

# *Waltham Parish Council*

## *Burial Board Regulations*

### **1. General Regulation**

- a. The burial ground is a lawned cemetery and is open daily to public at all times. Groups of youths are not permitted in the Cemetery. All visitors must keep on the walks, refrain from touching shrubs or flowers and observe perfect decorum in all aspects. With the exception of guide dogs, Dogs are not allowed in the burial ground under any circumstances.
- b. Memorials may not be erected on any grave without the written permission of the Parish Council. An application on the prescribed form with drawings showing all dimensions and inscriptions must be submitted to the Burial Board Clerk as per regulations 3 and 9.
- c. The Burial Board Clerk will allocate grave spaces on behalf of Waltham Parish Council.
- d. All cremation plots must be covered with a blank marker stone or inscribed plaque immediately after interment.

### **2. Right of Interment**

- a. The right of interment, erection of memorials and the reservation of grave spaces are exclusive to residents of Waltham or those whose name at any time has been on the Register of Electors during five years prior to death upon payment as set out in the scale of fees (see appendix A). Persons residing in residential care homes, nursing homes and hospitals outside of Waltham who were, prior to their removal thereto, inhabitants of Waltham will be classed as residents.
- b. At the discretion of the Council these services may be extended to non-parishioners on payment of the appropriate fee (see appendix A). Should there be any query regarding these rights the non-resident fee must be paid, refundable if residency is proven and accepted by the Council.

### **3. Notice of Internment**

- a. Application forms for interment, erection of memorials, reservation of plots and the scale of fees form part of these regulations and are available from the Burial Board Clerk.
- b. Upon completion the applicant will receive a signed copy of approval and a set of regulations.

### **4. Coffins**

- a. The Deceased must be placed in a properly constructed coffin or eco friendly coffin as agreed by the relevant undertaker before burial will be allowed to take place.

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**5. Digging and Reinstatement of Graves**

- a. It will be the responsibility of the Burial Board Clerk, on behalf of Waltham Parish Council, The Burial Authority, to arrange the digging of graves and cremation plots. A body shall not be interred in a grave in such a manner that any part of the coffin is at a depth less than three feet below the level of the surface of the ground of the grave space, nor shall the cremated remains of a body be interred in a grave in such a manner that any part of the casket is at a depth less than one foot below the level of the ground of the grave space. The minimum depth of a grave shall be four feet six inches for one interment and six feet for two interments.

*N.B. It should be noted that the above-mentioned depths are liable to be checked after digging and if found to be insufficient the interment will not be permitted to take place. This may particularly affect second burials if it is found that the original grave was not dug to a sufficient depth. In such cases a fresh grave will be allocated.*

- b. Mechanical diggers may only be used when authorized by the Burial Board Clerk and Burial Board Chairman. Reinstatement must be to the satisfaction of the Parish Council. Turf is to be lifted carefully and stacked, and topsoil is to be piled. On reinstatement subsoil is to be compacted as firmly as possible with topsoil and turf replaced so that the finished result is a level lawned burial ground after settlement.

**6. Re-opening of Graves and Cremation Plots**

- a. Permission in writing from the surviving relative or executor must be submitted to the Parish Council when a grave is to be re-opened.
- b. There shall be no disturbance of any previous burial.

**7. Reservation of Graves and Cremation Plots**

- a. The purchase of a grave is not permitted. Plots may be reserved by application to the Burial Board Clerk on the approved form.
- b. Plots reserved in the Cemetery will be marked with a plaque covered over by two bricks placed at ground level. (see appendix A for prices)

**8. Flowers**

- a. Vases and flower containers must be part of the memorial. Containers may be placed on the grave during the first six months following interment pending the erection of a permanent memorial. Glass, China, Plastic, Jars, or Bottles are not allowed. Any such item may be removed at the discretion of the Parish Council.
- b. No flowers, shrubs or pot plants may be planted in a grave space, the cremation area or around memorial plaques unless within 30cm of the headstone as all plots will be grassed and therefore must not be dug out.
- c. Flowers, Wreaths and Arrangements for special occasions, anniversary's etc will be allowed but these will be removed once they dead.
- d. No responsibility can be accepted by the Parish Council for the removal of flowers or containers by any unauthorized person.

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**9. Headstones, Crosses and Plaques**

