

# 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