



Great Wilbraham Parish Council



Parish Cemetery

Great Wilbraham Parish Cemetery is situated within the village of Great Wilbraham, on The Lanes, next to the school and near St Nicholas Church. The access road is situated to the right of the school. The land used to be known as the Clay Pit and had previously been used as a Paddock. The process to develop it into a Cemetery began in 2009 since the burial ground at St Nicholas Church was beginning to run out of available space. Parking is available on the two lay-bys on the other side of the road.

The Parish Cemetery is managed and maintained by Great Wilbraham Parish Council. It is a 'lawn' burial ground, which ensures that the simplicity and tranquility of the area is preserved. After burial, the ground will be levelled, turfed or seeded. It will then be mowed or strimmed as required. This type of landscaping necessitates some restrictions regarding the type and size of monuments and decorations that are permitted, and these are listed on the following page under 'Rules and Regulations'.

These rules and regulations are imposed in order that the immediate and long-term maintenance of the Parish Cemetery can be continued to a high standard. We trust visitors will respect these rules and hope that they will appreciate that 'Great Wilbraham Parish Cemetery' is an uplifting place to visit and that it is sympathetic to the surrounding countryside.

Parish Cemetery Regulations 2020

1. Introduction

- 1.1. These regulations apply to Great Wilbraham Parish Cemetery managed by the Great Wilbraham Parish Council (GWPC). The cemetery is situated within the village on The Lanes, next to the school and near St Nicholas Church. The access road is situated to the right of the school.

2. Contact Details

- 2.1. All funeral bookings, general enquiries and comments regarding the Parish Cemetery should be directed to:

Great Wilbraham Parish Clerk – email clerkGW@wilbrahams.co.uk

- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Burial Grounds

- 3.1. The Parish Cemetery is open for visitors every day of the year during the following times:

April to September	09.00 to 20.00
October to March	09.00 to 16.30

As the gates will be locked at the closing time given above, all visitors and their vehicles are asked to leave the cemetery ground in good time. No person is permitted to be in the Cemetery ground outside of the published opening hours without the express permission of the Clerk.

- 3.2. The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the burial grounds. No consumption of alcohol or drugs may take place within the burial grounds, and anybody under the effects of such substances will not be admitted.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children are welcome in the cemetery ground but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the cemetery.
- 3.5. No dogs are permitted in the cemetery except for Guide Dogs, Hearing Dogs or other recognised Assistance Dogs, or with the express permission of the Clerk.
- 3.6. Vehicles are permitted in the cemetery but must not exceed the speed limit of 5mph and must obey any instructions given to them by an officer of GWPC. Vehicles must stick to the main driveways and avoid parking to cause a nuisance or damage to any graves or grassed areas. GWPC or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the Cemetery.
- 3.7. Visitors with disabilities or other special requirements should contact the Clerk who will be pleased to assist.

4. General Regulations

- 4.1. No employee of GWPC can take any gratuity, or to undertake paid private work of any kind in connection with the cemetery ground either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for interments or memorial works must be paid in full to GWPC in advance.
- 4.4. GWPC will publish a scale of fees and charges annually. Grants of exclusive right of burial will only be given to residents, ex-residents or those with a provable connection to the village. A resident is defined as somebody who, immediately prior to their death, was a resident of the area, or who lived in the area for over ten years and moved out of the area less than 24 months before their death.
- 4.5. GWPC reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

5. Graves

- 5.1. Graves are available in the unconsecrated cemetery. The selection of grave spaces shall be at the final discretion of GWPC, but the wishes of applicants will be met wherever possible.

- 5.2. Every interment shall take place in a private grave. Private graves are graves to which an Exclusive Right of Burial has been issued.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 99 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 5.4. The Exclusive Right of Burial cannot be purchased in advance of need, i.e. graves cannot be pre-purchased or reserved. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the GWPC.
- 5.5. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.6. The Parish Cemetery is a 'lawn burial ground', which ensures that the simplicity and tranquility of the area is preserved. After burial the ground will be levelled, turfed and seeded. It will then be mowed or strimmed as required.
- 5.7. Funeral Director Responsibilities - It is the responsibility of the recognised Funeral Director to commission the digging of graves. Funeral Directors must carry appropriate insurance; have in place a Health and Safety Policy and comply with any other statutory requirement. They must ensure that any contractor employed by them also comply with the above requirements, including Public Liability Insurance.
- 5.8. Following the interment, the funeral director will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

6. Coffins

- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc. GWPC also permits shroud burial.

7. Booking of Interments

- 7.1. A provisional booking for a funeral may be made by telephone or email to the Clerk by the appointed funeral director.
- 7.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by the Town Council) to the Clerk at least 48 working hours in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3. The deed of grant for the exclusive right of burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.
- 7.4. The **exact size** of the coffin, casket or container must be given in writing to GWPC as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape (eg locking bar handles, casket shape, wicker coffin etc). All plots will be 8' x 4', in accordance with the cemetery plan.