- a. Memorials will be expected to blend in with our Country Burial Ground Policy. (ask the clerk for details of sizes etc) The erecting of headstones or memorials will not be permitted until six calendar months following interment to allow settling of the ground. This does not apply to cremation plaques.
- b. Iron crosses, enclosed floral tributes, wire or plastic fencing, railings, kerbed or edging stones around or on top of the grave is not permitted.
- c. No headstone or any other memorial shall be placed in the burial ground and no additional inscriptions shall be made on any stone or other memorial without first obtaining consent from the Burial Board Clerk in writing and upon payment of the appropriate fee (see appendix A). Such consent will only be given if the proposed memorial and inscription complies with the requirements of these regulations and is acceptable to the Council. Any unauthorized memorial will be removed. The parish Council will not be responsible for the costs incurred; these will be charged back to the family, undertaker or stonemason responsible.
- d. A memorial may be in the form of a headstone or a cross and must be placed at the head of the grave. The plot number must be engraved at the foot of the reverse side of the headstone, cross or movable vase, right hand corner of a cremation plaque and on the reverse side of a temporary marker stone. Instillation will not be permitted without such numbering.
- e. Lettering on headstones and cremation plaques must be black, dark brown, leaded; white, silver or gold whilst only black is permitted on marker stones. (See paragraph 9 (g) )
- f. Every headstone must be firmly doweled to a foundation suited to the ground conditions that must be wholly below ground level and of sufficient strength to support the headstone without movement. All memorials shall be installed under non-firm ground conditions and only by monumental masons who have registered with Waltham Parish Council Burial Board. Full details of fitting shall be provided on the application form before approval is given. (See 9 (h)).
- g. Relatives are permitted to provide at their own cost, temporary white marble marker stones 230mm x 125mm x 25mm (9ins x 4.75ins x 1in) with name and date on one side in 25mm (1in) black filled letters and the plot number on the reverse. The marker stone is to be installed at the head of the grave and laid flat. An application form is still necessary with no fee charged. Upstanding plaques are not permitted.
- h. A memorial shall be constructed of Granite, Marble, Wood, and Natural Stone but not of reconstituted Stone, Brick, Plaster, Bath, or other soft stone or of any metal.
- i. The Parish Council reserves the right to approve all applications. Full details of memorials, measurements and inscriptions must be submitted at the time of application. Tree plaques are not permitted.
- j. The Burial Board Clerk must be informed and the work approved before any memorial or cremation plaque is removed from the Burial Ground for repair, modification or additional inscription.

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- k. The applicant or family is responsible for the care of the memorial. The Parish Council cannot accept liability for any damage unless it is caused by its employees carrying out maintenance work.
- l. A plaque or blanking stone in the cremation area shall be 450mm x 350mm (18ins x 14ins) and be kept level with the ground. Only sunken flower containers incorporated in the plaque are permitted. Raised, loose or fixed holders are prohibited. A blanking plaque or stone must cover all plots. The regulations concerning inscriptions shall apply. (See paragraph 1 (d))
- m. An appointment to confirm time and date is to be made with the Burial Board Clerk before any instillation of any memorial.

**10. Seats and Trees**

- a. Seats must be purchased through the Parish Council using the appropriate application form.
- b. There shall be no cultivation of any description or the placing of upstanding or other plaques, vases or potted plants around trees. Only the planting of crocuses and snowdrops is permitted in the grass within 30cm of the headstone.
- c. Any plaque for a memorial bench must comply with regulations 9 (b), (e) and (h) with regards to inscription and construction. Memorial Plaques on trees are not permitted.

**11. Lamps, Lanterns, Wind Chimes**

- a. The instillation of lamps, solar lanterns, wind chimes, windmills or any decorative toy is not permitted anywhere within the burial ground.

**12. Deteriorating Memorials**

Where a memorial has deteriorated the Council will attempt to contact the applicant or surviving family in order that repairs can be carried out. Should this not be possible or the relatives fail to act in a reasonable time (six months) then the Parish Council may remove any such memorials without further notice.

**13. Conveyance and Removal of Materials**

- a. All tools and equipment required for the digging, erection, reinstatement of graves or memorials shall be conveyed in the Burial Ground either by hand or wheel barrow so as to cause minimal damage.
- b. Care must be taken to avoid any damage to roads, paths or grassed areas in the Burial Ground.
- c. Equipment, materials and spoil must be removed from the burial ground immediately on the completion of work and at no expense to the Council.
- d. If after receiving seven days notice in writing from the Burial Board Clerk the person responsible for removing equipment, materials and spoil fails to comply with this regulation the Parish Council will clear the site, cost of such clearance passed to the person originally responsible.
- e. All work in connection with memorials and reinstatement arising there from shall be carried out to the satisfaction of the Parish Council.

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**14. Vehicles**

Vehicle access to the cemetery is restricted to authorized vehicles only and on the condition that they remain on the roadway. Under no circumstances may vehicles be driven onto other parts of the burial ground

**15. Health and Safety**

It is the responsibility of all employees, visitors and contractors attending the Burial Ground to take reasonable care of both their own and other people's safety, and to co-operate with the Parish Council, as Burial Authority, on safety matters. The Council's Health and Safety Policy and Regulations for the Burial Ground are available from the Parish Office.

**16. Revision of Rules**

A revision of the regulations, services and charges will be made when necessary and the revisions made public.

## Appendix A

# Waltham Parish Council

## Cemetery Fees as at 1<sup>st</sup> April 2009

	Parishioners	Non-Parishioners
Burial Plot	<i>£135.00</i>	<b>£700.00</b>
Ashes Plot	<i>£75.00</i>	<b>£350.00</b>
Interment – Burial	<i>£85.00</i>	<b>£460.00</b>
Interment – Ashes	<i>£60.00</i>	<b>£250.00</b>
Memorial Application	<i>£30.00</i>	<b>£40.00</b>
Additional Inscription	<i>£15.00</i>	<b>£20.00</b>
Reservation Plaque Fee	<i>£25.00</i>	<b>£25.00</b>