



WALTHAM PARISH COUNCIL
CEMETERY COMMITTEE MEETING
MONDAY 11th May 2026
AGENDA PACK

WALTHAM PARISH COUNCIL CEMETERY COMMITTEE AGENDA

Dear Sir/Madam

I hereby give you notice that a Meeting of Waltham Parish Council Cemetery Committee will be held in the Parish Council Office, Kirkgate, Waltham, DN37 0LS on Monday 11 May 2026 at 10.00AM.

All Members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting hereunder.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press may attend the meeting. Members of the public wishing to speak during the Open Forum are asked to contact the Clerk in advance of the meeting if possible.



Amanda Carr
Cemetery Clerk

6 May 2026

Agenda:

01:05/2026 To elect a Chairman of the Cemetery Committee for 2026/27.

02:05/2026 To elect a Vice-Chairman of the Cemetery Committee for 2026/27.

03:05/2026 **Declarations of Interest:**

- a) To record declarations of interest by any member of the Council in respect of the agenda items listed below. Should members become aware during the meeting that they have a disclosable pecuniary interest in any matter under consideration, they should declare the interest at that point.
- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

04:05/2026 **Apologies:**

To receive any apologies sent to the Clerk from Members not able to attend the meeting.

05:05/2026 **Open Forum:**

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.

06:05/2026 Minutes:

To approve the minutes of the meetings of 16 February 2026 and 23 February 2026.

07:05/2026 Cemetery Clerk's Report:

To discuss the content of the Clerk's quarterly report.

08:05/2026 Review of Waltham Cemetery Regulations

1. To review and consider simplifying the Waltham Cemetery Regulations.
2. To consider a proposal from the Waltham in Bloom group for the Cemetery Committee to review their policy on items which are allowed to be placed on graves.
3. To review management of 50cms space in front of memorials, to ensure effective grounds maintenance and ensure health and safety of all cemetery visitors.

09:05/2026 Grounds Maintenance:

1. To receive a quote for a railway sleeper 'container' for cemetery spoils.
2. To receive a letter from a grave owner regarding bird droppings spoiling memorials.
3. To receive any updates on grounds maintenance and resolve any actions.

10:05/2026 Cemetery Development:

1. To discuss and agree the Summer 2026 edition Newsletter article on the proposals for the new cemetery survey.
2. Agree a date, time and attendees for the pop-up stand to be held during the consultation period of the new cemetery survey.
3. To receive any updates on the Cemetery Development and resolve any actions.

11:05/2026 Items for Full Council:

12:05/2026 Date of next meeting:

Draft Minutes of the Waltham Parish Council Cemetery Committee Meeting held at Waltham Parish Office, Kirkgate on Monday 16th February 2026 at 10.00AM.

Present: Councillors: Moss (Chair), Jackson, Surtees, Teanby and Woodliff.

In attendance: The Cemetery Clerk and Parish Clerk.

01:02/2026 **Declarations of Interest:**

1. To record declarations of interest by any member of the Council in respect of the agenda items listed below. Should members become aware during the meeting that they have a disclosable pecuniary interest in any matter under consideration, they should declare the interest at that point.

None

2. To note dispensations given to any member of the council in respect of the agenda items listed below.

None

02:02/2026 **Apologies:**

To receive any apologies sent to the Clerk from Members not able to attend the meeting. Apologies were received from Councillor Lee.

03:02/2026 **Open Forum:**

One member of the public attended the meeting and requested the Cemetery committee consider a 'Natural Burial' section in the proposed development of the new cemetery on Station Road.

The resident explained the principals of natural burials; no embalming, only coffins/urns and shrouds made of biodegradable materials and trees planted rather than memorial headstones installed.

The Chair of the Cemetery Committee thanked the resident for attending the meeting and confirmed that consideration would be given to this request when the item is discussed later in the meeting.

04:02/2026 **Minutes:**

To approve the minutes of the meeting of 10 November 2025.

RESOLVED: That the minutes be approved as a true record.

The Chair of the Cemetery Committee paused the meeting to hold a minute's silence to remember the late Nancy Evans, an ex-Parish Councillor and Burial Board member who had passed away.

Date

Signed

05:02/2026 Cemetery Clerk's Report:

To discuss the content of the Cemetery Clerk's quarterly report.

The Cemetery Clerk presented the report, which included a quarterly finance update and information about the number of remaining plots at Ings Lane Cemetery. The report now includes the numbers of new burial and ashes plots used on a month-by-month basis, from 2017 to date. This data will continue to be reported on a quarterly basis.

