

WILLINGHAM PARISH COUNCIL

CEMETERY GRAVE AND MEMORIAL CONDITIONS

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The following conditions have been issued by Willingham Parish Council for undertakers and also the relatives of those interred in the Cemetery. They are designed to cover burials in grave spaces, burials of cremated remains, and also the type of memorial or headstone that may be erected on a grave space or cremation plot.

The Parish Clerk will supply two copies of the conditions at the time of purchase and when permission for an interment is sought. **Both copies must be signed by the funeral arranger, one copy should be returned to the Parish Clerk; the second copy should be retained by the funeral arranger for their record.**

UNDERTAKERS CARRYING OUT WORKS

- No contractors' vehicles are allowed into the cemetery with the exception of digging machines which should be kept to the paths where possible; or without prior permission in writing from the Parish Clerk.
- All grave digging soil must be removed from the cemetery. It is a requirement for all undertakers to top up graves with any settling/sinkage within the first year of interment.
- Undertakers must carry appropriate insurance, have in place a health and safety policy and comply with any other statutory requirements. They must ensure that any contractors employed by them also comply with this condition, including having public liability insurance.
- All persons erecting a memorial must have Public Liability Insurance and all work must be carried out in accordance with **British Standard 8415** and in line with BRAMM/NAMM code of working practice.
- No memorial may be erected in the cemetery without the prescribed fee having been paid in full and permission granted first. Undertakers or monumental masons must obtain written permission for all memorials and inscriptions from the Parish Clerk using the relevant application form (available from the Parish Clerk). They should also notify the Parish Clerk of the day the memorial is likely to be erected.
- An extra charge of £100 will be made if a memorial is placed in the cemetery without prior approval and full payment. This also includes any additional inscriptions that may be required at a later date.

EXCLUSIVE RIGHT OF BURIAL

- The grant for exclusive right of burial in a grave space or of ashes in a cremation plot will be for a period of 99 years from the date of burial. The exclusive right of burial can only be granted for single ownership.
- If the burial right owner is the deceased, the Council will permit the burial of the burial right

owner. A transfer of burial right **must then be completed before the placement of a memorial.** Guidance leaflets on the transfer of burial rights are available from the Parish Clerk.

- The exclusive right to a memorial on a plot would be for the same period as the exclusive right of burial on the same said plot and will NOT exceed this length of time.

SCATTERING OF ASHES

The Parish Council does **NOT** permit the scattering of ashes within the cemetery. Subject to the Council's approval and the Burial Right owner's permission ashes may also be interred into a burial plot where space allows and up to a maximum of two individuals ashes may be interred into a cremation plot

GRAVE SPACE AND CREMATION PLOTS

- A grave space 7 feet six inches by 3 feet six inches may be used for up to two interments. Undertakers must indicate on the Instructions for Interment form whether the grave space is to be dug for one or two interments. This will be of help in the future.
- Grave spaces must not be lined with brick or any other solid material. Coffins should either be made of wood or biodegradable material. No metal coffins will be permitted in the cemetery.
- Cremation plots will measure two square feet.
- The Council reserves the right to top up any graves as it considers necessary.
- The Council reserves the right to prune any plant or shrub if it becomes neglected and to remove any items contravening any of these conditions without prior notice.

HEADSTONES AND MEMORIALS

- The area of the cemetery in use is a lawn design and consequently only headstones may be erected on grave spaces.
- Headstones must be no more than three feet from the ground, three feet wide or 18 inches deep including any foundation slab. Foundation slabs must be positioned flush with the ground level to aid grass cutting. The headstone must be positioned at the head of the grave flush with the ground. The grave number must be discreetly and permanently shown on the back of the headstone. This will assist with identification in the future.
- No kerbs, edgings, railings, chains, wire mesh or other fencing will be allowed (Permissions will only be given for replacement kerbs, vaults, etc).
- Temporary grave markers should be constructed of wood, with an inscription plate not exceeding four inches by two inches.

- No monument constructed of plastic, wood (unless a temporary marker), glass or metal tiles will be permitted
- No form of grave covering such as chippings or artificial turf will be allowed other than in pre-existing graves with kerbs in which chippings can be placed safely, securely and sympathetically to the existing environment. **The Council reserves the right to remove any additions not agreed or maintained.**
- No decorations including lights are allowed.
- No free standing monuments are allowed. However, headstones may include incorporated designs within specified limits.
- Owners must keep all monuments and headstones in good repair.
- Memorials for cremation plots must be no more than 18 inches square and positioned flush with the ground level to aid grass cutting (no items to be placed outside of the 18" memorial).
- The Council will not be responsible for any damage to memorials or headstones made by:-
 - weather conditions
 - wilful acts by third parties
 - maintenance contractors
 - funeral directors, their employees and their machinery
 - monumental masons, their employees and their machinery; or
 - whilst a topple test is being carried out.
- The Council will refuse permission for a memorial if it is not within these regulations or is deemed unsuitable.

SEATS AND BENCHES

- All requests for seats/benches should be made in writing to the Clerk. All applications will be considered by the Council and the Council reserves the right to refuse any request as it considers appropriate.
- Any successful applications must be fully funded and maintained by the applicant and fitted in accordance with accepted safety standards. Design approval must be given by the Council prior to any installation.
- The Council reserves the right to remove any bench/seat should it consider it necessary to do so.

The Council will review these regulations annually and amend as necessary.

A list of fees for the exclusive right of burial, interments and memorials and inscription is available from the Parish Clerk.

Any enquiries concerning the use of the cemetery should be referred to the Parish Clerk.

Name of deceased

Name of funeral arranger
(next of kin/burial right owner)

Signature of funeral arranger

Date

Name of Funeral Director

Signataure of Funeral Director

Date