

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

**Report to:** Joint Burial Board (St Stephens Churchyard)

**Date of Report:** 19.2.2025

**Officer Writing the Report:** Services Delivery Manager

**Officers Recommendations**

Minute from previous committee meeting.

**23/24/25 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed the Service Delivery Department report as contained within the circulated reports pack. It was proposed by Councillor Peggs, seconded by Councillor Dent and RESOLVED; 1. To note the report;

2. To approve the purchase of double entrance gates to the side entrance of the Churchyard, to be installed by the Service Delivery Team at a cost of £775.00 allocated to Budget Code 6104 General Site Maintenance;

3. To approve the Service Delivery Team to purchase and use the MossOff Chemical Free Product to help remove the moss across the pathways at the Churchyard at an approximate cost of £25 for 5 Litres allocated to Budget Code 6104 General Site Maintenance;

4. PCC Members to liaise with Reverend Laura Bushell Hawke to move the Health and Safety Signage forward as soon as possible.

**1. Churchyard Gates.**

We recently completed the replacement of the cemetery gates to the side entrance in Farm Lane of the churchyard. They are far more robust and now shut correctly making them much safer for the public to use. We also managed to come just under the budget as noted in the minutes. The doors will require preservative treatment during the summer and going forward to keep them from deteriorating. The team have received some nice comments from the public about the doors when they were working on site replacing them.



Members are asked to note the update.

## **2. Grass cutting & Moss Control**

We have started with the grass cutting program maintaining the sections of the churchyard that are regularly visited including the ashes and children's ashes areas. This will also include maintaining the grass around the Church on a regular basis.

The older sections will receive a spring cut, then left to take on the wildflower meadow style look. We will cut pathways for access through and around these areas. This will also include the war graves and Fireman's graves when required.

The moss control has been purchased and will be carried out during some dryer weather over the next month so that the treatment can work correctly. We will treat areas most affected first.



Members are asked to note the update.

### 3. Uneven ground signs St Stephens Churchyard

We are still waiting on the approval of the Health & Safety signs via the PCC Members and the Reverend Laura Bushell Hawke (minute nr. 23/24/25). The request forms part of the Health and Safety for the churchyard. Upon approval the signs will then be placed at the entrances of the Churchyard.

The signs are 400m x 400m, details below.



PCC Members are asked as a matter of urgency to seek approval reporting back to Saltash Town Council. Due to the Town Council's site responsibility, should we not receive any form of communication from the PCC by the end of March the Health and Safety signs will be installed.

#### **4. Headstone Survey**

Once we have the approved signs in place, the PCC will need to inform the families of the survey taking place to avoid any upset if headstones are found to be unsafe. We will create a social media post to help inform those that visit the Churchyard.

Depending on what the survey confirms, unsafe headstones will be either laid down or stake and wrapped to support the headstone, and a notice placed on the headstone. We anticipate this to be done during the summer months.

The results of the survey will be issued to the PCC for managing accordingly.

[PCC Members are asked to arrange for the families to be informed of the summer headstone survey at their earliest opportunity and to manage the results of the survey when received.](#)

[JBB Members are asked to support a social media post under agenda item 15.](#)

#### **5. General ground maintenance**

The Department has already carried out some general maintenance with hedge trimming and the removal of ivy to the base of the larger trees around the boundary.

We are also investigating a possible water leak from one of the very old standpipes in the churchyard. This has made the ground area near the pipe extremely wet to the footpath. We have requested via the PCC/Warden for information or a plan showing the pipe layout. Once we have a better understanding, we can look at a way forward. We will then inform the JBB of the outcome at a following committee meeting.





There may be a requirement to dig a trench to find the pipe and repair the leak or remove this standpipe altogether or cap off the pipe and locate a new tap in a better location.

Any associated cost for this work will be reported at a following committee meeting.

PCC Members are asked to contact the Service Delivery Manager asap to find the best solution for this matter to be dealt with.

JBB Members are asked to note the update.

**Signature of Officer:**

Service Delivery Manager