

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

Report to: Joint Burial Board Committee

Date of Report: 2nd February 2026

Officer Writing the Report: Acting Service Delivery Manager

Purpose of the report:

Departmental report to Joint Burial Board Committee.

Officers Recommendations

Members are asked to note to report and the associated updates in regard to grounds maintenance and general maintenance across the St Stephens Churchyard.

Report Summary

General Weekly Health & Safety

Weekly health and safety checks to all Saltash Town Council sites and land are being carried out by the Acting Service Delivery Manager or competent SDGA in accordance with internal procedures. These inspections ensure that operational areas remain compliant, hazards are identified promptly, and corrective actions are taken where necessary.

Waste Collection Rounds and General Site House Keeping

The Service Delivery Department regularly empty the churchyard bins twice a week, Wednesdays and Sundays along with general litter picking as needed and brushing up around the main entrances.

Town Council Grass Cutting and Ground Maintenance

The Service Delivery Team are making effective use of the seasonal downtime now that grass growth has slowed down due to the cold and wet winter weather. This has provided valuable time to begin essential preparation work ahead of the 2026 grass-cutting season.

The team are currently servicing all handheld grounds-maintenance equipment and small plant machinery to ensure everything is in full working order for the start of the new season. In addition, both the workshop and garage areas at Longstone Depot and Churchtown Cemetery are being thoroughly cleaned, organised, and tidied.

These efforts will help ensure we are fully prepared, well-equipped, and ready for a successful and efficient start to the upcoming season.

Additionally, when the grass is not as active this time of the year, we are completing the pre-planned maintenance programme which includes hedge cutting and shaping around the churchyard to ensure all areas are looking their best and presentable.

Tree Works and Tree Maintenance

The Service Delivery Team have completed various tree works on fallen trees around the St Stephens Churchyard due to recent storm damage. We have cleared any large broken-down limbs and cleared the debris. Some trees leaning over that have been identified as a hazard have been addressed to ensure compliance.

We have also had the appointed tree surgeon carry out chainsaw climbing works on the mature Ash tree in the Churchyard due to partial crown separation and excessive loading on the secondary limbs which were over hanging the path and headstone underneath. Limb laterally and height reduced to alleviate loading and lower risk from failure in high winds. Risk reduced to a tolerable level in accordance with industry standards in reasonable timeframe with minimal impact to the tree which is a respected site asset.

See Appendix A for Pictures.

Pathways Clearance and Moss Removal

The Service Delivery Team are well underway carrying out annual pathway clearance work as needed and to keep the site neat and presentable around the public footpaths and front of the churchyard and Farm Lane using mainly mechanical sweeping methods and selective herbicide treatment where applicable.

See Appendix B for pathway clearance work recently completed.

Next Scheduled site visit with members

The Acting Service Delivery Manager has the next planned site visit with scheduled for June 2026 following the scheduled meeting to be held on site at St Stephen.

End of report.

Signature of Officer:

Acting Service Delivery Manager