

Northborough Parish Council

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Minutes of a Meeting of the Burials Committee held on **Monday 26th February 2024** from **6.30pm** at Northborough Village Hall.

MEMBERS PRESENT: Margaret Sleet (Chair), Cllr John Dadge, Cllr Malcom Spinks, Cllr Stephen Parker-Brown.
IN ATTENDANCE: Clerk Elinor Beesley.

PUBLIC FORUM: One member of the public was present who spoke about her request to inter her father's ashes in the grave of her grandparents. The Chair and Clerk explained that when the owner of a plot is buried in the plot there are processes to go through to transfer the Exclusive Rights of Burial to a living person, which is the case in this circumstance. The Clerk asked the member of the public to email some information that would help determine which process to follow. **ACTION – Clerk** to carry out the necessary administration and to update the Burials Committee on the outcome at the next meeting.

- BC24.1 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Committee Member Jane Knott (previous commitment).
- BC24.2 **MINUTES OF THE PREVIOUS MEETING** held on Monday 26th October 2023 were confirmed as a true record and signed by the Chair.
- BC24.3 **TO CONSIDER APPLICATIONS RECEIVED FOR MEMBERSHIP OF THE COMMITTEE:** None received.
- BC24.4 **DECLARATIONS OF INTEREST:** No declarations of interest were received.
- BC24.5 **CLERK'S REPORT:**
- a) Recent burials activity: The Clerk reported on recent full and ashes burials, approved memorials and Grants of Exclusive Rights. Since the last meeting two memorial applications have been approved, five ashes internments have taken place, and one Exclusive Rights of Burial for an ashes plot has been issued. There has also been an enquiry to inter ashes in a relative's full burial plot (discussed in the public forum) and two applications for memorials that are on the agenda to be discussed (Item BC24.6).
- BC24.6 **BURIAL AND MEMORIAL ENQUIRIES, to discuss:**
- a) A request for an additional memorial on a grave in the ashes area: The Chair clarified that the request is for a grave in a full burial area where the ashes of a relative have recently been interred an existing grave. The requested memorial is a raised, angled tablet to be installed on a grave where there is an existing single headstone. It was **resolved** that the request cannot be granted as it is not in keeping with the Cemetery and the options in such circumstances are an additional inscription on the headstone, a new shared headstone if the original does not allow for an additional inscription, a flat tablet or no memorial. **ACTION – Clerk** to contact the family with the decision.
 - b) The size of a requested memorial in the ashes area: The requested memorial is 610mm (W) x 762mm (H) including the base. The specifications set out within Northborough Cemetery's Relatives Guide allows for memorials 450mm (W) x 450mm (H). The dimensions of the largest memorial in the ashes area (excluding the memorial for T Sharp) is 530mm (W) x 610mm (H) including the base. It was decided that permission would be given to allow for a memorial no bigger than 530mm (W) x 610mm (H). **ACTION – Clerk** to contact the Funeral Directors with the decision.
- BC24.7 **REPORTS FROM CHAIR AND COMMITTEE MEMBERS:** None
- BC24.8 **BURIAL GROUNDS RISK MANAGEMENT POLICY:**



MINUTES

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- 8.1 Members reviewed the Risk Management Policy for approval by Council and it was **resolved** to approve it. **ACTION – Clerk** to forward Risk Management Policy to Grave Diggers and contractors after approval by Council.
- 8.2 Members agreed the schedule for memorial inspections as set out in the ICCM Management of Memorials. Chair Margaret Sleet and Cllr Dadge volunteered to carry out the inspections starting in spring. **ACTION – Clerk** to forward a copy of the ICCM Management of Memorials to the Chair and Cllr Dadge and draft Memorial Policy and Procedures. **ACTION -**

BC24.9 TO IDENTIFY ANY ADDITIONAL MAINTENANCE OR ADMINISTRATIVE REQUIREMENTS:

- 9.1 The Chair raised the issue of ornaments being left of graves that are unattended for extended periods of time. It was agreed to remove items and place them in a box near the tap for collection. If, after six months, they have not been collected then they will be disposed of.

BC24.10 FINANCE:

- 10.1 Members reviewed the financial position against budget for the Burial Grounds to end of January 2024. It was noted that income from Exclusive Rights of Burial, internments and memorial applications has been higher than expected.
- 10.2 To agree any recommendations for expenditure to be taken to full Council for: None.

BC24.11 TO RECEIVE A REPORT ON RECENT TRAINING for the Chair and Clerk:

- 11.1 Sexton training course, 23rd November 2023: Both reported the course had been very useful and informative.
- 11.2 Exclusive Rights of Burial training course, 13th and 14th February 2024 (postponed from 28th and 29th November 2023): As above, the course was very useful and informative; it highlighted administrative work that needs to be carried out to ensure the transfers for Exclusive Rights of Burial for graves where the owner is interred are up to date.

BC24.12 **DATE OF NEXT MEETING:** After discussion, it was decided to change the proposed date of Monday 24th June 2024 for the next meeting to the same day as the Council meeting and the date of next meeting was confirmed as Wednesday 12th June 2024.

There being no further business the meeting closed at 7.07pm.

Approved as a true record of the meeting:  Chair, 24th June 2024

Abbreviations used in these Minutes:

NPC – Northborough Parish Council

ICCM – Institute of Cemetery and Crematorium Management