

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 28th February 2023 at 6.00 pm

PRESENT: Councillors: R Bullock, J Dent (Co-Chair), D Yates, L Maddock, S McKee and M Wills.

ALSO PRESENT: S Webber (Service Delivery Manager), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: Councillor S Lennox-Boyd and R Magrath (Co-Chair).

39/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

40/22/23 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.

41/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None.

42/22/23 **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 25TH OCTOBER 2022 AND THE EXTRAORDINARY JOINT BURIAL BOARD MEETING HELD ON 26TH JANUARY 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 S McKee and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 25th October 2022 were confirmed as a true and correct record.

It was proposed by Councillor Dent, seconded by L Maddock and **RESOLVED** that the minutes of the Extraordinary Joint Burial Board Committee held on 26th January 2023 were confirmed as a true and correct record subject to the amendment to the total costs under minute number 38/22/23.

43/22/23 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

44/22/23 **TO RECEIVE A REPORT ON THE TOWN CLERKS DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Dent, seconded by Councillor Bullock and following a vote of STC Members only and resolved to **RECOMMEND** to the Policy and Finance Committee meeting to be held on Tuesday 14th March 2023, to ratify the Town Clerk's spend of £825.00+vat to appoint the Town Council Building Surveyor to tender for works to St Stephens Churchyard wall allocated to budget code 6224 Professional Costs.

45/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

46/22/23

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

The Service Delivery Manager (SDM) provided an overview on the report contained within the reports pack.

Grounds Maintenance

The SDM informed Members of the grass cutting LMP arrangement in the closed section of St Stephens Churchyard and that in the year 2022 the Service Delivery Department provided 14 cuts at a significant cost to the Town Council. The SDM requested this to be reduced to 6 cuts per year.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to reduce the number of cuts in the closed section of St Stephens Churchyard to 6 per year.

Pathways

M Wills asked Members to be mindful when repairing the pathway surface because if there are any historic human remains found they will be required to be reburied in a suitable location within the Church grounds by the Vicar.

It was proposed by Councillor Dent, seconded by S McKee and **RESOLVED** to;

1. Approve delegated authority to the Town Clerk to appoint a contractor at the earliest opportunity to carry out Health and Safety works to the pathway at the side entrance in Farm Lane;
2. Approve delegated authority to the Town Clerk up to a maximum cost of £2,192.00 within budget allocated to budget code 6108 Trees Survey and Tree Maintenance for the year 2022-2023.

Due to the ash tree located immediately inside the pedestrian gate in Farm Lane suffering from ash die-back it is viewed that the ash tree requires urgent attention.

Members discussed the Tree Report provided by the Town Council's Volunteer Tree Wardens and noted the advice received and that the Town Council's contracted Tree Surveyor report is due to be received Friday 3rd March 2023.

It was proposed by Councillor Dent, seconded by M Wills and **RESOLVED** to;

1. Approve delegated authority to the Town Clerk to obtain three quotes to appoint a contractor to fell the tree;
2. Approve delegated authority to the Town Clerk up to a maximum cost of £500.00 allocated to budget code 6108 Trees Survey and Tree Maintenance for the year 2023-2024.

General Site Maintenance

L Maddock advised the Town Council that an identified leak within the Church grounds had now been fixed. However, the ground is still compacting and therefore loose. It was confirmed there are no health and safety issues regarding the area or works to be undertaken.

It was **RESOLVED** to note the report and further updates received.

47/22/23

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

Councillor Dent provided an overview on the process for closing a churchyard.

Members discussed the closure and the implications.

It was proposed by L Maddock, seconded by Councillor Bullock and **RESOLVED** to defer to the Joint Burial Board Committee meeting to be held on 27th June 2023 to allow for further information to be sought by PCC Co-Chairman Reverend R Magrath.

48/22/23 **TO RECEIVE AN UPDATE ON THE ST STEPHENS CHURCHYARD WALL REPAIRS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The SDM provided an overview of the report contained within the reports pack, stating that repair works to the collapsed section of the wall have been confirmed with the contractor and are to begin the week commencing 13th March 2023. The SDM added a brief overview of the schedule of works timeline with a report to be received by the Committee upon completion.

It was **RESOLVED** to note.

49/22/23 **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).

50/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

51/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

52/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

53/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 27 June 2023 at 6.00 pm – Meeting to be held at St Stephens Church followed by a site visit.

Rising at: 7.01 pm

Signed: _____
Chairman

Dated: _____