

Carlton Parish Council

FOR THE ATTENTION OF THE CEMETERY WORKING GROUP MEMBERS

You are invited to attend the meeting of the Cemetery Working Group on 20th October 2022 at 7.30pm, to be held at Carlton Methodist Church.

Helen Phillips

Clerk to Carlton Parish Council

Agenda

- 1. Election of Chair**
To elect the Chair of Carlton Parish Council's Cemetery Working Group.
- 2. Apologies for Absence**
To receive apologies for absence and consider the reasons for absence.
- 3. Declarations of Interest**
To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
- 4. Terms of Reference**
To review the Cemetery Working Group's Terms of Reference. (page 2)
- 5. Cemetery Rules**
To review the council's Cemetery Rules. (pages 3-6)
- 6. Cemetery Charges**
To review the council's Cemetery Charges structure. (page 7)
- 7. To receive the notes from CWG meeting held on 19th April 2022**
(for information only) (pages 8 -9)
- 8. Cemetery and Chapel**
 - 8.1 To consider the renovations to the cemetery boundary walls
 - 8.2 To consider the renovation and maintenance of the chapel.
 - 8.3 To consider creation of an area within the cemetery for cremation interments.
- 9. Memorial Testing**
 - 9.1 To receive an update from the clerk on the completion of corrective actions.
 - 9.2 To consider the repair/ restoration of the aged memorials.
- 10. Cemetery Database**
To receive an update from the clerk on the progress of the database for the cemetery records.
- 11. Date and Time of Next Meeting**

Item 4

Cemetery Working Group - Terms of Reference

1. Membership of the Cemetery Working Group (CWG)

Cemetery Working Group should consist of at least three councillors, the clerk and other members of the parish (volunteers).

2. Convening of Meetings

The CWG will meet as and when required, at least once a year.

3. Chair of Meetings

The Chair of the CWG will be appointed at the first meeting.

4. Notes of the Meeting

A member of the CWG will take the notes from the meeting, if the clerk is not in attendance, and they will be provided to the clerk and council at its next meeting, for information and approval.

5. Remit of the CWG

The CWG will : -

- review the cemetery rules and regulations on an annual basis.
- review the cemetery work activity risk assessment, at least annually.
- prepare applications for grant funding to outside bodies, including the Heritage Lottery Fund.
- encourage local parishioners to become 'friends of the cemetery and chapel' and engage in consultation with local parishioners as and when required.
- provide ideas for the refurbishment of the chapel and its potential future use.
- manage consultation events.
- at least one member of the CWG will complete Memorial Safety Testing Training.
- report any visual inspections of the memorials, when visiting the cemetery, to the clerk.

The CWG will provide feedback and make recommendations to the Council.
No delegated power or authority has been provided to the Group.

Cemetery Rules

1. GENERAL

- 1.1 The Cemetery is owned and managed by Carlton Parish Council.
- 1.2 The Cemetery is normally open to the public between dawn and dusk each day.
- 1.3 The Cemetery is administered by, and is under the charge of, the Clerk to Carlton Parish Council, whose contact details are: -

Mrs H Phillips Tel: 07714125183. Email: clerk@carltonparishcouncil.gov.uk
- 1.4 The Council will maintain the Cemetery in a good and decent order. The Council reserves the right to prune, cut down or remove any shrubs or trees within the Cemetery at any time in order to maintain decent order.
- 1.5 Plans of the Cemetery are kept at the Clerk's address and may be seen by prior appointment. A copy of the rules and regulations, table of fees etc. may also be obtained. All Burial Records are kept at the Clerk's address and will be made available to individuals with an established interest who can request information from the Clerk.
- 1.6 The allocation of all grave spaces and cremated remains plots is subject to agreement and the approval of the Clerk.
- 1.7 Allocation of grave spaces shall be subject to payment of fees applicable at the time of allocation. An Exclusive Right of Burial Certificate will be issued soon after. Further fees are payable at the prevailing rate upon an interment taking place.
- 1.8 The Exclusive Right of Burial Certificate means that the purchaser of the certificate owns the Right to Inter for 99 years. The certificate does not mean that the purchaser owns the land. The land always belongs to Carlton Parish Council.
- 1.9 It is the owner of the Exclusive Right of Burial responsibility to inform Carlton Parish Council of any change of address.
- 1.10 It is the owner of the Exclusive Right of Burial responsibility to inform family and /or executors of the purchase of the Exclusive Right of Burial.

2. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (Right of Ownership)

- 2.1 A transferred Exclusive Right of Burial to a grave is only valid if it has been registered and agreed by the Parish Council.
- 2.2 It is advisable that once the grave owner has been interred within the grave, arrangements be made for the transfer of ownership. No further burials, interments of cremated remains, scattering of cremated remains, additional inscriptions on memorials or installation of new memorials will be permitted until entitled ownership has been established.
- 2.3 In cases where the original purchaser is deceased, the new owner must demonstrate ownership of the grave by producing a) A valid will, b) Grant of Probate, c) Letters of Administration, or d) if the others are missing, a completed Statutory Declaration witnessed by a Commissioner of Oaths, (solicitor).
- 2.4 A fee may be charged for accepting this documentation which must be paid at the time of application.

3. INTERMENTS (INCLUDING THE INTERMENT OF CREMATED REMAINS)

- 3.1 No burial shall take place, or any memorial placed relating thereto, without the prior permission of the Clerk to the Parish Council. All excavations for the interment shall be undertaken only by persons approved by the Council, by traditional manual methods, unless by prior agreement.
- 3.2 No burial of cremated remains shall take place, or any memorial placed relating thereto without the prior permission of the Clerk to the Parish Council. All excavations for the interment of cremated remains shall be undertaken only by persons approved by the Council, by traditional manual methods, unless by prior agreement.
- 3.3 Should points 3.1 to 3.2 be breached the Parish Council reserve the right to remove the funeral director (or monumental mason) from their approved list of contractors and therefore retract permission to work within the cemetery grounds.
- 3.4 All funeral directors and persons responsible for excavating must provide evidence of current public liability insurance and risk assessments to the Council.
- 3.5 A minimum of 48 hours for the Notice of Interment must be given to the Council, confirmed in writing within 24 hours.
- 3.6 Every Notice of Interment shall be on the form provided or otherwise agreed by the Council and must contain a full and true statement of the particulars required and be signed by the applicant.
- 3.7 Orders or instructions received by telephone shall be confirmed in writing within twenty-four hours. The Council will not accept responsibility for loss of any remittances or instructions forwarded by post.
- 3.8 The Registrar's or Coroner's Certificate for the disposal shall be made available prior to the funeral taking place.
- 3.9 The funeral director in charge of the funeral must arrange for a minimum of FOUR people to carry the coffin to the graveside. It is the responsibility of the funeral director to increase the number of bearers subject to Health and Safety considerations.
- 3.10 Cremated remains may be interred 'loose', or in urns or caskets of a suitable design and construction which must be biodegradable.

4 MEMORIALS

- 4.1 The Exclusive Right to Erect a Memorial (for 30 years) must be purchased by the owner of The Exclusive Right to Burial.
- 4.2 Before the erection of any memorial or other work relating to a plot an application must be made to the Council. This application must include a drawing/sketch with measurements and nature of the proposed memorial including materials to be used, along with full details of proposed inscription. Subject to approval and on payment of the appropriate fees, authorisation will be granted. No memorial may be erected, or inscription made unless approved by the Clerk to the Parish Council.
- 4.3 All Monumental Masons must provide current evidence of Public Liability Insurance and risk assessments to the Parish Council.
- 4.4 All Memorials shall be constructed of good quality stone with all fixings made in accordance with recognised trade standards (Recommendations of National Association of Monumental Masons or equivalent) and shall be stabilised using the recommended underground fixing. Headstones and plinths shall be erected vertically on the outer edge of the plot at the head of the grave and shall not exceed 3 feet

(900mm) in height measured from the ground or 3 feet (900mm) in width. The plinth shall not exceed 12 inches in depth (300mm). The headstone shall not exceed 4 inches (100mm) in thickness and must be in line with other headstones in the row.

