

Draft Minutes of the Waltham Parish Council Cemetery Committee Meeting held at Waltham Parish Office, Kirkgate on Monday 11th May 2026 at 10.00AM.

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

In attendance: The Cemetery Clerk, the Parish Clerk and one member of the public.

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

RESOLVED: That Cllr Moss be elected as Chair of the Cemetery Committee for 2026-27.

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

RESOLVED: That Cllr Lee be elected as Vice-Chair of the Cemetery Committee for 2026-27.

03:05/2026 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

04:05/2026 Apologies:

To receive any apologies sent to the Clerk from Members not able to attend the meeting. Apologies had been received from Cllr Lee and Surtees.

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.

A member of the public addressed the Committee regarding natural burials. The member of the public presented the Waltham in Bloom proposals that are to be debated later in the meeting.

06:05/2026 Minutes:

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

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

Date

Signed

07:05/2026 Cemetery Clerk's Report

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

The Cemetery Clerk presented the report, which included burial and income figures, a report on a cemetery tidy-up, and advice that had been received regarding a EROB transfer. The Clerk explained that she was working on a new Exclusive Right of Burial guide for families that explains the regulations.

RESOLVED: That the report be noted.

08:05/2026 Review of Waltham Cemetery Regulations

1. To review and consider simplifying the Waltham Cemetery Regulations.

RESOLVED: That the committee members shall review the regulations and bring feedback to a meeting of the Cemetery Committee on Monday 22nd June at 10AM, following a site visit at Ings Lane Cemetery on 15th June at 10AM.

2. To consider a proposal from the Waltham in Bloom group for the Cemetery.

RESOLVED: That this item be deferred until meeting of the Cemetery Committee on Monday 22nd June at 10AM.

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.

RESOLVED: That this item be deferred until meeting of the Cemetery Committee on Monday 22nd June at 10AM.

09:05/2026 Grounds Maintenance:

1. To receive a quote for a railway sleeper 'container' for cemetery spoils.

A quotation of £350 was received for a raised sleeper bay 2.4m x 2.4m.

The Clerk advised that she would check the cemetery maintenance budget. Should insufficient funds be available the quotation shall be placed on the next agenda for Full Council.

RESOLVED: That the Committee recommends that this work shall be completed.

2. To receive a letter from a grave owner regarding bird droppings spoiling memorials.

RESOLVED: That the Clerk shall respond to advise that this is something that is outside the control of the Council.

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

A query was received regarding strimming with a battery-powered strimmer in the vicinity of trees with nest boxes.

RESOLVED: That the contractor to be instructed to continue strimming using a battery strimmer only during the nesting season.

10:05/2026 Cemetery Development:

1. To discuss and agree the Summer 2026 edition Newsletter article on the proposals for the new cemetery survey.

RESOLVED: That the draft article be approved for inclusion in the newsletter.

Date

Signed

2. Agree a date, time and attendees for the pop-up stand to be held during the consultation period of the new cemetery survey.

RESOLVED: That pop-up events be held Wednesday 22nd July 10AM – 12PM (Cllr Jackon and Woodliff) and Saturday 25th July 10AM – 12PM (Cllr Jackon and Woodliff).

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

There were no updates to report.

11:05/2026 Items for Full Council:

None

12:05/2026 Date of next meeting:

Monday 22nd June at 10AM

The meeting closed at 11.18AM

Date

Signed