

**WALTHAM ST LAWRENCE BURIAL GROUND
RULES, REGULATIONS & CHARGES**

Approved by Waltham St Lawrence Parish Council 13th April
Adopted May 2022

Ref Minute FC/26/5/2022

Signed.....

2021 under the Local Authorities Act 1972 and the Local Authorities Cemeteries
Order 1977

Introduction

1. The Burial Ground is generally open all year round and administered by the Clerk to the Parish Council (wslparishclerk@gmail.com, 07956 217783)
2. There are two areas of the Burial Ground, the main area containing the graves, and the Memorial Garden for the scattering of ashes
3. All areas and surrounds are maintained by the Parish Council who reserve the right of passage over all graves for all purposes connected with the Burial Ground. Children under the age of 12 will not be admitted except under the care of a competent person
4. Persons within the burial ground shall at all times conduct themselves with proper decorum and any person found conducting themselves in a noisy, discourteous manner will be expelled from the Burial Ground
5. Graves shall be arranged 'head to foot'
6. Burial Ground users are warned of uneven ground surfaces and to take care
7. Dogs shall only be allowed on a lead on the Burial Ground, with all solid waste collected and placed in the provided bins
8. Cycling within the Burial Ground is prohibited
9. Music (other than for the purpose of a ceremony), games and inappropriate behaviour shall not be permitted
10. Persons committing injury or wilful damage within the Burial Ground are liable to a penalty not exceeding £100 by order of the Local Authorities Cemeteries Order 1977
11. Rubbish should be disposed of in the bins provided
12. No parking is allowed except for visitors to the Burial Ground

Exclusive Rights of Burial or Ashes Plot

1. The Exclusive Right of Burial for a period of 75 years may be purchased in respect of a grave space allocated by the Council after the death of a person whose burial grave is to be first used. This grave space or cremation plot shall be on a 'next in line' basis. Grave spaces may be used for the interment of Ashes Caskets – up to a maximum of 6 caskets per grave
2. A grave space or cremation plot may be pre-selected on payment of the fee. Such reservations shall be for 10 years (renewable)

3. The notice of interment shall be given on the official form and shall be accompanied by the prescribed fee. Application for the Deed of Grant shall be made to the Clerk to the Council.
4. If the notice of interment is signed by a person other than the registered owner of the right of burial, the applicant shall:
 - i. produce written authority of the registered owner for the interment to take place
 - ii. if the registered owner is deceased, produce evidence satisfactory to the Clerk to the Council of the death and execute an instrument which shall be supplied by the Clerk to the Council indemnifying the Council against any claim which may be made against the Council or their officers in respect of the opening of the grave
 - iii. where the Deed of Grant has been lost or mislaid or where the written consent of the registered owner cannot conveniently be obtained, the burial shall be allowed to proceed only if evidence satisfactory to the Clerk to the Council is produced and the applicant executes an instrument of indemnity as in (ii) above
5. No Deed of Grant shall be issued in the name or firm of the undertaker unless the Clerk to the Council has evidence submitted to them that the grave is required for use by the applicant as a private individual and not for the purpose of the undertaker's business
6. The transfer of right of burial in a grave or cremation plot (owing to death or otherwise) must be registered and the deed produced to the Clerk to the Council
7. The right of burial in an earth grave or cremation plot shall be dependant on the Deed of Grant being produced
8. The person having charge of the funeral shall make all arrangements with the clergyman or minister who it is intended shall officiate
9. The Registrar's certificate for disposal or the Coroners Order when an inquest has been held shall be produced to the Clerk to the Council at the time of the interment

Earth Graves and Ashes Plots

1. The position and dimensions of all earth graves and ashes plots shall be approved by the Clerk to the Council or the Parish Councillor responsible. A full earth grave shall be 2.29m long and 0.92m wide and an ashes plot shall be 0.30m x 0.41m
2. Ashes internments must be in biodegradable containers or poured in
3. Each earth grave space shall be 2.75m long and 1.22m wide
 - i. No part of the coffin will lie above 0.92m from the ground surface or below 2.13m from the ground surface. Due to water table levels, a maximum of 2 interments shall be allowed
 - ii. Where an interment has already taken place in the grave no further coffin shall be allowed in that grave unless separated by a 0.15m layer of earth

