# Willand Parish Council Cemetery Rules and Regulations

Willand Cemetery is owned and maintained by Willand Parish Council as a final resting place for the people of Willand. It is the Parish Council's intention to preserve a peaceful and well-maintained environment for those who wish to mourn and respect their loved ones. The Parish Council would ask that all visitors respect this wish.

## All Interments

- A nationally approved Funeral Director must conduct all interments
- By law, no burial or interment of ashes are permitted without the permission of the Parish Clerk or authorised representative
- All requests to book an interment will be submitted by the Funeral Director to the Clerk to the Parish Council at least three working days before the planned interment. In the Clerk`s absence to submit requests to either the Chairman or the Vice Chairman of the Parish Council. (The current contact details of these persons can be located on the Parish Council`s website: www.willand-pc.gov.uk)
- On the day of interment, flowers and wreaths may be placed on the actual area of the grave, but the Parish Council reserve the right to remove these tributes should they become unsightly

## Exclusive Right of Burial

- When an Exclusive Right of Burial for 50 years in a grave space has been purchased, the holder is entitled to and shall receive a formal Deed signed by the Parish Clerk. Ownership can be transferred to someone else by contacting the Parish Clerk. After burial of the registered owner of the grave, the ongoing Exclusive Right of Burial must be transferred within a period of twelve months, by sending the Probate of Will or Letters of Administration to the Parish Clerk, which enables the grave to be transferred to the Executors or other entitled parties.
- In the event that there is no Probate, Will or Letters of Administration, a declaration of Affidavit must be made by the heir-at-law or next of kin under the Statutory Declaration Act 1835 or any modification therein. Until this is carried out the grave cannot be re-opened and no additional inscriptions may be added to the memorial
- A small charge will be made to transfer ownership, to cover administration costs.

## Burials

- Only biodegradable coffins will be allowed
- No large American sized coffins will be allowed
- No coffin shall be nearer the surface than 600mm
- The digging of any grave must be arranged through an approved Funeral Director who shall comply with the Parish Council`s Funeral Organisers Rules a copy of which shall be provided to the Funeral Director
- All first interments shall take place in grave spaces in rotation

**Cremations**

- Only biodegradable caskets will be allowed
- Cremated remains may be placed in the designated family plots in the Garden of Remembrance or in the centre Circle of Remembrance and must be at least 450mm below the surface

**The Funeral Director will be required to comply with the following:**

- To have Public Liability Insurance of a minimum insured sum of £5,000,000
- To provide confirmation that they have not been barred from working in any other cemetery in the previous two years and should this occur in the future that he will inform the Parish Council immediately
- To ensure that all work carried out shall conform to statutory requirements and the Parish Council`s Rules and Regulations and to adhere to nationally recognised professional Codes of Conduct
- To ensure that all monuments are removed from a grave at least two working days before an interment and that they shall liaise with the monumental mason to ensure removal of the same is effected within the aforementioned time period
- To ensure that there is someone who can legally give permission to open a grave and not to accept a booking until such a person is identified and has given permission
- To inform the owner of the Grant of Exclusive Rights of Burial that they are responsible for the grave and must comply with the Parish Council`s Rules and Regulations relating thereto and for any memorial stone erected thereon
- To complete and sign an application form declaring that the aforementioned requirements have been complied with

**The Grave Digger will be required to comply with the following:**

- To have Public Liability Insurance for a minimum insured sum of £5,000,000
- That they shall be Institute of Cemetery and Crematorium Management ( ICCM) compliant
- That they shall submit a Risk Assessment and Method Statement to the Parish Council on an annual basis and will ensure that such Risk Assessment and Method Statement are compliant with current legislation
- That they shall comply with the Parish Council`s Grave Digging Requirements a copy of which shall be provided to the Grave Digger and to adhere to nationally recognised professional Codes of Conduct

**Scattering of Ashes**

- Willand Parish Council allows the scattering of ashes in a designated area of the Cemetery extension
- The designated area is at the top right hand side of the Cemetery Extension, looking up from the gate, between the three planted trees and the hedge
- No scattering of ashes may take place without permission from the Parish Clerk and payment of the fee

- No memorial items may be left without permission of the Parish Clerk

**Memorial Stones on Graves**

- Before any memorial is erected the Exclusive Right of Burial must be purchased
- Willand Cemetery will only permit memorial stones that have an integral steel pin, conforming to the National Association of Monumental Masons (NAMM) Code of Working Practice
- Memorial stones ONLY will be permitted on the grave as of the date of issue of these regulations. The remainder of the grave area to be grass ONLY
- Memorial stones to be made of natural materials only. No plastic, metal or fibreglass memorial stones will be permitted.
- Concrete foundations must be set below ground level and conform to the British Standard size 910mm x 455mm x 75mm
- The only memorials that are allowed are erected granular plinths that do not exceed 450mm (18ins) from front to rear and 150mm (6ins) high. Memorials should not exceed 900mm (3 feet) above ground level in height, including the height of the plinth.
- Inscriptions on memorial stones must be arranged so as to face the grave. On the right side of the cemetery this will require the stones to be erected at the foot of the grave.
- The dimensions of every memorial stone to be erected and a copy of the intended inscription must be submitted for the approval of the Parish Council.
- Only a written memorial inscription should be engraved upon a memorial stone and any variation of this requirement will be at the discretion and with the approval of the Parish Council
- Personal Mementos/ornaments may be placed on the memorial plinth – these must not exceed a height of 25cm/10 inches and must fully fit onto the plinth. Glass items are strictly prohibited
- All memorial stones are placed in Willand Cemetery at the risk of the holder of the Exclusive Right of Burial
- All grave mounds are to be levelled when a memorial is put in place, the excess soil to be placed in the designated area

