

Minutes of a Meeting of the Burials Committee

held on **Monday 27th June 2022** from **7.30pm** at Northborough Village Hall

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

Members present: Margaret Sleet (Chair), John Dadge, Brian Spriggs

In attendance: Steve Parker-Brown (Public), Catherine Franks (Clerk)

Apologies for absence received from Committee member Malcolm Spinks

BC22.11 **Public forum:** No comments received.

BC22.12 **Minutes of the previous meeting** held on Monday 28th February 2022 were Proposed by Margaret Sleet, Seconded by Brian Spriggs, Confirmed as a true record and signed by the Chair.

BC22.13 An application was received from Steve Parker-Brown for a vacancy on the Committee. Proposed by Margaret Sleet, Seconded by John Dadge and **RESOLVED** that Mr Parker-Brown be accepted onto the Committee with immediate effect.

BC22.14 **Recent burials activity:** Clerk reported on few enquiries since the previous meeting, however several full burials rather than cremated remains as in recent years. An enquiry about a relative interred in the village had been directed to county archives as the grave wasn't in the cemetery and a possibly cremated remains interment in an existing kerbed grave was still outstanding, awaiting contact from relatives.

BC22.15 **Green burials:** Discussion was held to resolve whether and how an area of the cemetery be allocated and treated for green, or eco, burials. Further to a note circulated by the Clerk it was noted that regulations for plot allocation; size of area and planting options; and general look and feel of the area were the main aspects to be considered. It was Proposed by John Dadge, Seconded by Margaret Sleet and **RESOLVED** that:

- An area of land in the cemetery for green burials be allocated and that this be in the North West corner of the cemetery with a plan of landscaping for the area. **ACTION John Dadge**
- The area be reviewed from time to time in accordance with demand.
- Peterborough Environment City Trust (PECT) be approached to advise and assist with planting, including along the West side of the northern boundary. **ACTION John Dadge**
- Eligibility criteria and pricing be as for the rest of the cemetery, with both full body and cremated remains to be permitted, memorials to be ground level flat tablets only, regulations and updated Relatives Guide to be brought to the next meeting for approval. **ACTION Clerk.**

BC22.16 **Updates on outstanding works:**

- Clerk advised that the transfer of administrative records to electronic format was halfway to completion, with records now all held electronically and about to be uploaded to specialist cemetery software purchased previously;
- Margaret Sleet advised that the update of burial registers was continuing;

- Marking of additional ashes plots (Minute BC22.6). John Dadge to advise Clerk on whether further marker stones needed to be purchased. It was Proposed by John Dadge, Seconded by Margaret Sleet and RESOLVED to instruct Richard Harding to install the stones as soon as possible after grass cutting season, with a week's notice provided to Margaret in order to mark up.

BC22.17 **Churchyard and cemetery maintenance:** It was Noted the contract was due for renewal on 31st March 2023 and that council would consider quotes at its meeting on 14th September.

BC22.18 **Additional maintenance or administration requirements.** None identified.

BC22.19 **Finance:**

- Members Noted that a reserve of £2,140 had been earmarked for capital expenditure on the burials grounds, to provide the 25% balance against statutory grant of £6,452 claimed in previous years and held by Peterborough City Council pending draw-down against actual expenditure.
- Recommendations for expenditure to be taken to full Council: It was Proposed by Margaret Sleet, Seconded by John Dadge and RESOLVED to recommend expenditure of up to £5,000 on development of the Green Burials area.

BC22.20 **Date of next meeting** was confirmed as Monday 26th September 2022. Apologies for absence were received from John Dadge due to holiday.

Meeting closed at 20:42