MINUTES

Northborough Parish Council, Burials Committee

Northborough Parish Council

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Minutes of a Meeting of the Burials Committee held on **Monday 27th October 2025** from **6.30pm** in the Cromwell Suite, Northborough Village Hall, Cromwell Close, Northborough, PE6 9DP.

MEMBERS PRESENT: Margaret Sleet (Chair), Cllr Thomas and Cllr Stephen Parker-Brown.
IN ATTENDANCE: Clerk Elinor Beesley.

PUBLIC FORUM: There were no members of the public present.

BC25.24 **APOLOGIES FOR ABSENCE:** Cllr John Dadge (personal commitment).

BC25.25 **MINUTES OF THE PREVIOUS MEETING** held on Monday 30th June 2025 were **resolved** as a true record, and they were signed by the Chair.

BC25.26 **DECLARATIONS OF INTEREST**: None.

BC25.27 **CLERK'S REPORT:**

27.1 On recent burials activity: One full burial, two ashes burials and three Grants of Exclusive Right of Burial issued.

27.2 *On any item not on the agenda:* None.

BC25.28 **REPORTS FROM CHAIR AND COMMITTEE MEMBERS:** A meeting between the Chair and the Clerk has been scheduled to take place in November 2025 to discuss Burial Grounds administration requirements and policies.

BC25.29 **MEMBERS REVIEWED OUTSTANDING MAINTENANCE AND COMMITTEE MEMBERS' ACTIONS:**

a) Green burials sign: Members agreed that a wooden engraved sign wound be the best option for the new Green Burials area sign. **ACTION – Clerk** to send details to Cllr Dadge.
b) A plant has been damaged in the Cemetery by strimming. **ACTION – Clerk** to obtain costs for protective plant collars. **ACTION – Margaret Sleet** to forward photograph of the plant to the Clerk.
c) Cllr Parker-Brown reported that the Relatives' Guide to the Cemetery requires amending to include that dogs are allowed on the lead in the Cemetery. **ACTION – Clerk** to amend the digital version and use the amended version for future print runs.
d) The Green Burials wildflower area requires strimming. **ACTION – Clerk** to instruct the Grounds Maintenance contractor.
e) Wildflower seeds: It was agreed that these will be scattered by members in the Spring 2026.
f) Christmas grave tributes: **ACTION – Clerk** to add the Cemetery guidance sign to the noticeboard. **ACTION – Cllr Parker-Brown** to display the sign on the inside of the Cemetery gates.

BC25.30 **TO IDENTIFY ADDITIONAL MAINTENANCE OR ADMINISTRATIVE REQUIREMENTS:** None.

BC25.31 **FINANCE:**

31.1 Members noted the financial position against budget for the Burial Grounds for year 2025/26 to 30th September 2025.

31.2 Members agreed recommendations to be taken to full Council for expenditure and/or projects for financial year 2025/26.
a) Green Burials sign.
b) Plant collars dependent upon cost.

31.3 Members agreed recommendations for the 2026/27 budget to be taken to full Council:
a) Burial Grounds Maintenance budget in the sum of £250.00.

BC25.32 **DATE OF NEXT MEETING:** The date of the next meeting was confirmed as Monday 23rd February

2025.

There being no further business the meeting closed at 8.56pm.

Approved as a true record of the meeting: …….. Chair, 23rd February 2025.

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