

**WOODBOROUGH PARISH COUNCIL**

**ROE HILL CEMETERY**

**GUIDELINES & SUPPLEMENTARY INFORMATION**

## **CEMETERY GUIDELINES**

Woodborough Parish Council manages and maintains the cemetery on Roe Hill and aims to ensure that consistently high standards are maintained. The first recorded burial was 14<sup>th</sup> November 1879. Since then, the Council has provided first class cemetery services and will endeavour to do so in the future.

To ensure that consistent high standards of service are maintained, the Council has produced this booklet. It contains the Council's guidelines that will ensure statutory requirements are adhered to.

### **POLICY STATEMENT**

1 The cemetery is a place of rest and peace. Therefore any activities that diminish this will not be permitted.

2 A general appearance of tidiness and orderliness will be maintained

3 The planting of shrubs, flowers, bulbs etc will not be permitted anywhere in the cemetery as this will hinder the regular cutting of the grass and strimming around the graves. The Parish Council reserves the right to remove cut flowers and wreaths after 4 weeks.

4 Wild flowers will be encouraged to thrive in the hedges.

5 Running water will be available at all times for cut flowers. Green waste should be deposited in the bin provided near the gate.

6 Only headstones approved by the Clerk may be erected.

The cemetery is open from sunrise to sunset; all persons entering the cemetery must conduct themselves in a quiet and orderly manner.

### **BURIAL PROCEDURE**

Notices of Interment including scattering of ashes and all associated works must be communicated to the Clerk on the official forms provided. These instructions must be received 48 hours prior to any interment.

All bookings are provisional until the Clerk receives the appropriate forms. Funerals will not be allowed to proceed if the Clerk has not received the Registrar's Certificate of Disposal or a Coroner's Order for Burial prior to interment.

### **PURCHASE OF EXCLUSIVE RIGHT OF BURIAL**

The reservation of a grave space is subject to the approval of the Clerk. For all new reservations rights will extend for a 50 year period from the date of purchase; rights may be extended for a further 50 years on payment of the fee applicable at the time.

Due to ground conditions graves are dug to a standard depth for a single interment,

The owner of a grave is the only person authorised to decide on grave details. If the owner is no longer alive authority should be assigned.

Possession of a Deed issued by the Clerk does not necessarily give the person in possession ownership of Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends upon whether or not the deceased person left a valid Will. The law concerning this matter can be very complex and it is strongly advised that a Solicitor be consulted to establish new ownership. In most cases where the deceased is the deed owner the Council will accept the Spouse or eldest child as the new owner if proof is provided.

Ownership of a Deed may be transferred or assigned by use of the form of Declaration, Indemnity and Application in respect of the transfer or Assignment of an Exclusive Right of Burial.

The Clerk must be notified of any transfer or assignment in order to update the Register of Deeds. Where no interment has taken place in a purchased grave the Council may agree to repurchase the grave. In such cases the Council will pay the original purchase price.

### **CREMATED REMAINS**

Scattering of Cremated Remains is not permitted without the prior consent of the Clerk. The interment or scattering of cremated remains in or over a grave is not permitted without the prior consent of the grave deed owner in writing.

Ashes can be buried with the help and in the presence of the gravedigger in a grave or under the concrete plinth if present provided they are in a suitable container.

### **FUNERAL DIRECTORS**

A list of approved funeral directors is available from the Clerk. Permission to use a non-authorised funeral director should be obtained from the Clerk in writing.

Every Funeral Director or Company will be required to have Public and Employee Liability insurance with at least £5 million cover. Copies to be provided for the Council if requested.

### MEMORIALS

Prior permission from the Clerk is required to erect a headstone and the appropriate fee should be paid at the time of application. For all new headstones the right to erect will be for a period of 30 years; rights may be extended for a further 30 years on payment of the fee applicable at the time.

All headstones should be constructed and erected to meet the latest safety standards.

Dimensions must not exceed:

Height 3' 0", width 2' 6" (single grave)

Height 3' 0", width 4' 2" (double grave)

Photographs are not permitted. Other graphic images will only be permitted if of the simple generic type.

The Parish Council has agreed the following guidelines regarding wording on memorials:

1. Formal language and punctuation must be used to uphold the timeless dignity of the cemetery.
2. The wording should be simple and succinct. It should read as a coherent whole, not a collection of phrases.
3. The wording should be capable of being readily understood by all who visit the cemetery.

The wording and design of a headstone must be submitted to the Clerk for approval. The Clerk will approve wording and design that he/she deems meet the regulations and guidelines; if in doubt, the proposed memorial will be put before the Parish Council for approval.

The name of the stonemason and the grave reference number should be discreetly inscribed on the headstone.

Memorials may be removed only by a nominated stonemason Removal of memorials requires the prior approval of the grave deed owner and the Clerk.

### SUPPLEMENTARY INFORMATION

In these regulations, the word 'council' means Woodborough Parish Council.

All enquiries concerning the use of the cemetery should be made to the Clerk to the Parish Council; contact details may be found elsewhere on these guidelines.

The Cemetery will normally be open to the public during the hours of daylight and interments are permitted Mondays to Saturdays between 9.30am and 4.30pm. Interments are not normally allowed on Sundays, Christmas Day or Good Friday, except by the direction of the Clerk on health or religious grounds.

