



WALTHAM PARISH COUNCIL  
CEMETERY COMMITTEE MEETING  
MONDAY 16<sup>TH</sup> FEBRUARY 2026  
AGENDA PACK

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# Draft Minutes of the Waltham Parish Council Cemetery Committee Meeting held at Waltham Parish Office, Kirkgate on Monday 10<sup>th</sup> November 2025 at 10.00AM.

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

**In attendance:** The Cemetery Clerk and Parish Clerk.

## **01:11/2025 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

## **02:11/2025 Apologies:**

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

No apologies had been received.

## **03:11/2025 Open Forum:**

No members of the public were present at the meeting.

## **04:11/2025 Minutes:**

To approve the minutes of the meeting of 11 August 2025.

**RESOLVED: The date of the next meeting was amended, and the minutes be approved as a true record.**

## **05:11/2025 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, information about the number of remaining plots at Ings Lane Cemetery, and matters relating to historic issuing of burial grants. The Cemetery Clerk explained the risk management processes that she had put in place around the issuing of burial grants.

**RESOLVED: That the report be noted.**

## **06:11/2025 Reservation of Plots**

To discuss and consider the options of releasing plots for reservation at either Ings Lane Cemetery or the proposed new cemetery on Station Road, once the new cemetery is open.

Date

Signed

The Cemetery Clerk presented a report on options for releasing plots for reservation, and the Committee discussed all options.

**RESOLVED: That the Committee makes recommendations to Full Council as follows: -**

1. Close the Ings Lane Cemetery waiting list for non-residents with immediate effect.
2. Continue the Ings Lane waiting list for residents only.
3. When Station Road Cemetery is open for burials, the full Ings Lane Cemetery waiting list (residents and non-residents) to be offered a plot reservation.
4. Once the waiting list for Ings Lane Cemetery is honoured, offer plot reservations at the Ings Lane Cemetery to residents.
5. Five plots to be held back for immediate burials at Ings Lane Cemetery.
6. Charge a reservation fee of £400 for non-residents and £125 for residents (Station Road and Ings Lane Cemeteries).

**07:11/2025 Grounds Maintenance:**

1. To receive update regarding cemetery spoils and agree management of excess soil in Ings Lane.

**RESOLVED: That a quotation of £1,500 for levelling a mound of spoils at the rear of Ings Lane Cemetery be taken to Full Council.**

2. To receive and consider a proposed 'winter tidy up' job list and supporting quote from the Grounds Maintenance Contractor.

**RESOLVED: That a quotation of £800 for tree/shrub maintenance works be taken to Full Council.**

**08:11/2025 Cemetery Development:**

1. Receive update on current position of works on new cemetery.

An update had been received from the CDM for Station Road Cemetery development.

**RESOLVED: That this item be deferred pending receipt of an accurate estimate for the works.**

*Cllr Surtees gave apologies and left the meeting at 11.35AM.*

**Resolution to exclude the Public and Press:**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve legal privilege or the likely disclosure of private and confidential information.

**RESOLVED: That the public and press be excluded from the meeting for the matters set out below on the grounds that it could involve legal privilege or the likely disclosure of private and confidential information.**

*Cllr Moss briefly left the meeting at 11.39AM and returned at 11.40AM*

Date

Signed

**09:11/2025 Memorial Headstone:**

To receive an update on the latest communications received and resolve any actions.

**RESOLVED: That the remember of the public shall be sent a response and provided with the Parish Council's complaints process.**

*Cllr Moss gave apologies and left the meeting. The Vice-Chairman took the chair.*

The Press and Public were readmitted to the meeting.