4. After interment no body shall be removed unless the correct legal documents have been submitted to the Clerk of the Council
5. Dimensions for caskets for the interment of cremated remains, must not exceed 0.30m x 0.20m x 0.3m high. Caskets must be placed at least 0.30m below the ground surface

Memorials

1. Memorials (new or re-installed following works) shall conform to BS 8415 specification for Memorials and Monuments in Burial Grounds and the latest National Association of Memorial Masons Code of Working Practice
2. Whilst all reasonable care will be taken to avoid damage to headstones, kerbing, plaques and flowers, neither the Council nor any other person working in the Burial Ground on behalf of the Council can be held responsible for any damage or loss caused howsoever it is caused

Main Burial Ground

1. The memorial shall be of natural stone
2. The memorial shall be rectangular, substantially rectangular or in the form of a cross
3. A number and/or letter to identify the grave shall be cut in $\frac{3}{4}$ inch (0.02m) figures in an appropriate place
4. The dimensions of the rectangular memorial stone will not exceed 0.92m high and 0.61m wide and will be between 0.05m and 0.10m inches thick
5. The dimensions of the cross will not exceed 0.92m with a shaft of between 0.05m and 0.10m thick. If there is a plinth base, then this will not exceed 0.54m wide and 0.23m depth. The back base of the plinth shall be flush with the back of the shaft. The top of the plinth will be level with the ground surface
6. A plain separate slab shall be placed immediately in front of the memorial, provided that it is made of the same material. It shall not exceed 2ft (0.61m) in width, nor extend more than 18" (0.46m) from the back of the memorial. The top of the slab will be level with the ground surface.
7. A plot of earth in lieu of slab (see v above) can be used for planting flowers or shrubs
8. Memorials shall be erected by or on behalf of and shall remain the sole responsibility of the person named in the application above. The Council shall not be responsible for any injury or damage caused thereby. should that person move from the address given in the Parish Council's Register of Purchased Graves, they must notify the Parish Council of their change of address

9. However, the Parish Council reserves the right to take appropriate action should any memorial become dislodged and potentially dangerous. The Parish Council shall endeavour to contact the owner should this become necessary
10. A memorial cannot be erected without prior approval of the Parish Council via the Clerk, and the appropriate fee having been paid. The application for a memorial should include:
 - i. a drawing of the proposed memorial
 - ii. a description of the materials to be used
 - iii. details of the foundations and memorial fixings
 - iv. details of the dimensions
11. Memorials shall not be installed for a minimum of 6 months following the burial so as to avoid movement due to ground settlement

Memorial Garden

1. The plaque shall be of a natural stone
2. The plaque shall be 0.30m x 0.61m and may include a vase hole
3. The top of the plaque shall be at ordinary ground level
4. No plaque shall be put in place without prior approval of the Parish Council via the Clerk to whom details shall be submitted comprising a drawing showing the dimensions, inscriptions and description of the material to be used with the appropriate fee paid
5. The scattering of ashes in the rose oval is permitted free of charge. A bronze plaque 12.7cms x 7.6cms with an angled stem stake) may be arranged through the Clerk along with payment of the appropriate fee. The Parish Council will also approve the inscription

Flowers, Plants, General Maintenance

1. No bushes, flowers or ornamental shrubs may be planted in the Cemetery, except within the grave space for which exclusive rights have been granted and shall not encroach onto the paths surrounding the grave. The planting of any flowers or shrubs on the Cremation Plot is forbidden, although flowers may be placed in non-breakable vases or containers standing on the memorial tablet. The planting of trees within grave spaces is prohibited. Flowers (both artificial and cut), plants and small shrubs (total height of 0.45m) shall be permitted but trees shall not be permitted
2. Vases and baskets maximum dimensions shall not exceed 0.25m x 0.25m and 0.21m in height
3. Fencing, edging, or kerbs made of any material around graves is expressly not permitted. No loose stones may be placed as edging around graves. However, wood edging to ground level may be permitted, with the express permission of the Parish Council via the Clerk.
4. It is the sole responsibility of the owner of the grave space to infill sunken ground to normal ground level and to maintain their flowers and

plants. Any grave space that becomes overgrown or neglected will be filled with top soil and grassed over at the discretion of the Parish Council

