

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