RESOLVED: An anomaly in the number of remaining plots in Ings Lane was noted, and this will be updated in the report, meeting minutes and an email sent to the Cemetery Committee with the correct figure.

06:02/2026 Grave Ownership Anomaly:

To discuss and agree a resolution for an occupied grave where there is no trace of a Burial Grant being issued to the family.

RESOLVED: The Cemetery Committee agreed that pending additional advice sought from ICCM, a new Exclusive Right of Burial could be issued to the family on the completion of a Statutory Declaration if no other Rightful Owner presents themselves.

07:02/2026 VAT Liability

To note advice received from ERNLLCA regarding VAT Liability for Cemetery Income.

RESOLVED: The VAT Liability advice was noted.

08:02/2026 Grounds Maintenance:

1. To receive any updates on grounds maintenance and resolve any actions.

RESOLVED: The update regarding the soil mound levelling and winter tidy up was noted.

2. To consider and agree a date for a Tidy Up session in Ings Lane Cemetery, ahead of Mothering Sunday.

RESOLVED: That the Tidy Up session ahead of Mothering Sunday be held on Monday 9th March 2026 at 3pm.

09:02/2026 Cemetery Development:

1. To discuss and agree a recommendation for Full council on the method of evaluation for new cemetery tenders.

RESOLVED: That a matrix was considered and decided, with a recommendation to Full Council.

2. To receive any updates on the Cemetery Development and resolve any actions.

RESOLVED: That the survey had not yet ended and the current status was noted.

3. To consider a request from a resident for a 'Natural Burial' section with the new cemetery.

RESOLVED: That the recommendation of a Natural Burial section in the new cemetery to be taken to Full council.

Date

Signed

10:02/2026 Items for Full Council:

1. To recommend a matrix for the new cemetery tenders.
2. To recommend the inclusion of a Natural Burial section within the new cemetery.

11:02/2026 Date of next meeting:

To agree the date of next Cemetery Committee meeting.

RESOLVED: That the date of the next be Monday 11th May 2026.

The meeting closed at 11.20AM

Date

Signed

Draft Minutes of the Waltham Parish Council Cemetery Committee Extra Ordinary Meeting held at Waltham Parish Office, Kirkgate on Monday 23rd February 2026 at 18.30PM.

Present: Councillors: Moss (Chair), Jackson, Teanby, Surtees and Woodliff.

In attendance: The Parish Clerk and the Cemetery Clerk

01:02/2026 **Declarations of Interest:**

1) To record declarations of interest by any member of the Council in respect of the agenda items listed below. Should members become aware during the meeting that they have a disclosable pecuniary interest in any matter under consideration, they should declare the interest at that point.

None.

2) To note dispensations given to any member of the council in respect of the agenda items listed below.

None.

02:02/2026 **Apologies:**

To receive any apologies sent to the Clerk from Members not able to attend the meeting. Apologies were received from Councillor Lee.

03:02/2026 **New Cemetery Project and Precept Increase Survey Results**

To receive the results of the New Cemetery Project and Precept Increase Survey Results. The Cemetery Committee reviewed the results and discussed the low response rate for the survey. Despite consulting with Waltham residents via posters, website, social media and Parish Office drop ins, only 92 forms were completed, with the following results.

Q1. 75% of Waltham residents are in favour of going ahead with the new cemetery.

Q2 57% of Waltham residents do not support the proposed council tax precept increase for the purpose of loan repayments.

The Cemetery Committee want to ensure that as many Waltham residents can have their say and complete the survey.

RESOLVED: That the Cemetery Committee recommend to Full Council the same survey be run again in the summer edition of the Waltham Newsletter alongside a full article on the proposals and run pop-up stands during the consultation period of the survey.

The meeting closed at 19:30PM

Date

Signed



Cemetery Committee Clerk's Report for February, March and April 2026.

