

**WOODBOROUGH PARISH COUNCIL**

**ROE HILL CEMETERY**

**GUIDELINES & SUPPLEMENTARY INFORMATION**

***UPDATED APRIL 2025***

## 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.

The Council wants the cemetery to be a place where people can come and pay their respects and reflect on the life of their loved-ones in a peaceful country cemetery. It is not our aim to have a highly manicured site, but rather for it to be tidy, respectful and rustic; a cemetery that is sacred for people and supports the local ecology ensuring that trees, hedgerows, wildflowers and wildlife can thrive.

Everyone is different and the bereaved remember their friends and family in a variety of ways. The Council must be sensitive to the wishes of all our visitors and is committed to keeping the cemetery grounds tranquil, respectful and uncluttered.

To ensure that consistent, high standards of service are maintained, the Council has produced this set of regulations.

The Council reserves the right to make further rules or regulations or any alterations which it may think necessary.

### 1. POLICY STATEMENT & OVERVIEW

- 1.1 The cemetery is a place of rest and peace. Any activities that diminish this will not be permitted.
- 1.2 A general appearance of tidiness and orderliness will be maintained.
- 1.3 Wildflowers will be encouraged to thrive in the hedges.
- 1.4 Only headstones approved by the Clerk may be erected.

- 1.5 The cemetery is open from sunrise to sunset; all persons entering the cemetery must conduct themselves in a quiet and orderly manner.
- 1.6 The vehicle gate is secured by a padlock. Visitors needing to enter via the vehicle gate should contact the Clerk so that arrangements can be made.

## 2. GENERAL CONDUCT

- 2.1 All visitors must conduct themselves in a quiet and orderly manner at all times and ensure compliance with any measures or restrictions in place at cemeteries. Council representatives have the right to exclude or remove any member of the public at their discretion.
- 2.2 Under the provision of the Local Authorities Cemeteries Order 1977, it is an offence for a person to wilfully: (a) Create any disturbance in a cemetery; (b) Commit a nuisance in a cemetery; (c) Interfere with any burial taking place in a cemetery; (d) Interfere with any grave, vault, tombstone or other memorial, any flowers or plants in any such manner; (e) Play any game or sport in a cemetery; (f) Enter or remain in a cemetery when it is closed to the public, unless authorised by the Council to do so.
- 2.3 No dogs are permitted in the cemetery with the exception of Guide Dogs, Hearing Dogs or other recognized Assistance Dogs, or with the express permission of the Clerk.
- 2.4 No religious services or ceremonies are allowed other than the service at the time of interment, without the prior consent of the Clerk.
- 2.5 No musical instrument or other sound-producing device will be allowed into the Cemeteries except when used as an integral part of a funeral service.
- 2.6 No alcohol may be brought into the cemetery or consumed in the cemetery.

### **3. BURIAL BOOKINGS PROCEDURE**

- 3.1 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.
- 3.2 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.

### **4. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL**

- 4.1 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.
- 4.2 Due to ground conditions graves are dug to a standard depth for a single interment.
- 4.3 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.
- 4.4 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.

4.5 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.

4.6 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 less a charge for administration.

## **5. CREMATED REMAINS**

5.1 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.

5.2 Ashes must 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.

## **6. FUNERAL DIRECTORS**

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

6.2 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.

## **7. BURIALS**

7.1 The current fees in force may be obtained from the Clerk and will be published on [www.woodboroughpc.org.uk](http://www.woodboroughpc.org.uk); 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.

- 7.2 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.
- 7.3 A mini skip will be hired by the gravedigger for each interment to remove excess spoil.
- 7.4 The Council reserves the right to place excavated spoil on graves adjacent to those that need to be opened for an interment, without notice. The spoil will be removed immediately following the interment and the area will be restored to its former condition.
- 7.5 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.
- 7.6 All funerals will be met by the Parish Clerk or a member of the Parish Council. The time fixed for a funeral is the time when the procession is to arrive at the Cemetery. It is important that the time is strictly adhered to, in order to prevent one funeral interfering with another and to avoid time wasted by the Council's Officers. In the event that a funeral arrives early, the coffin should not be lowered before the Clerk

or representative of the Parish Council has checked the grave and verified the name plate.

