

Northborough Parish Council

www.northborough-pc.gov.uk

Northborough Village Hall, Cromwell Close, Northborough, PE6 9DP

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Minutes of a Meeting of the Burials Committee held on **Monday 26th June 2023** from **6.30pm** at Northborough Village Hall.

MEMBERS PRESENT: Margaret Sleet (Chair), Cllr John Dadge, Cllr Malcom Spinks, Cllr Stephen Parker-Brown.

IN ATTENDANCE: Elinor Beesley (Clerk).

PUBLIC FORUM: No members of the public were present.

BC23.10 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Committee Member Jane Knott (previous commitment).

BC23.11 **MINUTES OF THE PREVIOUS MEETING** held on Monday 20th February 2023 were confirmed as a true record and signed by the Chair.

BC23.12 **TO CONSIDER APPLICATIONS RECEIVED FOR MEMBERSHIP OF THE COMMITTEE:** None received.

BC23.13 **DECLARATIONS OF INTEREST:** No declarations of interest were received.

BC23.14 **CLERK'S REPORT:**

- a. Recent burials activity: The Clerk reported on recent full and ashes burials, approved memorials and renewals of Grants of Exclusive Rights. There had been two enquiries for ashes to be interred in an existing family plot; the Committee discussed the issues around obtaining permission from all necessary relatives. An enquiry had been received regarding the planting of a tree in memory of a relative interred in the West Side Ashes area. It was agreed that this is not possible due to space but there is currently space for one tree in the Green Burials area, subject to species and position.
- b. Electronic transfer of burial documents to Scribe: The Clerk reported all documents have now been uploaded to Scribe. Still outstanding is the creation of templates for invoices and Grants of Exclusive rights. The Clerk is aiming for all work to be completed by the end of 2023.

BC23.15 **REPORTS FROM CHAIR AND COMMITTEE MEMBERS:** None

BC23.16 **SCATTERING OF ASHES:**

- a. The fees for the scattering of ashes in the Cemetery was considered. It was **resolved** that the fee will be in the sum of £50.00 for the scattering of ashes on both weekdays and weekends.
- b. Members considered the rules for the scattering of ashes in the Cemetery and the notices required. It was noted that two enquiries had been received since the last Committee meeting, prior to which there had been none. It was decided that ashes may be scattered on a grave subject to written permission from the Grantee and/or next of kin or in a specified area in the Green Burials area only. **ACTION – Committee members** to agree the specified area that will be documented as a grid for record keeping. **ACTION - Clerk** to draft the notices.

BC23.17 **INSPECTION OF MEMORIALS:** Members discussed the Ministry of Justice's Memorial Safety Guidance and how the Committee and NPC implement it. It was noted that the grass cutting contractor reports any memorials to the Clerk that may be unsafe. **ACTION – Clerk** to include the 'pressure testing' of memorials in NPC's risk assessment policy and timetable.

BC23.18 **MAINTENANCE WORKS:**

- a. Members noted that the plaque commemorating Elizabeth II's Jubilee has been delivered and is due to be installed in the wall once the position is confirmed.
- b. Members noted that the plaque commemorating the life of Elizabeth II has been ordered.
- c. Members agreed at date and time to decide on the positions of the commemorative plaques

(BC23.06.a and BC23.06.b) on the cemetery wall.

- d. Members considered the purchase of a plaque to commemorate King Charles III's Coronation. **ACTION – Clerk** to draft the wording for approval by NPC.
- e. Members noted the installation of the new Cemetery gates is due to be completed on Monday 26th June 2023.
- f. Members noted NPC has accepted a quotation for two oak pergolas for the Cemetery.

BC23.19 MEMBERS IDENTIFIED ADDITIONAL MAINTENANCE AND ADMINISTRATIVE REQUIREMENTS:

- a. Cllr Parker-Brown reported that an old oil container is being used to water flowers in the Cemetery. It was noted that it belongs to the Church and is being used as part of the planting of the Camomile edging along the Church path.
- b. It was reported that the green bin in the Cemetery is being used but shouldn't be as it is not emptied. **ACTION – Cllr Parker-Brown** to store the bin away.
- c. It was reported that the footpath needs weeding. **ACTION – Clerk** to check the grounds maintenance contract as to how many times a year the path is sprayed and contact the contractor to ask for the path to be sprayed on the next visit.
- d. It was reported that a glass vase has been placed on a grave. **ACTION – Margaret Sleet** to contact the next of kin to explain glass is not permitted in the Cemetery, on safety grounds.
- e. It was reported that there are some Christmas decorations are being stored behind a memorial. **ACTION – Margaret Sleet** to contact the next of kin to ask for them to be removed.
- f. Cllr Dadge reported that a representative of PECT had offered to provide advice on maintenance of the Green Burials area. **ACTION – Cllr Dadge** to draft letter to PECT, **Chair Margaret Sleet** to approve and **Clerk** to send.

BC23.20 FINANCE:

- a. Members noted the financial position against budget for burial grounds to end of May 2023.
- b. Members reviewed planned projects and expenditure for the burial grounds.
- c. Members agreed recommendations for expenditure to be taken to full Council: A budget in the sum of £200.00 for plants to climb the new pergolas.

BC23.21 **DATE OF NEXT MEETING:** It was agreed that the date and day of the Committee Meeting be changed due to one of the Committee members being unavailable for the currently scheduled meetings. It was agreed to hold meetings on the first Thursday of the months of February, June and October. The date of next meeting was confirmed as Thursday 5th October 2023.

There being no further business the meeting closed at 9.27pm.

Approved as a true record of the meeting: Chair, 5th October 2023

Abbreviations used in these Minutes:
 NPC – Northborough Parish Council
 PECT – Peterborough Environment City Trust