- i. Any broken containers, poor condition artificial flowers or dead cut flowers may be removed by the Parish Council
 - ii. Tributes should not exceed or overlap the normal grave space
 - iii. No inanimate objects are allowed on the grave
5. The Council reserves the right to remove any object that impedes maintenance
 6. The Parish Council reserves the right to remove any flowers, wreaths or articles which have been placed upon a grave after 21 days of a burial having taken place

Times and Days

1. Interments times are between 9.00am and 6.00pm Monday to Fridays and 10.00am and 12.30pm on Saturdays
2. No interments shall be permitted on Bank Holidays or outside the hours above without prior arrangement of the Clerk to the Parish Council and the payment of the additional fee
3. A minimum of 2 business days notice shall be given to the Clerk to the Parish Council prior to any interment. In exceptional cases the Clerk to the Council will be authorised to accept shorter notice on payment of the additional fee
4. Work on memorials shall not be carried out after 4pm on Monday to Fridays or after 12 noon on Saturdays. No work shall be allowed on Sundays or Public Holidays

Fees

1. Fees are shown below, with those not shown subject to special arrangement with the Parish Council
2. The Council reserves the right to revise fees from time to time
3. All fees must be paid prior to an interment
4. Cheques shall be payable to Waltham St Lawrence Parish Council, bank details for BACs payments available via the Clerk to Parish Council
5. When a previously reserved grave or ashes plot is relinquished, the Council will refund the reservation fee in full, bar a £25.00 administration charge
6. The fees below in the Appendix refer to residents of the Parish. The term resident covers those living in the Parish immediately prior to death or at the time Rights are granted. It shall also include those who lived in the Parish for a minimum consecutive period of 10 years ending less than 5 years prior to death – or at the discretion of the Council in exceptional circumstances

7. The decision of the Council as to whether a person is resident or not shall be final
8. Fees in the Appendix shall be increased by 2.5 times for non-residents

Fees for Waltham St Lawrence Burial Ground

From 10th April 2021 the following Burial Ground fees will apply

		<u>Fee</u>
1	<u>Purchase of Exclusive Right of Burial</u> For a period of 75 years – grave space of 2.75m x 1.22m <u>Note:</u> this section provides a right to the grave space only. Interment fees are charged separately	£300.00
2	<u>Interment</u> a) a full single depth grave b) a single depth grave – under 10 years of age at the time of death <u>Note:</u> Double depth graves shall carry a 50% premium	£200.00 £75.00
3	<u>Memorials</u> a) for the right to erect a memorial (Main Area) b) for the right to erect a memorial (Memorial Garden) c) Additional Inscription <u>Note:</u> Designs and materials shall be approved by the Parish Council	£150.00 £80.00 £30.00
4	<u>Cremation Plots</u> a) Exclusive Right of Burial for a period of 75 years – earth plot (0.30m x 0.61m) b) Interment of ashes c) For the right to lay a memorial plaque	£140.00 £100.00 £60.00
5.	<u>Rose Oval</u> a) Scattering of Ashes b) Purchase & placing of 12.7cms x 7.6 cms inscribed bronze plaque	FREE £120.00
6	<u>Reservation</u> a) Reservation of pre-selected grave space for 10 years b) Reservation of pre-selected Cremation Plot for 10 years <u>Note:</u> Renewals of reservations shall be 10% of the reservation fee above	£150.00 £80.00
7	<u>Non Residents</u> All fees above shall be increased by 2.5 times for non-residents	