**10:11/2025 Items for Full Council:**

1. To consider the following recommendations in respect of reservations: -
  - Close the Ings Lane Cemetery waiting list for non-residents with immediate effect.
  - Continue the Ings Lane waiting list for residents only.
  - When Station Road Cemetery is open for burials, the full Ings Lane Cemetery waiting list (residents and non-residents) to be offered a plot reservation.
  - Once the waiting list for Ings Lane Cemetery is honoured, offer plot reservations at the Ings Lane Cemetery to residents.
  - Five plots to be held back for immediate burials at Ings Lane Cemetery.
  - Charge a reservation fee of £400 for non-residents and £125 for residents (Station Road and Ings Lane Cemeteries).
2. To agree a quotation of £1,500 for levelling a mound of spoils at the rear of Ings Lane.
3. To agree a quotation of £800 for tree/shrub maintenance works.

**RESOLVED: That the recommendations above be taken to the December meeting of the Full Council.**

**11:11/2025 Date of next meeting:**

To consider and agree dates of Cemetery Committee meetings for 2026.

**RESOLVED: That the date of the next be Monday 9<sup>th</sup> February 2026.**

The meeting closed at 11.47AM

Date

Signed



## Cemetery Committee Clerk's Report for November, December and January 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>November</i> | 0                   | 2                  | 1                      | 2                     | 1                | 1                        | £100.00           | £920.00              |
| <i>December</i> | 1                   | 0                  | 0                      | 1                     | 0                | 1                        | 0                 | £500.00              |
| <i>January</i>  | 2                   | 0                  | 0                      | 2                     | 2                | 0                        | 0                 | £2,750.00            |
| <b>Total</b>    | <b>3</b>            | <b>2</b>           | <b>1</b>               | <b>5</b>              | <b>3</b>         | <b>2</b>                 | <b>£100.00</b>    | <b>£4,170.00</b>     |

### 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>November</i> | 0          | 2                             | 0            | 2            | 2               | 0              | £180.00                |
| <i>December</i> | 1          | 0                             | 0            | 1            | 1               | 0              | £140.00                |
| <i>January</i>  | 0          | 2                             | 0            | 2            | 2               | 0              | £180.00                |
| <b>Total</b>    | <b>1</b>   | <b>4</b>                      | <b>0</b>     | <b>5</b>     | <b>5</b>        | <b>0</b>       | <b>£500.00</b>         |

### 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             |                         |
| <b>April to June 2025</b>       |                       | <b>£8,020.00</b>        |
| July *Revised figure            | *£3,040.00            |                         |
| August                          | £1,680.00             |                         |
| September                       | £2,350.00             | £7,070.00               |
| <b>July to September 2025</b>   |                       |                         |
| October                         | £2,510.00             |                         |
| November                        | £1,100.00             |                         |
| December                        | £640.00               | £4,250.00               |
| <b>October to December 2025</b> |                       |                         |
| January 2026                    | £2,930.00             |                         |
| February                        |                       |                         |
| March                           |                       |                         |
| <b>January to March 2026</b>    |                       |                         |
| <b>TOTAL</b>                    | <b>£22,270.00</b>     | <b>£19,340.00</b>       |

### 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         |                   |
| <b>TOTAL</b>        | <b>£17,650.00</b> | <b>£26,125.00</b> | <b>£19,670.00</b> | <b>£19,340.00</b> |

### 3. Yearly Cemetery Income 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  | 2            | 0           | 2          | 0               | 2                     | 0               | 2                    |
| 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                   |
| <b>Totals</b> | <b>120</b>   | <b>118</b>  | <b>238</b> | <b>18</b>       | <b>49</b>             | <b>57</b>       | <b>106</b>           |

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

|                          |                  |   |
|--------------------------|------------------|---|
| <b>Ashes Plots</b>       | <i>Section H</i> | No plots available in this section, aside from reservations.  |
|                          | <i>Section I</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.<br>Ashes plots are allocated from the path side and full plots are allocated from the shrubbery side of the section. |
| <b>Full Burial Plots</b> | <i>Section I</i> | There are 8 full burial plots remaining within Section I although some of these will be used as ashes plots.  |

### 5. Non-standard work undertaken

I received a request from a family to have a headstone installed on a relative's grave and explained that this could only be done after the rightful owner of the grave had been established and a transfer of ownership had taken place. When I looked at the burial records, I was unable to establish who the current grave owner is, and the Burial Grant (BG) number was not detailed on the electronic records.

