

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Thursday 25th April 2024 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), M Griffiths and S Miller (Vice-Chairman).

ALSO PRESENT: Mr W Trinick, Antony Estate, S Burrows (Town Clerk / RFO) and F Morris (Planning and General Administrator).

APOLOGIES: None received.

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Town Clerk informed the Chairman of Councillor Richard Bickford's attendance at this evening's meeting and that at the discretion of the Chairman, Councillor Bickford may sit at the table and join the discussion but has no voting rights.

The Chairman and Members welcomed Councillor Bickford to the meeting and invited him to sit at the table.

2/24/25 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

3/24/25 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None.

The Town Clerk informed the Chairman of Mr William Trinick's attendance at this evening's meeting. Subject to approval from the Chairman, Members may wish to ask questions of Mr Trinick, the Manager of Antony Estate, when receiving Agenda Item 9 – To receive a request from Antony Estates for the use of Churchtown Cemetery and consider any actions and associated expenditure.

4/24/25 **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY 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 Dent, seconded by Councillor Miller and **RESOLVED** that the minutes of the Burial Authority Committee held on 24th October 2023 were confirmed as a true and correct record.

5/24/25 **TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED:**

1. To note the budget statement;
2. To vire £500 from budget code 6008 Tree Surveys to budget code 6004 General Site Maintenance due to an overspend.

6/24/25 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

7/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

8/24/25

TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report submitted by Mr William Trinick of Antony Estate contained within the circulated reports pack.

Members discussed the proposal and implications of the multiuse of the Churchtown Cemetery car park and asked questions of Mr William Trinick.

The Town Clerk advised Members with regard to concerns relating to an in principle decision and the need for the Town Council to consider the importance of maintaining the service already provided to the community through Churchtown Cemetery.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to defer to the next meeting of the Burial Authority Committee, subject to a meeting being held between Mr William Trinick, the Chairman and Vice Chairman of the Burial Authority Committee and the Town Clerk, to better understand the proposed Natural Burial Ground and potential Town Council support.

Following the resolution, the Chairman granted Councillor Bickford's request to put a question to Mr William Trinick:

We understand Churchtown Farm Nature Reserve is a very beautiful area of our town and I wonder if you can tell us anything about the future of beyond what you have for this particular section of it for the rest of the area that's currently Churchtown Farm Reserve.

In response to Councillor Bickford's question concerning the future of Churchtown Farm Nature Reserve, Mr Trinick stated that discussions are taking place with Cornwall Wildlife Trust as the Lease with regard to Churchtown Farm Nature Reserve is due for renewal in 18 months' time. Mr Trinick confirmed that Antony Estate want to continue managing Churchtown Farm Nature Reserve as conservation land and to allow continuing public access, as clearly it gives joy to a lot of people in Saltash.

Mr Trinick considered that more management may be required with regard to public access due to admission having been allowed to develop in a totally unmanageable way. Amongst other issues, this has caused problems with regard to livestock grazing.

The existence of linear paths which are well used was acknowledged by Mr Trinick and Antony Estate are not considering stopping this type of access. Further discussions will be held with Cornwall Wildlife Trust and their continuing involvement is expected.

In conclusion, Mr Trinick confirmed that there will be no dramatic changes with regard to the public. Perhaps just some more management of public access due to it being indiscriminate at present.

9/24/25

TO RECEIVE A REQUEST FROM THE FRIENDS OF CHURCHTOWN FARM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report submitted by the Chairman of The Friends of Churchtown Farm Nature Reserve contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED:**

1. To approve The Friends of Churchtown Farm Nature Reserve to purchase a plaque and to fund the associated costs;
2. To approve The Friends of Churchtown Farm Nature Reserve to install the plaque at the site known as The Murderer's Plot, Town Council land, subject to the Town Clerk's sign off;
3. To note that Members advise The Friends of Churchtown Farm Nature Reserve to seek the advice of Saltash Heritage in connection with the criteria for the Blue Plaque Scheme.

10/24/25

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

It was proposed by Councillor Dent, seconded by Councillor Griffiths and **RESOLVED:**

1. To note the report;
2. To delegate to the Service Delivery Manager to procure and install safety signs within the Town Council parking area at Churchtown Cemetery working within budget 6003 Health and Safety;
3. To delegate to the Service Delivery Manager to liaise with the developer to better understand the safety element of the large drop into the back gardens of the properties opposite.

11/24/25 **TO RECEIVE AMENDMENTS TO THE CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack.

It was proposed by Councillor Griffiths, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to approve the amendments to the Churchtown Cemetery Management Policy and Regulations (as attached).

12/24/25 **TO RECEIVE A REPORT ON THE BURIAL MANAGEMENT SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED**:

1. To terminate the existing cemetery software subscription in line with the 6 months' notice period;
2. To appoint Company C at a cost of £1,009 for the year 2024/2025;
3. To approve the data transfer one off cost of £25 to provide continued access to the current burial software and to allow the migration of data;
4. To vire £1,034 from budget code 6070 EMF Churchtown Cemetery Capital Works to budget code 6014 Cemetery Software to cover associated costs.

13/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary).

14/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

15/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

16/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 29 October 2024 at 6.30 pm

Rising at: 7.29 pm

Signed: _____
Chairman

Dated: _____