**Tablets on Cremation Plots**

- Before any tablet is erected the Exclusive Right of Burial must be purchased
- Cremation tablets to be set at ground level only
- The maximum size for a tablet in the Circular Garden of Remembrance is 300mm x 300mm
- The maximum size for a cremation tablet in the right and left hand side of the Garden of Remembrance is 590mm x 450mm
- Each tablet should have the correct interment number etched on the bottom left-hand corner and a copy of the intended inscription must be submitted for the approval of the Parish Council
- No fixed ornaments or planting will be permitted
- Personal Mementos/ornaments may be placed on the tablet – these must not exceed a height of 20cm/8 inches and be no wider than the tablet. Glass items are strictly prohibited

**The Monumental Mason will be required to comply with the following:**

- To have Public Liability Insurance for a minimum insured sum of £5,000,000
- To provide confirmation that they have not been barred from working in any other cemetery in the previous two years and should this occur in the future that he will inform the Parish Council immediately
- To manufacture and erect the memorial to the current minimum National Association of Memorial Mason (NAMM) standards and current NAMM Code of Working Practice and in the case of upright memorial stones this will include a NAMM approved anchor system appropriate for the soil conditions in Willand Cemetery
- All work carried out on the memorial (e.g. removal for additional inscription or other repair work) will meet current minimum NAMM standards and current NAMM Code of Working Practice and in the case of an upright memorial stones will include a NAMM approved anchor system appropriate for the soil conditions in Willand Cemetery
- To be responsible for any damage caused to the Parish Council`s property or to surrounding memorials, turf etc. caused by his negligence or that of his workmen and or/any subcontractor employed by him
- To remove all unused materials / rubbish and to leave Willand Cemetery in a neat and tidy state.
- To agree not to carry out any work on site whilst a funeral is in progress
- To confirm that they are satisfied from the enquiries made that the applicant is legally authorised to give permission to erect/ inscribe the memorial and that the applicant has seen and approved the specifications as detailed in the application
- That they have explained to the owner of the Grant of Exclusive Right of Burial that the memorial stone remains their property and that they are responsible for keeping it in good and safe condition to current industry and general Health and Safety standards at all times
- That they have advised the owner to consider insuring the memorial stone against accidental damage and vandalism.
- That they are registered with the British Register of Accredited Memorial Masons (BRAMM)
- That they hold a fixer’s licence issued by the British Register of Accredited Memorial Masons (BRAMM)
- That all work shall conform to statutory requirements and the Parish Council`s Rules and Regulations and to adhere to nationally recognised professional Codes of Conduct
- That the works to the memorial will not be carried out until they have received the written consent from the Parish Council and that they have acknowledged that the written consent and evidence of BRAMM`s fixers licence may need to be produced to an authorised officer of the Parish Council at any time if so requested
- To complete and sign an application form declaring that the aforementioned requirements have been complied with

## Maintenance

- It is the responsibility of the holder of the Exclusive Right of Burial to maintain the memorial stone and grave in a safe and sightly condition. Regular inspections will take place and any issues will be notified to the holder of the Exclusive Right of Burial. The Parish Council reserves the right to take any remedial action should it prove necessary
- It is the responsibility of the holder of the Exclusive Right of Burial or relative to maintain the grave, i.e. removal of dead flowers etc. However the Parish Council reserves the right to maintain the plot in the event that relatives fail to do so. The Parish Council will cut grass or turf over any grave at any time when in their opinion the grave is unsightly and/or overgrown
- In the event of the Parish Council having to undertake any maintenance works in relation to a grave or a memorial stone which is the responsibility of the holder of the Exclusive Right of Burial and which the said holder has failed to carry out then the Parish Council will reclaim all costs incurred by them from the said holder in so carrying out such works

## Miscellaneous

- Legal action will be taken against any persons illegally removing flowers, damaging monuments or any other property, or behaving in an unseemly manner
- No dogs are permitted in Willand Cemetery unless kept on a lead and under proper control
- Dogs should not be allowed to foul in Willand Cemetery and the person in control of the dog that does foul must remove any excrement
- The Parish Council reserves the right from time to time to make any alteration in fees and charges or the foregoing Rules and Regulations
- Details of the current fees and charges may be obtained from the Parish Clerk
- The Parish Council reserves all rights to the management of Willand Cemetery, in particular graves are liable to be reclaimed after a period of not less than 50 years
- Relatives are requested to place all waste materials in the appropriate containers
- Planting of graves is NOT permitted
- The Parish Council maintains the right to level, turf or seed the grave any time after 12 months from the date of burial or earlier should it become necessary
- The Parish Council does not accept responsibility for any damage or loss occasioned to any person, vehicle, equipment or otherwise in Willand Cemetery
- Ornaments/flower holders to be placed on the memorial stone or tablet ONLY. Artificial flowers are ONLY permitted in the flower holders placed on the memorial stone or tablet. Jam jars; metal cans, glass vases or plastic containers not specifically designed for cemetery use are not permitted and will be removed