

Minutes of a Meeting of the Burials Committee

held on **Monday 27th February 2023** from **6.30pm** at Northborough Village Hall.

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

IN ATTENDANCE: Elinor Beesley (Clerk).

APOLOGIES FOR ABSENCE: Committee member Cllr Brian Spriggs (ill health), Jane Knott (previous commitment).

PUBLIC FORUM: No members of the public were present.

BC23.01 **MINUTES OF THE PREVIOUS MEETING** held on Monday 24th October 2023 were confirmed as a true record.

BC23.02 **TO CONSIDER ANY APPLICATION RECEIVED FOR MEMBERSHIP OF THE COMMITTEE:** None received.

BC23.03 **DECLARATIONS OF INTEREST:** No declarations of interest were received.

BC23.04 **CLERK'S REPORT:**

- a. The Clerk reported on recent full and ashes burials, and approved memorials. It was confirmed that The Chair together with the Clerk would approve the wording of memorials. The previously reported request from a family to inter three cremated remains in a family plot is ongoing; an update is expected within the next week from the grave digger as to feasibility. An enquiry relating to the burial of two cremated remains being interred together in a burial plot had been received. The Committee confirmed that ashes can only be interred in ashes plots but can be buried side by side (in one plot across two plots and a memorial can be the width of the two plots). The Committee confirmed that one fee for interment applies. **ACTION – Clerk** to respond to the enquiry. The Clerk reported that the Relatives Guide to Northborough Cemetery is sent electronically to all new enquirers and the Committee considered if a stock of hard copies should be purchased. **ACTION – Clerk** to obtain quotations for consideration by NPC.
- b. The Clerk reported on the electronic transfer of burial documents to Scribe. The electronic transfer is almost complete. Outstanding is the creation of templates for invoicing and grants. The Clerk is aiming for all work to be completed prior to the start of the new financial year.

BC23.05 **GREEN BURIALS AREA:**

- a. Members noted the area has been prepared and seeded with the help of PECT.
- b. Members noted that additional planting has been completed with the previously purchased shrubs. Cllr Dadge reported that Cllr Fowkes and Cllr Thomas have planted all shrubs previously purchased but more are needed. The position of planting was discussed, and **it was decided** that additional plants need to be planted closer to the edges and that some re-location of existing plants may be needed. Cllr Dadge reported that the bird boxes will be put up in March.

- c. The Committee expressed appreciation for Mike Horne and Tony Hook from PECT
- d. for their assistance on this and on other projects in the village. Cllr Dadge reported he had given Mike Horne a gift as a token of appreciation on behalf of the Burials Committee and NPC.
- e. Members noted the memorial bench, donated by a local resident, has been purchased and delivered and NPC had received a quotation for installation. The bench is due to be installed at the head of the footpath adjacent to the Green Burials Area and the Clerk reported that installation is due this week. **ACTION – Cllr Dadge** to mark the exact position prior to installation.

BC23.06 MAINTENANCE WORKS:

- a. Members noted the plaque commemorating Queen Elizabeth II's Jubilee has now been delivered and is ready for installation in the Cemetery wall. The Clerk informed the Committee that there will be no charge for installation.
- b. Members noted the plaque commemorating the reign of Queen Elizabeth II is outstanding and the quotation for the plaque will be considered at NPC's March meeting. The Clerk informed the Committee that there will be no charge for installation.
- c. Members considered the positions of the commemorative plaques (BC23.06.a and BC23.06.b) on the Cemetery wall. **It was decided** they will be positioned to the left of the gate and the Committee will meet at the Cemetery prior to installation to mark the positions.
- d. Members considered the purchase of a plaque to commemorate King Charles III's Coronation and its position on the cemetery wall. It was agreed the plaque would be a good addition and would be positioned to the left of the gate. **ACTION – Clerk** to add to NPC's March Agenda.
- e. Members noted NPC has obtained quotations for the supply and fit of new oak gates to replace the existing ones, which were considered beyond economic repair and to note that a company has been instructed with completion of supply and fit expected within 3 months. The Committee reported that the centre post is removeable and not stable. **It was decided** that there is no need for the post to be removeable. **ACTION – Clerk** to ask the gate contractor to make the post stable and permanent when the gate is replaced.
- f. Members noted work has been completed to install plot marker stones in the ashes area.

BC23.07 Additional maintenance or administration requirements:

- a. The Chair reported that dead flowers and wreaths often remain on graves. Cllr Spinks informed the Committee that a maintenance employee of NPC has recently taken over this responsibility from Cllr Spriggs.
- b. The Chair asked the Clerk to inform the Burials Committee of NPC decisions that relate to the Burial Grounds. **ACTION – Clerk** include the Burials Committee members into emails circulating NPC Agendas and Minutes.
- c. It was noted that a brown waste bin needs to be removed from its location near the Cemetery wall. Steve Parker-Brown confirmed it had been emptied. **ACTION – Mr Parker-Brown** to reposition it behind the shed.
- d. The Committee revisited the proposal of a water butt in the Cemetery. It was agreed that a stand and screen would also be needed.

BC23.08 Finance:

- a. Members noted that because of the support given to the Green Burial Area project

by external bodies, the works undertaken thus far have been achieved at a significantly reduced cost to the budgeted expenditure.

- b. Members noted the financial position against budget for Burials Grounds to end of January 2023. **ACTION – Clerk** to arrange a meeting with the previous Clerk to discuss the budget.
- c. Members agreed recommendations for expenditure to be taken to the full Council:
 - i. The installation of a pergola above the donated memorial bench in the Green Burials area.
 - ii. The installation of an archway between the west (old) and east (new) side of the Cemetery.
 - iii. The installation of a water butt together with stand and screen (Minute 23.07.d).
 - iv. Installation of a plaque to commemorate the Coronation of King Charles III on the Cemetery wall (Minute 23.06.d)**ACTION – Clerk** to draw up a table of recommended items for expenditure together with estimated costs, for consideration by NPC at the March meeting.

BC23.09 **Date of next meeting:** The Clerk is unavailable for the previously published date of 26th June 2023. The 19th of June 2023 was suggested as an alternative date. **ACTION – Clerk** to confirm with the Committee and publish the amended meeting date once agreed.

Meeting closed at 7.20pm.

Approved as a true record of the meeting:  Chair, 26th June 2023

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