1. Monthly Income – Funerals

<i>Month</i>	<i>Full Burials</i>	<i>Ashes Inter</i>	<i>Family Funerals</i>	<i>Total Funerals</i>	<i>New Plots</i>	<i>Reserved /re-open</i>	<i>Admin Fees</i>	<i>Burial Income</i>
<i>February</i>	3	0	0	3	1	2	0	£2,750.00
<i>March</i>	2	4*	0	5	3	2	0	£5,420.00
<i>April</i>	1	2	1	3	2	1	2	£2,170.00
Total	6	6	1	11*	6	5	2	£10,340.00

*includes one double interment

Monthly Income – Memorials

<i>Month</i>	<i>New</i>	<i>Additional Inscription</i>	<i>Bench</i>	<i>Total</i>	<i>Approved</i>	<i>Refused</i>	<i>Memorial Income</i>
<i>February</i>	0	1	0	1	1	0	£90.00
<i>March</i>	0	0	0	0	0	0	0
<i>April</i>	4	0	0	4	4	0	£560.00
Total	4	1	0	5	5	0	£650.00

2. Annual Income – Funerals and Memorials

Cemetery Committee Fee income for 2025/2026 financial year:

<i>Period</i>	<i>Monthly Income</i>	<i>Quarterly Income</i>
April 2025	£3,980.00	
May	£2,760.00	
June	£1,280.00	
April to June 2025		£8,020.00
July *Revised figure	*£3,040.00	
August	£1,680.00	
September	£2,350.00	£7,070.00
July to September 2025		
October	£2,510.00	
November	£1,100.00	
December	£640.00	£4,250.00
October to December 2025		
January 2026	£2,930.00	
February	£2,840.00	
March	£5,420.00	
January to March 2026		£11,190.00
TOTAL	£30,530.00	£30,530.00

Cemetery Financial Year income

Period	2022/23	2023/24	2024/25	2025/26
April to June	£3,000.00	£6,215.00	£5,750.00	£8,020.00
July to Sept	£4,300.00	£7,400.00	£1,900.00	£7,070.00
October to December	£4,240.00	£5,900.00	£5,690.00	£4,250.00
January to March	£6,110.00	£6,610.00	£6,330.00	£11,190.00
TOTAL	£17,650.00	£26,125.00	£19,670.00	£30,530.00

3. Yearly Cemetery Funeral Figures including new plots sold

Year	Full Burials	Ashes Inter	Total	Family Funerals	New Full Burial Plots	New Ashes Plots	Total New Plots Sold
2026 to date	8	6	14	1	5	4	9
2025	18	11	29	4	6	6	12
2024	16	8	24	3	6	3	9
2023	11	21	32	7	5	10	15
2022	11	14	25	1	3	6	9
2021	13	12	25	1	6	4	10
2020	8	13	21	0	1	6	7
2019	13	11	24	0	7	4	11
2018	14	11	25	1	7	6	13
2017	14	17	31	1	6	12	18

Data showing new plots sold will be included within the quarterly report. As previously acknowledged, it is difficult to predict new plot sales for the year as these have fluctuated along with funeral figures but assist with predicting the lifespan of the current cemetery.

4. Remaining Full and Ashes Burial Plots

Ashes Plots Section H	No plots available in this section, aside from reservations.
Section I	Row F in section I is now a mix of full and ashes burials. This is to make it easier to manage plot allocation and minimise additional maintenance work. Ashes plots are allocated from the path side and full plots are allocated from the shrubbery side of the section.
Full Burial Plots Section I	There are 81 full burial plots remaining within Section I although some of these will be used as ashes plots.

5. General Updates

- Grave Ownership – the family seeking to transfer the ownership of the Exclusive Rights of Burial for a grave for their late great aunt has decided not to proceed due to the documentary requirements for this legal process. A file note has been made, should the family seek to proceed later.
- The Tidy up session held on Monday 9th March 2026 saw the two Clerks, several Parish Councillors and WIB volunteers collect a waste bin full of dying memorial flowers and rubbish from the cemetery ahead of Mothering Sunday in just over an hour.
Thank you to all of those who attended, your help and support is greatly appreciated.
- There is some work needed to update the map in Section I, to redraw plots due some of the full plots being allocated as ashes plots.
- I am looking at creating some simple guides for Exclusive Right of Burial owners to give greater understanding of what this ownership means and the rights are, which will be issued to new owners.

Amanda Carr,
Cemetery Clerk,
6th May 2026

Amanda Carr

From: Cllr Heather Boothroyd
Sent: 02 March 2026 14:42
To: Amanda Carr
Subject: Proposal from WIB

Good Afternoon, Amanda,

The WIB group met this morning, and we would like to put the following proposal to the cemetery committee:

We propose the Parish Council review their policy on items which are allowed to be placed on graves. i.e. not allowing plastic or silk flowers, toys, ornaments, and any other non- biodegradable items to be placed on graves. Only fresh flowers should be allowed on graves.

This will prevent damage to maintenance machinery, stop the accumulation of non-biodegradable, dirty litter, and maintain a uniform, respectable appearance.

Kind regards,
Heather

Sent from [Outlook for iOS](#)