

# Draft Minutes of the Waltham Parish Council Cemetery Committee Meeting held at Waltham Parish Office, Kirkgate on Monday 11<sup>th</sup> August 2025 at 10.00AM.

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

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

## **01:08/2025    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.

## **02:08/2025    Apologies:**

Apologies were received from Cllr Teanby.

## **03:08/2025    Open Forum:**

Two members of the public attended the meeting and spoke about a family memorial headstone.

The Chairman brought forward 09:08/2025 agenda item to this point in the meeting:

### **Resolution to exclude the Public and Press brought forward:**

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.

## **09:08/2025    Memorial Headstone:**

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

**RESOLVED:**    Cemetery Clerk to write to family member and respond to concerns and questions raised in letter.

The Chairman ended closed session and made the meeting open to public and press.

Date

Signed

**04:08/2025 Minutes:**

To approve the minutes of the previous meeting.

**RESOLVED: That the minutes of the meeting of Monday 12<sup>th</sup> May 2025 be approved and were signed by the Chairman at the meeting.**

**05:08/2025 Cemetery Clerk's Report:**

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

**RESOLVED: The content of the Clerk's report was noted.**

**06:08/2025 5-year Budget Forecast:**

To consider potential expenditure over the next five financial years, for the existing and new cemeteries for recommendations to Full Council.

**RESOLVED: That the revised 5-year Cemetery budget forecast be taken to Full Council.**

**07:08/2025 Grounds Maintenance:**

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

**RESOLVED: Approach Grave Digger regarding possibility of removal of spoils following each new interment and arrange site visit to Ings Lane Cemetery to view soil mound.**

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

**RESOLVED: Councillors to visit cemetery to check reported dumping of compost and plants in hedge.**

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

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

**RESOLVED:**

**a) E-mail to engage services of Principle Designer and Contract Administrator.**

**b) Requirement to notify contractor once new Cemetery works have been completed to ensure post-construction assessment.**

- 2) Discuss and agree a decision-making process for the ancillary design elements of the new cemetery.

**RESOLVED: Cemetery Clerk to email Full Council to seek volunteers regarding the formation of a working group to meet informally to discuss requirements of the new Cemetery and take proposals to Full Council.**

CLlr Surtees left the meeting at 11:50am.

Date

Signed

**10:08/2025 Items for Full Council:**

The following items will be taken to Full Council.

- a) Revised 5-year Cemetery budget forecast.
- b) Formation of a Working Group for Cemetery.

**11:08/2025 Date of next meeting:**

The date of the next Cemetery Committee meeting will be on 10<sup>th</sup> August 2025 at 10am.

The meeting closed at 11.55am

Date

Signed