MINUTES

Northborough Parish Council, Burials Committee

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 27th July 2026** from **6.15pm** in the Cromwell Suite, Northborough Village Hall, Cromwell Close, Northborough, PE6 9DP.

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

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

BC26.12 **APOLOGIES FOR ABSENCE:** None.

BC26.13 **DECLARATIONS OF INTEREST**: No declarations of interest in items on the agenda and no grant any written requests for dispensations for disclosable pecuniary interests.

BC26.14 **MINUTES OF THE PREVIOUS MEETING:** It was **resolved** to approve the minutes of the meeting held on Monday 23rd February as a true record, and they were signed by the Chair.

BC26.15 **CLERK'S REPORT:**

15.1 Several invoices have been issued for recent burials and memorials, and several enquiries have been received memorials and burial plots. The Clerk confirmed that the Parish Council has no statutory duty to expand the Cemetery once all the plots have been reserved.

15.2 No urgent matters arising after publication of the agenda for recommendation to Council were considered.

BC26.16 **REPORTS FROM CHAIR AND COMMITTEE MEMBERS:** None received.

BC26.17 **GREEN BURIALS AREA:**

17.1 Members discussed the rules regarding items placed on graves in the Green Burials Area and it was agreed that items should not be placed on memorials in the Green Burials area. Members discussed if memorials should be permitted in the Green Burials area or if all memorials should be of the same. **ACTION – Clerk** to draft the agreed amendments to the Cemetery Rules and Regulations. **ACTION – Clerk** to arrange a meeting of Committee members at the Cemetery to discuss.

BC26.18 **ALLOCATION OF NEW PLOTS:**

18.1 Members discussed the current unallocated space in the Cemetery, and it was agreed that members meet at the Cemetery to discuss the strategy for allocating the land for full burials and ashes plots, including in the Green Burias area. **ACTION – Clerk** to arrange the meeting.

BC26.19 **MEMBERS REVIEWED OUTSTANDING MAINTENANCE AND COMMITTEE MEMBERS' ACTIONS:**

19.1 The Cemetery gate latch has been repaired, at no cost, by the company that installed the gates.

19.2 The fence in the Cemetery requires painting and possible repair and is seeking quotations. The Chair confirmed that the fence belongs to the properties. **ACTION – Clerk** to contact the homeowners regarding the repair.

19.3 Members noted that the rose that was strimmed in error, to ground level, has re-established itself.

BC26.20 **ADDITIONAL MAINTENANCE OR ADMINISTRATIVE REQUIREMENTS:** None.

BC26.21 **FINANCE:**

21.1 Members noted the financial position against budget for the Burial Grounds for the year 2025/26. **ACTION – Clerk** to forward copies of the end of year financial report for 2024/25 to

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members.

21.2 Members noted the financial position against budget for the Burial Grounds for two months to 31st May 2026.

21.3 Members agreed recommendations for expenditure to be taken to full Council for approval:

a) Paint for the Cemetery fence. **ACTION – Clerk**.

BC26.12 **DATE OF NEXT MEETING:** The date of the next meeting was confirmed as Monday 26th October 2026.

There being no further business the meeting closed at 6.58pm.

Approved as a true record of the meeting: …….. Chair, 26th October 2026

Abbreviations used in this Agenda:
NPC – Northborough Parish Council

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