

Minutes of a Meeting of the Burials Committee

held on **Monday 24th October 2022** from **7.30pm** at Northborough Village Hall.

Members present: Margaret Sleet (Chair), Cllr John Dadge, Cllr Malcom Spinks, Steve Parker-Brown

In attendance: Jane Knott (Public)

Apologies for absence: Committee member Cllr Brian Spriggs (ill health), Clerk Catherine Franks (ill health), invited speaker (ill health)

Public forum: No members of the public addressed the meeting.

BC22.21 **Minutes of the previous meeting** held on Monday 27th June 2022 were confirmed as a true record and signed by the Chair.

BC22.22 **To consider any application received for membership of the Committee:** Jane Knott was in attendance and had agreed to represent the Church on the Burials Committee. Mrs Knott left the room, and it was RESOLVED that she be accepted onto the Committee with immediate effect.

BC22.23 **Declarations of interest:** No declarations of interest were received.

BC22.24 **Clerk's report on recent burial activity:** Postponed until February's meeting due to ill health.

BC22.25 **Green Burials Area:**

- a. It was RESOLVED to approve the revised Relatives' Guide to Northborough Cemetery that was circulated with the Agenda.
- b. It was RESOLVED to approve the layout plan of plots which was presented at the meeting.
- c. Members noted the progress on landscaping works: Cllr Dadge reported that he was working with PECT to advance proposals for the Green Burials Area.
- d. Members reviewed the recommendation for expenditure on this area (Minute BC22.19) in order to provide clarification to the Council (Minute 22.110.2): It was noted that with PECT's involvement and donations, costs savings from overall, the proposed budget (£5000) is likely to be achieved. Works include: Green Burials Area, additional bench, additional landscaping and planting. Budget to remain as proposed at the moment but be reviewed before the end of the year in line with work undertaken cost and outstanding works. Any underspend could be rolled over to 2023/24.

BC22.26 **Updates on outstanding works:**

- a. Transfer of administrative works: update on progress postponed until February's meeting due to invited speaker's absence.
- b. Update of burial register: postponed until February's meeting due to invited speaker's absence.
- c. Member considered marking of additional ashes plots. To provide clarity for those seeking ashes plots, it is proposed that plots are marked with small paving slabs. It

was agreed that NPC to be requested to review slabs available (in shed) and purchase additional slabs as required.

- BC22.27 Members considered a proposal to seek quotes for refurbishment of the cemetery gates. It was RESOLVED that the condition of the gates be reviewed, and if appropriate NPC to obtain quotes for replacement.
- BC22.28 It was noted that the contract for churchyard and cemetery maintenance has been awarded for a further five years to Richard Harding & Son Landscaping.
- BC22.29 **Additional maintenance or administration requirements.** None identified.
- BC22.30 **Finance:**
- a. The financial position against budget for Burial Ground to end of September 2022 was noted.
 - b. Members agreed that no additional expenditure was identified for recommendations to be taken to full Council.
 - c. Members considered instruction to the Clerk on burial grounds items to be included in the Council's budget for 2023/24. It was agreed that the same figure as 2022/23, with adjustments in detail to cover higher water and waste costs and lower administration costs when the transfer of records project has come to an end.
- BC22.31 **Date of next meeting** was confirmed as Monday 27th February 2023.

Meeting closed at 8.30pm.

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

