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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 25th February 2025 at 6.00 pm

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

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: None received.

31/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

32/24/25 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.

33/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None.

34/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 29 OCTOBER 2024 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 Peggs, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 29 October 2024 were confirmed as a true and correct record.

35/24/25 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

No report.

36/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

37/24/25 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.

Churchyard Gates

It was **RESOLVED** to note.

Grass Cutting & Moss Control

It was **RESOLVED** to note.

Uneven ground signs St Stephens Churchyard

The Ex-Officio Chairman informed the meeting that the installation of the signs must be permitted by the Ecclesiastical planning department through the Diocese. This is due to the signs needing to be fixed by drilling into the walls.

The Office Manager / Assistant to the Town Clerk emphasised that the signs are a Health and Safety requirement. Members discussed freestanding signs be permitted whilst waiting for Ecclesiastical planning approval.

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

1. To note the update;
2. The Ex-Officio Chairman to request permission to install the signs with the Ecclesiastical Planning Portal via the Diocese for the entrances to St Stephen's Churchyard;
3. To delegate to the Service Delivery Manager to liaise with the Ex-Officio Chairman to procure suitable temporary Health and Safety signs.

Headstone Survey

The Office Manager / Assistant to the Town Clerk informed the meeting that the Town Council will proceed with the Headstone Survey Health and Safety Audit in 2025.

Members discussed the headstone survey in detail.

It was proposed by Councillor Samuels, seconded by L Batham and **RESOLVED:**

1. To note the report on the headstone survey and approve the Town Council to proceed with the headstone audit in 2025;
2. The Ex-Officio Chairman to share information on the headstone survey, promote where possible and support the Town Council social media posts;
3. The Ex-Officio Chairman to manage the results of the headstone survey and any enquiries during the process.

General ground maintenance

The Ex Officio Chairman updated the meeting on a water leak from a standpipe in the churchyard, the Office Manager/Assistant to the Town Clerk clarified that it is the church's responsibility, not the Town Councils.

Members were informed that no plan for the church's water system has been identified and turning off the stopcock at the standpipe cuts off water to the entire churchyard.

It was proposed by Reverend Laura Bushell Hawke (Ex-Officio Chairman), seconded by Councillor Dent and **RESOLVED:**

1. To note the update;
2. To delegate to the Service Delivery Manager to liaise with the PCC Wardens to investigate the leak from the old standpipe located within the churchyard reporting back to the Ex-Officio Chairman and the Deputy Chairman.

38/24/25 TO RECEIVE AN UPDATE ON THE LAW COMMISSION BURIAL AND CREMATION CONSULTATION 2024 AND CONSIDER ANY ACTIONS.

Members received and discussed the report on the recent Law Commission Burial and Cremation Consultation, referencing the information outlined in the circulated reports pack.

The Law Commission have completed the first phase of the consultation and are now analysing responses before making final recommendations to Government.

It was **RESOLVED** to note.

39/24/25 TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Ex-Officio Chairman informed the meeting that the Parochial Church Council (PCC) met in January 2025 and have voted not to close the Churchyard whilst waiting for the Law Commission Report.

The Ex-Officio Chairman added that this did not mean that the closure of the Churchyard will not be considered in the future, but that the decision has been paused until the results of the Law Commission Burial and Cremation Consultation were available.

It was **RESOLVED** to note.

40/24/25 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).

41/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

42/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

43/24/25

**TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor Samuels and **RESOLVED** to issue a Press and Social Media release on the Headstone Survey Health and Safety Audit scheduled for 2025.

DATE OF NEXT MEETING

Tuesday 29 July 2025 at 2.00 p.m. to be followed by a site visit.

Rising at: 6.23 pm

Signed: _____
Chairman

Dated: _____