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

7.8 After interment the burial will be recorded in the Council's Register of Deaths.

## **8. FLORAL TRIBUTES, FLOWERS & PLANTERS**

8.1 Following interment, all funeral floral tributes will be removed after a minimum of 14 days, unless prior alternative arrangements are made with the Clerk.

8.2 Christmas Wreaths will be removed after the end of January.

8.3 Dead flowers 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.

8.4 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/dig up any such planting.

8.5 Cut flowers and artificial flowers can only be placed in specifically designed memorial vases or integral vases, placed on the concrete plinths. They should not be placed on the grass. Loose vases are not permitted. Glass and plastic vases are not permitted.

8.6 Plant pots of a modest size can be placed on the concrete plinth. They should not be placed on the grass.

8.7 Running water is available for cut flowers by the gate. Waste should be deposited in the bin provided near the gate.

## 9. TRIBUTES, PERSONAL MEMENTOS & MARKING OF GRAVES

9.1 The only tributes permitted are:

- Flowers, including artificial flowers
- Floral or green wreaths and arrangements
- Plant pots of a modest size
- Cards (and similar) of a modest size, which should be secured to the floral tributes
- A maximum of 2 temporary ornaments, maximum height 6”

9.2 Other items will be removed.

9.3 No marking or delineation of a grave space is allowed. Fencing, edging, stones and borders of any kind are not permitted and will be removed.

9.4 The Council may remove without notice any articles from any grave that are likely to cause risk or offence to other visitors or which interfere with maintenance.

9.5 The following items are not permitted within the cemetery and will be removed:

- Food and drink, including alcohol
- Glass vases, jars or any other glass item
- Balloons, wind chimes, solar lights, candles
- Photographs
- Toys
- Any item overlapping or outside the concrete plinth belonging to the grave space

9.6 Any items left on graves are at the owners' risk and the Council cannot be held responsible for any loss or damage, however caused.

## 10. REGULATIONS RELATING TO MEMORIALS

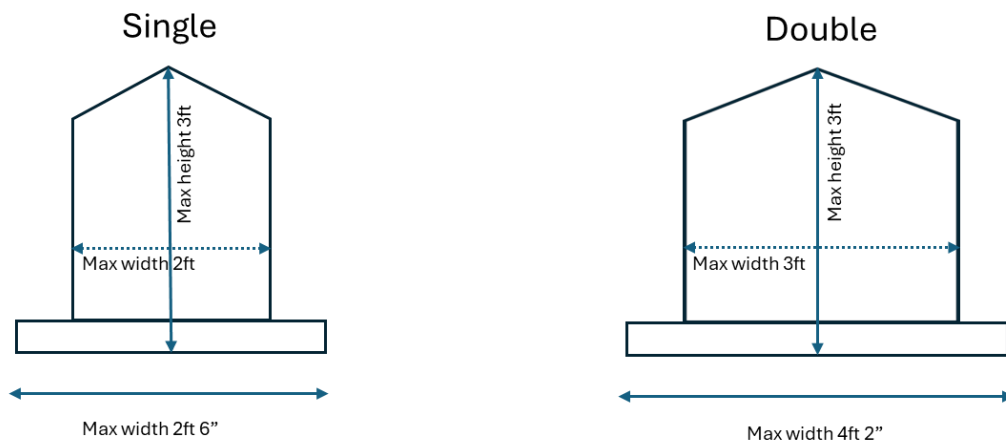
- 10.1 All memorials shall be subject to the approval of the Clerk.
- 10.2 The grave deed owner must approve any application to erect, amend or remove a memorial.
- 10.3 All memorials must be made of naturally quarried stone. Memorials made of artificial stone, ceramic, plastic or acrylic will not be permitted.
- 10.4 The material, colour, 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 and it is advisable to allow twenty-eight days for approval to be given.
- 10.5 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.
- 10.6 All memorials fixed in the cemetery must comply with British Standard 8415. Only those memorial masons businesses that are BRAMM or NAMM accredited, and those memorial masons that hold a current BRAMM or NAMM Fixer Licence, will be able to work in the cemetery. Fixers who do not hold a BRAMM or NAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM or NAMM Fixer Licence.
- 10.7 Families are cautioned against buying memorials online as the materials and construction may be unsuitable. All memorials must be fixed by an accredited BRAMM or NAMM mason.

