

# Northborough Parish Council

www.northboroughpc.co.uk

Village Hall, Cromwell Close, Northborough, Peterborough, PE6 9DP  
clerk@northboroughpc.co.uk 07748 637555

## DRAFT MINUTES TO BE APPROVED AT THE NEXT MEETING

### Minutes of a Meeting of the Burials Committee

held on **Monday 22<sup>nd</sup> June 2020** from 7.30pm

held by video link in accordance with Section 78 of the Coronavirus Act 2020

BC20.13 **Members present:** Chair Margaret Sleet, Councillors John Dadge, Malcolm Spinks  
In attendance: Clerk Catherine Franks

BC20.14 **Apologies for absence:** Brian Spriggs (illness)

BC20.15 **Minutes of the Committee Meeting held on Monday 24<sup>th</sup> February 2020** were proposed by Cllr Spinks, seconded Cllr Dadge, confirmed as a true record and signed by the Chair

BC20.16 **Public forum:** Cllr Elaine Mann applied to join the Committee. Proposed by Cllr Dadge, seconded by Cllr Spinks and Agreed. Cllr Mann attended the meeting as a Committee member from this point

BC20.17 **Updates on programme of work** previously agreed:

- a. *Burial records* – no further progress, administration files now held by Clerk
- b. *Publishable regulations and fees* – Cllr Dadge had drafted revisions, document now with Clerk for completion. Fee table had been revised and published.
- c. *Publishable and internal procedures* – It was agreed to hand this task back to the Clerk – bullet point processes to be circulated for comment by Committee members
- d. *Review of physical appearance:* Clerk reported that sourcing of a new noticeboard was in progress. Members agreed on a date for a walkabout to discuss other aspects of physical appearance.

BC20.18 **Maintenance of burial grounds:**

- a. *Maintenance and refurbishment work* as approved by Council was Noted:
  - i. Removal of ivy and overgrown compost area in churchyard
  - ii. Refurbishment of gravel paths in cemeteryBoth jobs to be completed during July
- b. *Churchyard footpath.* An update was Noted – new Diocese advise had specified a resin-bound surface and revised plans had been submitted to the Parochial Church Council for a new faculty application. Council had authorised the Clerk to obtain quotes for the work.
- c. *Survey of memorials:* It was agreed to check memorials in both churchyard and cemetery during the walkabout agreed at Minute BC20.17.d and to approach a stonemason to quote for the necessary safety work.

BC20.19 *Recommendations for expenditure:* It was agreed to propose to council expenditure on memorial safety work once cost was known.

BC20.20 Next meeting of the Committee will be held on Monday 28<sup>th</sup> September 2020 at 7.30pm

Meeting closed 20:00