

Northborough Parish Council

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

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Minutes of a Meeting of the Burials Committee

held on **Monday 22nd February 2020 at 7.30pm**

by video link in accordance with regulations issued under Section 78 of the Coronavirus Act 2020.

- BC21.1 **Members present:** Committee Chair Margaret Sleet, Councillors John Dadge, Malcolm Spinks, Elaine Mann. **In attendance:** Clerk Catherine Franks.
Apologies for absence: Councillor Brian Spriggs.
- BC21.2 The **Minutes of the previous meeting**, held on Monday 23rd November 2020 were Proposed by Cllr Spinks, Seconded by Cllr Mann and Confirmed as a true record.
- BC21.3 **Public forum:** No members of the public in attendance.
- BC21.4 **Recent burials activity:** Clerk reported receiving fewer enquiries than usual in recent months. More interment bookings were expected as restrictions on funeral arrangements eased.
- BC21.5 **Outstanding programme of works:**
- Members considered a review of a previous decision (BC20.9) on the transfer of administrative records to electronic format. It was Proposed by Margaret Sleet, Seconded by Cllr Spinks and RESOLVED to recommend to Council the purchase of a Scribe Cemetery records management system subscription.
 - An update on progress with the remaining items was Noted.
- BC21.6 **Maintenance of burial grounds:**
- Clerk reported that outstanding works to: churchyard footpath was due to start as soon as weather permitted; and cemetery footpaths in progress, completion date to be advised.
 - Refurbishment of cemetery gates. Following the last meeting councillors had visited and re-checked condition of the gates. Reference was also made to correspondence received in response to the decision to seek quotes (BC20.34.b). Cllr Dadge commented that decay appeared superficial with only minor work required. It was decided to defer any approach to contractors and that Cllr Dadge would carry out the work, with recommendation to Council for expenditure on materials only. Review in 12 months.
- BC21.7 **Expansion of space allocated to cremated remains.** Discussion was held about a need to assess remaining space in the existing area for cremated remains, and to allocate additional space for a new area. It was agreed to meet at the cemetery once restrictions were relaxed in April and that a motion be brought to the next meeting in June.
- BC21.8 **Review of fees payable under historic renewal scheme.** Members discussed the history and logistics of the scheme and noted the amount of work that had been carried out to contact Deedholders who hadn't renewed. It was agreed this task would need to be done again prior to re-allocation of any plots. Revised fees as presented were Proposed by Cllr Spinks, Seconded by Cllr Mann and RESOLVED, the scheme to remain open to existing Deedholders only.
- BC21.9 Reports on the current budget position, agreed budget and contracts in place for 2021/22 were Noted.
- BC21.10 The following **recommendations for expenditure** were to be made to Council:
- Administration software, £668.00.
 - Gate repair, materials only with purchase under delegated powers if required.



BC21.11 Correspondence from a resident about plans for cemetery gate refurbishment as minuted at the last meeting was Noted.

BC21.12 **The next meeting of the Committee will be held on Monday 28th June 2021 at 7.30pm.**

Meeting closed 20:12

Confirmed as a true record of the meeting  Chair, 28th June 2021