplus/ (Deficit)	1,103	(1,392)	4,708	(6,100)	(331)		(342)	(353)	(364)	(375)
Burial Board EMF Expenditure										
6170 BB EMF General Maintenance	0	15,334	0	15,334	3,000	To be advised - Subject to updated 5 Year Property Maintenance report (Services)	0	0	0	0
Total Burial Board EMF Expenditure	0	15,334	0	15,334	3,000		0	0	0	0
Total Burial Board Expenditure (Operational & EM	2,668	20,392	105	20,287	7,012		4,137	4,266	4,398	4,534
Total Burial Board Budget Surplus/Deficit	1,103	(16,726)	4,708	(21,434)	(3,331)		(342)	(353)	(364)	(375)
CPI 3.1% based on August 26 as reported by Office of National Statistics 16-09-26					Precept 2026/27 (4,392) Precept 2027/28 (3,331) Increase / (Decrease) (1,061) Difference as % 24.2%					