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## SALTASH TOWN COUNCIL

### Minutes of the Meeting of Joint Burial Board Committee held at St Stephens Church followed by a site visit on Tuesday 6th July 2021 at 6.00 pm

**PRESENT:** Councillors: B Samuels (Co-Chair), J Dent, A Pinckney, B Jones (Co-Chair) and S McKee.

**ALSO PRESENT:** 1 Member of the Public, A White (Chairman of SEA), M Thomas (Senior Policy and Data Compliance Officer), D Joyce (Administration Officer) and R Enticknap (Service Delivery Manager)

**APOLOGIES:** M Wills

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#### **1/20/21 HEALTH AND SAFETY ANNOUNCEMENTS**

Co-Chairman Councillor B Samuels in the Chair.

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

#### **2/20/21 STC MEMBERS TO ELECT A CO-CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor Pinckney and following a vote of STC board Members **RESOLVED** to elect Councillor B Samuels as the STC Co-Chairman of the Joint Burial Board Committee.

Co-Chairman Councillor B Samuels remained in the Chair.

#### **3/20/21 ST STEPHENS MEMBERS TO ELECT A CO-CHAIRMAN.**

In the absence of an incumbent Vicar it was proposed by Mrs S McKee, seconded by Mr B Jones and **RESOLVED** to elect Mr B Jones, Church Warden as St Stephens Co-Chairman of the Joint Burial Board Committee.

**4/20/21**      **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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**5/20/21**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/20/21**      **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 9TH FEBRUARY 2021 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 9<sup>th</sup> February 2021 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**7/20/21**      **FINANCE:**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**8/20/21**      **HEALTH & SAFETY**

No report.

**9/20/21**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**10/20/21**      **CORRESPONDENCE.**

At the request of Councillor B Samuels, the Chairman of Saltash Environmental Action read a letter of correspondence received by Members to request consideration be given to an allocated space within the Churchyard for the encouragement of Wildflowers.

Councillor B Samuels thanked the Chairman of SEA and stated that the consideration of a Wildflower meadow and a reduced mowing regime was to be further discussed under agenda item 13.

It was **RESOLVED** to note.

**11/20/21**      **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.**

The Service Delivery Manager briefed Members on the report submitted.

Councillor B Samuels requested the recommendation to appoint an Arboriculture contractor be taken under agenda item 13.

It was **RESOLVED** to note.

**12/20/21**      **TO RECEIVE AN UPDATE FROM THE P.C.C REGARDING WILDFLOWER AND GRASS CUTTING SCHEDULES.**

**(Pursuant to JBB held on 13.10.20 minute nr. 11/20/21 C and E)  
(Pursuant to JBB held on 9.02.21 minute nr. 33/20/21 / 36/20/21)**

- a. The Committee considered the recommendation detailed in the Service Delivery Manager's report relating to the pursuant minute from the Joint Burial Board meeting held on 13<sup>th</sup> October 2020, minute number 11/20/21D, to appoint an Arboriculture contractor to remove tree branches protruding the cemetery boundary.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to appoint Contractor B at a cost of £225.00 +VAT to reduce over extended oak limbs projecting over the cemetery by 2-3 metres.

- b. PCC Co-Chairman Mr B Jones briefed Members on the agreement met with both PCC and STC to leave parts of the boundary edge of the Churchyard uncut to encourage the growth of Wildflowers with a review after 2 years.

Please see attached map showing the agreed areas which will not be included in the scheduled mowing regime.

**13/20/21 TO RECEIVE AN UPDATE FROM THE P.C.C REGARDING THE REGISTRATION OF THE CHURCHYARD AS CLOSED.**

**(Pursuant to JBB held on 9.02.21 minute nr. 35/20/21)**

PCC Co-Chairman Mr B Jones informed the Committee that due to having no incumbent Vicar the Church is unable to progress with the registration of the Churchyard as closed at present.

It was **RESOLVED** to defer to a future Joint Burial Board meeting, subject to an incumbent Vicar being appointed.

**14/20/21 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).

**15/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**16/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**17/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**18/20/21 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was **RESOLVED** to issue the following Press and Social Media releases:

1. Mowing regime around the periphery of the Churchyard to cease to allow Wildflowers to grow, maintenance and upkeep to be undertaken by STC and in collaboration with SEA.

**DATE OF NEXT MEETING**

Tuesday 12 October 2021 at 6.00 pm

Rising at: 6.32 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

**Map of Proposed Wildflower Area's at St Stephens Church**



Key:

 Allocated area for the growth of Wildflowers