Having searched through the BG books it looks likely that a grant has never been issued to the family.

This has been time consuming but not something that I can ignore or not progress.

- I have now sent an email for advice on how I can proceed with this.
- Any update received after this report has been issued will be provided at the Cemetery Committee meeting on Monday 16<sup>th</sup> February 2026.

Amanda Carr,  
Cemetery Clerk,  
10<sup>th</sup> February 2026

## Tender Evaluation Matrix – New Cemetery Development

### Local Council Procurement

#### Scoring Scale:

0 = Non-conforming / Unacceptable

1 = Very Poor

2 = Poor

3 = Satisfactory

4 = Good

5 = Excellent

#### Mandatory Requirements (Pass / Fail – not scored):

- Compliance with Council Conditions of Tendering
- Relevant licenses and registrations
- Insurances (Public Liability, Workers Compensation, Professional Indemnity if applicable)
- Workplace Health & Safety compliance
- Environmental and planning compliance
- Acceptance of Council contract terms

Only conforming tenders proceed to scored evaluation.

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### Weighted Evaluation Criteria

| Criteria                   | Assessment Focus  | Weighting (%) | Score (0–5) | Weighted Score |
|----------------------------|---|---------------|-------------|----------------|
| <b>Price</b>               | Lump sum or schedule of rates, cost certainty, completeness of pricing, value for money over the life of the works                                | 40%           |             |                |
| <b>Assurance of Supply</b> | Demonstrated capacity to supply labour, materials, plant and specialist services; supply chain security; contingency planning; local availability | 20%           |             |                |
| <b>Programme</b>           | Proposed construction/programme duration, achievability of milestones,  | 20%           |             |                |

| Criteria                 | Assessment Focus   | Weighting (%) | Score (0–5) | Weighted Score |
|--------------------------|--|---------------|-------------|----------------|
|                          | alignment with Council timeframes, resourcing, risk management for delays  |               |             |                |
| <b>Quality Assurance</b> | Quality management systems (e.g. ISO 9001 or equivalent), inspection and test plans, experience with similar civil or cemetery projects, workmanship standards | 20%           |             |                |
| <b>Total</b>             |  | <b>100%</b>   |             | <b>/5.00</b>   |

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#### Guidance Notes for Evaluation Panel

- **Weighted Score Calculation:**  
(Score ÷ 5) × Weighting
- Price assessment may include **arithmetical checks** and clarification of anomalies.
- Council may consider **whole-of-life value**, including durability of cemetery infrastructure, landscaping longevity, and maintenance implications.
- Evaluation must comply with **Council's** policies, probity requirements, and confidentiality obligations.

**Cemetery Committee Meeting – 16 February 2026**

**09:02/2026 3. – To consider request from a Waltham resident for a 'Natural Burial' section within the new cemetery**

Dear Amanda and whoever else it concerns.

I have seen the plans for the new cemetery on Station Road.

I notice that there is no provision for natural graves. As these would use natural materials and focus on supporting biodiversity, I think it's an important consideration given the shifting opinion on green practices.

The days of thinking such ideas are "hippy dippy" are gone or at least well on their way out, and maybe new projects should reflect this.

My parents, grandparents and many of my relatives are buried either in the Ings Lane cemetery or in All Saints churchyard, which was right for them, but not for me. Scartho cemetery has included such an area in their extensions, so I wonder if that is something you are willing to do. I realise that limited space is a factor, but maybe you could find a far corner to accommodate some of the Waltham folk with similar thoughts to me.

If you consider this to be something you'd be willing to include I would like to reserve places for two lots of ashes.

Yours faithfully,

