

## Wilburton Parish Council

Cemetery Clerk - Assistant Clerk: Kara Atkinson

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### Wilburton Cemetery Regulations and Rules

Your attention is respectfully drawn to the following rules and regulations, which have been made for the purpose of keeping the cemetery in a peaceful and fitting setting for those who are interred within. The new area of the cemetery is un-consecrated ground, should you wish the plot you have purchased to be consecrated then the plot owner must organise.

By observing and following these regulations and rules, it will help to ensure this aim is achieved.

1. The cemetery is open to pedestrians only.
2. Dogs must be kept on a lead at all times and dog waste is collected and removed as necessary.
3. Initial coffins must be placed at double depth of 7ft.
4. It is only possible to erect a Headstones with permission from the Cemetery Clerk. Headstones must be erected by an approved stonemason and the current Parish Council fee will be applicable. There is a separate form to be completed to request a memorial.
5. Before a Headstone can be erected a minimum period of 12 months must have passed, from the date of the burial, as a Headstone can be prone to slippage and movement if erected earlier.
6. Headstones must be in accordance with the current regulations for dimensions. The design and wording must be approved by the Cemetery Clerk (via the Memorial form) prior to the headstone being erected.
  - i. Headstone memorials can be erected but should not exceed 3ft 6ins (1.07m) in height and 2ft 5ins (0.74m) in width.
  - ii. A headstone must have a category A fixing anchor as recommended by the NAMM.
7. The initial use of a grave plot after purchase must be for a coffin burial only.
  - i. a second coffin may be interred above the first within the same grave plot.
  - ii. It is permissible for up to two boxes of ashes, each box up to a maximum of D9" (22.9cm) x W12" (30.5cm) x H12" (30.5cm) in size, to be interred above a coffin within the same grave plot, providing the initial coffin was interned at double depth.
  - iii. Both i. and ii. can be carried out at any time after the initial coffin is interned provided full details of all interments are given to the Cemetery Clerk
8. Following interment expired floral tributes should be removed from the cemetery and disposed of as soon as possible. The Parish Council reserves the right to remove them if necessary.
9. Chains, kerbing, gravel or stones may not be placed on or around the grave.
10. All memorials should be in keeping with, and appropriate to, their setting. Brightly coloured memorials are not considered appropriate. Any memorial considered inappropriate by virtue of its size, style or colour, or which could give offence to others will not be permitted. Should you have any

problems or queries before going ahead with your purchase of a stone please contact the Cemetery Clerk for guidance.

11. No trees or shrubs are to be planted on the grave, as these would hinder grass cutting. The Grounds Maintenance Contractor will remove any unauthorised planting.

12. A flower vase is permitted on a temporary basis until such time as it is possible to erect a permanent memorial, which can incorporate a vase within the memorial if desired. The temporary vase must be of unbreakable material.

13. Please note that this is a working cemetery and from time to time the gravedigger or other contractors may be working on site.

14. Exclusive rights to burial in any grave shall not exceed 100 years. 100 years starts from the date the plot is sold, not the date the burial takes place (unless the two coincide).

15. The Cemetery Clerk must be contacted prior to any grave being dug or headstone erected to ensure correct positioning.

### **The following regulations apply to Ashes Plots:**

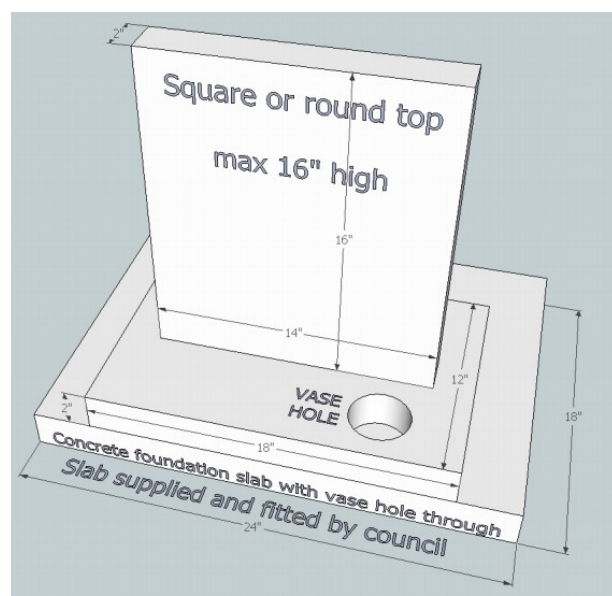
1. Memorials on plots reserved for the interment of ashes are sited on a pre-sited base stone supplied and fitted by Wilburton Parish Council. The base stone measures 24" (61cm) x 18" (45.7cm) and incorporates a vase hole. The memorial itself must be made up of a small headstone with a maximum width of 14" (35.6cm) and maximum height of 16" (40.6cm) on an 18" (45.7cm) x 12" (30.5cm) plinth. See diagram below for guidance.

2. Pre-purchase of plots in the area of the cemetery reserved for the interment of ashes is permitted. Plots are allocated in rotation. Choosing a specific plot for purchase is not permitted.

3. An ashes plot must only be used for the interment of ashes.

4. One box up to D9" (22.9cm) x W12" (30.5cm) x H12" (30.5cm) in size or two separate boxes totalling less than the equivalent volume / size may be interred within one ashes plot.

5. No plants, including bulbs are to be planted in or around the ashes plot.



## **The keeping of records in line with Local Authorities Cemeteries Order 1977**

Wilburton Parish Council will make and keep a record of every interment, specifying the site of the grave, the depth of the grave, the date of interment, the name, date of birth and date of death of the person buried and any other particulars considered necessary for the proper management of the burial ground.

The fees and charges to be paid, in connection with interments and purchase of graves, will be reviewed by Wilburton Parish Council on a timely basis. A scale of fees and other charges will be kept by the Cemetery Clerk.

## **Safety and Risk of members of the public**

1. Public Access is permitted but at the individuals own risk. If whilst in the cemetery you have an accident or become aware of a hazardous situation, e.g., unsafe memorial or vandalism, please contact the Cemeteries Clerk as soon as is reasonably possible.
2. The Parish Council undertakes regular inspections of the cemetery.
3. Should any headstone be found to be a hazard the Parish Council will attempt to contact the relatives to request that they remedy this within three months. The relatives are responsible for organising and paying for any repairs. The Parish Council will have the right to lay flat any headstone considered a hazard.

## **Insurance**

Approved memorials placed in the cemetery are done so at the risk of the grave owner/s. Memorials do not become part of Wilburton Parish Council or Cemetery contractors responsibility and it is strongly advised that memorials are insured against damage, vandalism etc..

These regulations and rules were reviewed June 2021 and supersede all previous documents.