- 7.5. As much information relating to the funeral as possible must be given to GWPC in advance, especially if it is unusual, eg large number of mourners expected, motorbike cavalcade, jazz band, piper etc.
- 7.6. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.
- 7.7. It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.
- 7.8. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Clerk prior to the funeral.
- 7.9. GWPC will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance.

8. Interments

- 8.1. Funerals will normally only be permitted Monday to Friday 09.30 – 15.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to additional cost. Please contact the Clerk if a time outside of the permitted hours is required.
- 8.2. All funerals will be subject to the control of the GWPC's designated officer or delegated person, who will meet the cortege and direct it to the grave as appropriate.
- 8.3. The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral if it impacts on another service.
- 8.4. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 8.5. Any floral tributes from the funeral will be placed on top of the grave following backfilling and will remain in place for a maximum of 10 days after this time may be cleared by GWPC staff (unless family have already removed them).

9. Memorials

- 9.1. The grant of rights to erect and maintain a memorial shall be for 20 years. No memorial may be erected until 6 months after the burial.
- 9.2. An application to erect/carry out work on a memorial must be submitted to the Parish Council. To obtain the necessary authority, details of the proposed materials, size, style and inscription, together with the proposed location, shall be submitted in writing as well as a diagram or picture to the Clerk of Great Wilbraham Parish Council.

- 9.3. GWPC reserves the right to refuse any design that it judges will cause undue interference with the general maintenance of the Cemetery or could be viewed as unsympathetic or causing offence.
- 9.4. All memorials fixed in the cemetery must comply with British Standard 8415 (Latest version) and the BRAMM Blue Book (Latest version).
- 9.5. Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (Latest version).
- 9.6. Only those memorial masons' businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the cemetery. Fixers who do not hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.
- 9.7. In all cases the decision of Great Wilbraham Parish Council shall be final and binding. The following rules will be used: -

Only upright memorial headstones are permitted on earthen graves and must not exceed 4 feet (100 cm) in height, 2 feet 6 inches (76 cm) in width, and 6 inches (15 cm) in thickness. The plot number shall be inscribed on the rear of the headstone at the top. The headstone must be positioned at the head of the grave on the foundation base and correctly secured in accordance with current statutory regulations (BS8415) and meet mandatory topple tests.

Memorials on plots for cremated remains shall be tablets 45cm x 45cm (18" x 18") maximum and may be placed on a slab to raise them above ground level.

No kerbs, edging, railings, chains, wire mesh or other enclosures will be allowed.

Headstones and Memorial Tablets should be of granite, marble or slate, but not with a highly polished finished. No monument constructed of plastic, wood (unless a temporary marker), glass, metal, tiles or any form of grave covering such as chippings, pavings, plantings or artificial turf will be allowed.

No decorations are allowed on the grave, or any adjacent shrubs, trees, fences etc. To prevent obstruction to the grounds maintenance team and to avoid risk of injury in the event of breakage, free standing containers are not permitted, containers must be built into the headstone or tablet.

Dead flowers, wreaths and other items must be disposed of in the area provided. Dead flowers, wreaths or artificial floral tributes when degraded by elements, may be removed at the GWPC's discretion.

To avoid plots becoming overgrown the planting of shrubs, plants and flowers on or around graves is not allowed.

- 9.8. The granting of permission to erect a monument in Great Wilbraham Parish Cemetery is conditional upon the Parish Council not being held responsible for any damage to that monument, regardless of cause. Should a monument (in the opinion of the Parish Council) become a danger, or need repair, the Parish Council shall

require that it be made safe, repaired or removed at no cost to the Parish Council. Headstone insurance is available. The stonemason may advise on this at the time of purchase.

- 9.9. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk on the appropriate form supplied by GWPC. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by GWPC a permit will be issued to the responsible Memorial Mason.
- 9.10. Memorials must be constructed of materials suitable to the environment and period of grave lease. GWPC reserves the right to reject an application for any memorial that it deems unsuitable.
- 9.11. The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1" high.
- 9.12. Memorial masons must remove all arisings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.

10. Care of Graves and Memorials

- 10.1. All memorials are erected at the sole responsibility of the owner and GWPC shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. GWPC reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. GWPC will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to affect the necessary repairs. GWPC reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, GWPC may repair or remove the memorial at the owner's expense.
- 10.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.

Agreement form

This form must be completed, prior to interment and returned to the Parish Clerk, Great Wilbraham Parish Council, c/o 18 Orchard Road, Melbourn, Royston SG8 6HL.

I/We confirm that the 'Rules and Regulations' which apply to Great Wilbraham Parish Cemetery have been read and accepted by the family of the deceased.

Name of deceased

Date of funeral

Name of funeral arranger/s

Address

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Signed by funeral arranger..... Date.....