10.8 All headstones are to be erected in line with existing headstones.

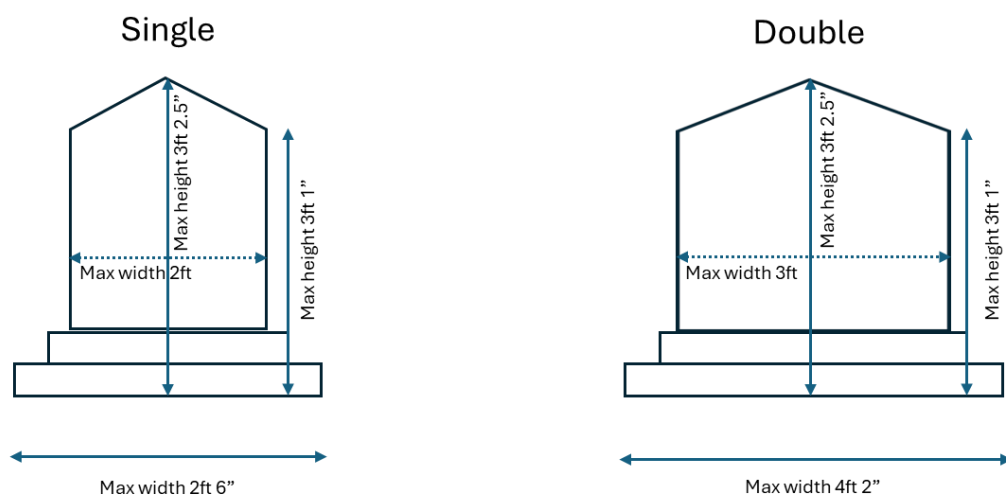
10.9 Single stones must be centred on a grave space.

10.10 Dimensions must not exceed the maximum sizes marked on the following diagrams. The stone in its entirety must sit inside the maximum size specified. In the case of a memorial designed to have uneven edges or bas relief elements, no part may protrude beyond the maximum height or width.

a. Stone and base installed onto rafts



b. Stone and base installed onto plinth/fixing slab



If the stone and base are to be installed onto a plinth, the maximum height of all elements must not exceed 3ft 1" at the sides and 3ft 2.5" at the apex if the centre is taller than the sides.

10.11 The following guidelines apply to wording:

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

10.12 Photographs are not permitted. Other graphic images will only be permitted if simple and generic.

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

10.14 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. The planting of shrubs, ornamental trees and flowers on graves is not permitted.

10.15 No memorial other than a headstone will normally be permitted. A single wooden cross may be placed temporarily on a grave at the time of burial but will be removed by the Parish Council after 2 years. Consideration will be given to extending this period if a permanent memorial has been approved.

10.16 Any subsequent amendment to a memorial, eg the inscription of an additional name, is subject to the approval of the Clerk. A fee for the amendment will apply. Refixing must be carried out by an accredited BRAMM or NAMM mason.

10.17 Should an amendment be made without approval or payment of a fee, Woodborough Parish Council reserves the right to remove the memorial.

- 10.18 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. No responsibility will be accepted by the Council for the safe keeping of, or damage to any memorial in the Cemetery.
- 10.19 The Council will take responsibility for the care and maintenance of the turf.
- 10.20 Work in the cemetery can only take place once an appointment has been made with the Clerk. This includes the erection of new memorials, the re-erection of amended memorials, the removal of memorials to add inscriptions, the refurbishment of memorials in situ. Woodborough Parish Council will endeavour to be as flexible as possible regarding appointment times. Any mason undertaking such works without prior agreement will be denied access to undertake future work at the cemetery.
- 10.21 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.
- 10.22 All work will be undertaken to the absolute satisfaction of the Clerk.
- 10.23 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.

## **11. DUTY OF CARE**

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

**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.

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

**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.

11.2 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 placed on the Parish Council notice board.

11.3 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

7<sup>th</sup> April 2025

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Cllr. A J Gough

Chairman

Averil Marczak

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.