### BURIALS

The current fees in force may be obtained from the Clerk; all fees and charges must be paid to the Clerk to the Parish Council and cheques should be made payable to **Woodborough Parish Council**. The appropriate certificate of notification of interment, together with all fees, should be delivered to the Clerk usually not later than 2 days prior to the date of Interment. The Clerk may exceptionally require notice in excess of the period stated. In calculating the notice period, Saturdays, Sundays, Christmas Day, Good Friday and public holidays are to be excluded. The Council reserves the right to refuse to accept a notice of interment in special circumstances.

The Council will be responsible for the marking of graves. Only the approved gravedigger is permitted to prepare a grave, contact details are available from the Clerk. It is the responsibility of the Funeral Director or other appropriate person to make arrangements directly with the approved gravedigger. Arrangements for the attendance of priests, ministers, or other persons to officiate at a service rests upon the Funeral Director or the person(s) arranging the burial. After interment the burial will be recorded in the Council's Register of Deaths.

All vehicles must proceed within the Cemetery by the main driveway.

### FLORAL TRIBUTES

Following interment, all floral tributes will be removed after 14 days, unless prior alternative arrangements are made with the Clerk. Christmas Wreaths will be removed by the end of January.

Dead flowers in vases will be removed at the discretion of the Clerk to enhance the appearance of the cemetery. Artificial flowers that have been affected by

the weather will be removed at the discretion of the Clerk to enhance the appearance of the cemetery.

#### **REGULATIONS RELATING TO MEMORIALS**

All memorials shall be subject to the approval of the Clerk and the design thereof, together with a copy of the proposed inscription should be forwarded to the Clerk for approval. In some circumstances the approval of the Parish Council may be required and it is advisable to allow twenty-eight days for approval to be given. All Headstones are to be erected inline with existing headstones.

No memorial other than a headstone will normally be permitted. The remainder of the grave's surface will be laid flat with turf by the gravedigger and no mounding is allowed after the earth has settled. No plants either planted directly in the ground or in containers are permitted on the graves.

Headstone may not be removed from the Cemetery unless the consent of the owner of the Headstone has been obtained and approval given by the Clerk.

The Council is in no way responsible for the care of the Headstones, which should be kept neat and in good order by their owners or their representatives. The Woodborough Parish Council will take responsibility for the care and maintenance of the turf. No responsibility will be accepted by the Council for the safe keeping of, or damage to any memorial in the Cemetery.

Masons and other workmen must provide and afterwards remove all tools required in the work of erecting headstones. Work in the Cemetery will not be permitted on Sundays, Christmas Day, Good Friday or outside normal working hours. Masons must perform their work expeditiously and in all respects in accordance with these regulations. The work must be carried out at the sole risk and liability of the person executing it, and any damage caused by or in the execution thereof must be made good to the satisfaction of the Council or the person whose property is so damaged.

All memorials shall be fixed in accordance with the National Association of Memorial Masons Code of Working Practice (NAMM). All work will be undertaken to the absolute satisfaction of the Clerk.

Memorials in the form of the donation of seats, shrubs, trees, roses, bird boxes etc. may be permitted with the approval of the Parish Council.

## **DUTY OF CARE**

Responsibility for safe conditions in the cemetery rests upon three main parties:

**1 Woodborough Parish Council** - The Council has a responsibility to ensure the cemetery is safe for all users and Council employees. This may include the inspection of memorials to ensure they are safe. A notice will be placed in the Cemetery four weeks prior to any inspection being undertaken.

**2 Monumental Masons** - Stonemasons have a duty to ensure all work on memorials is carried out in a safe manner and that memorials are safe.

**3 Owners of Memorials** - In the case of memorials the primary responsibility for ensuring they are safe rests upon the owner of the grave or memorial. It is their responsibility to ensure the memorials are maintained to a safe standard.

The Parish Council will undertake an annual inspection of all memorials and if a memorial is found to be unsafe the Council has a duty to minimise the risk to cemetery users and its employees, in this instance action taken may include:

- a) Laying down of memorials.
- b) Lashing a memorial to a temporary stake to give support.
- c) Attaching highly visible appropriate signage.

This action may be taken immediately following inspection and in each instance a warning note will be advertised in the Parish Council notice board.

Where a memorial is found to be unsafe the owner will be informed and given a time limit to undertake repairs to make the memorial safe again. Where the time limit has lapsed the Council may undertake the repair and charge the owner or remove the memorial from the Cemetery.

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Approved by Woodborough Parish Council on

11<sup>th</sup> February 2013

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Cllr. A.R. Whincup  
Averil Marczak

Chairman  
Clerk & Cemetery Administrator

Contact details  
Woodborough Parish Council  
[www.woodboroughpc.org.uk](http://www.woodboroughpc.org.uk)  
Cemetery Administrator  
[clerk@woodboroughpc.org.uk](mailto:clerk@woodboroughpc.org.uk)  
4 Knighton Rd, Woodthorpe, Nottingham NG5 4FL  
Telephone 0115 8498195

A form is available from the Clerk for completion by either the funeral director or stonemason that also includes the procedures to be followed at Roe Hill Cemetery. In circumstances not covered by these regulations reference should be made to the Gedling BC Rules and Regulations and the Clerk consulted.