- 4.5 In the event of neglect of any memorial, after 3 months' notice posted or delivered to the last known address of the owner, the Council shall have the right to remove or otherwise dispose of any such memorial as they may direct. The Council reserves the right to take any such action as may be deemed appropriate in cases of neglected or vandalised memorials which in particular, have become a danger to the public and the cost of such action may be sought from the family or legal representatives.
- 4.6 All materials and tools used for the erection of the headstone must be transported by hand or on carts or trucks with wheels, that would not cause damage to the surfaces of the cemetery and its pathways.
- 4.7 All persons erecting headstones must use such means as to protect the grass and the pathways as directed by the Clerk or a nominated representative and shall be responsible for the clearing of the site following erection of the same including surplus materials.
- 4.8 The erection (or renewal) of a wooden cross is not allowed other than for a temporary period not exceeding six months, following interment. In default of this regulation the Council reserves the right to remove any such cross.
- 4.9 **Flowers and shrubs must not be planted on purchased graves. The Council may remove any shrubs, plants or flowers that have been planted in the vicinity of burial plots. This is to facilitate proper and effective maintenance of the Cemetery.**
- 4.10 No grave shall be raised by the use of turf, or other means, above the level of the ground in the immediate vicinity.
- 4.11 **No grave shall be covered with artificial grass, stones, paving or gravel, unless by prior approval by the Council. An agreement contract must be signed by the plot owner prior to any installation process. The Parish Council have the right to remove any such coverings, if installed without proper approval. This is to facilitate proper and effective maintenance of the Cemetery.**
- 4.12 **No vases (other than those incorporated within a headstone), shrubs, trees, plants, artificial wreaths, jars, bowls, toys or memorabilia, shall be permitted. Any breach of this condition may result in the removal of any such item by the Council. This is to facilitate the proper and effective maintenance of the Cemetery.**

5. FLOWERS, FLORAL TRIBUTES AND CHRISTMAS WREATHS

- 5.1 Floral tributes from funeral services will be removed and disposed of two weeks after the funeral service. This is to facilitate the proper and effective maintenance of the Cemetery.
- 5.2 Only artificial flowers and fresh cut flowers are permitted. These must be placed in the headstone's vase that is incorporated in the plinth.
- 5.3 All wrappings should be removed and taken home for disposal.
- 5.4 Containers used for transporting water must be taken home for reuse or disposal. Containers left behind headstones may be removed by the Parish council for disposal.

- 5.5 Perished floral tributes should be disposed of in the bins provided.
- 5.6 All perished floral tributes may be removed by the Council at their discretion.
- 5.7 Carlton Parish Council cannot be held responsible for any floral tributes that cannot be found. Floral tributes are left at the person's own risk.
- 5.8 **Christmas wreaths may be placed in front of headstones during the Christmas period (1st December to 7th January). They should be removed from the 1st February onwards.**

6. GENERAL CONDUCT

- 6.1 Persons within the Cemetery shall, at all times, conduct themselves with proper and any person found conducting himself or herself in a noisy, discourteous or disorderly manner will be expelled from the Cemetery.
- 6.2 Children under the age of twelve will not be admitted except under the care of a competent person and all persons admitted to the Cemetery will be subject to the directions of the Clerk or their nominated representative.
- 6.3 Dogs will only be allowed in the Cemetery when secured on a lead and must be prevented from defecating the area.
- 6.4 Cycling, skateboarding, scooters, or rollerblading within the Cemetery is prohibited.

THE COUNCIL RESERVES TO ITSELF THE POWER TO MAKE ALTERATIONS FROM TIME TO TIME IN THE FOREGOING RULES.

Item 6

Carlton Cemetery Charges Effective 1st April 2021

	Residents of Carlton	Non- Carlton Residents
<u>Grave Purchase Fees</u>		
Exclusive Right of Burial - Full Plot, 99 years	£345.00	£415.00
Maintenance in Perpetuity - Full Plot	£150.00	£180.00
Exclusive Right of Burial - Half Plot, 99 years	£180.00	£220.00
Maintenance on Perpetuity - Half Plot	£85.00	£100.00
Exclusive Right to Erect a Memorial (30 years)	£80.00	£90.00
<u>Interment Fees</u>		
Burial	£300.00	£355.00
Interment of Ashes	£90.00	£105.00
Scattering of Ashes	£55.00	£65.00
Still Born or Child under 18 years	£0.00	£0.00
Common Grave (this is an inclusive rate for interment in a common grave)	£340.00	£410.00
<u>Permits for Work in Carlton Cemetery</u>		
Headstone and First Inscription	£100.00	£100.00
Additional Inscription to Existing Memorial	£70.00	£70.00

Item 7

Notes from Cemetery Working Group meeting held on 19th April 2022 at 7pm

In attendance: Councillors Lowes, Bell and Taylor
Present: H. Phillips – Clerk to Parish Council.

1. Apologies for Absence

Apologies were received from Cllr Mann.

Resolved: That the apology and reasons for absence received by the Cllr Mann be accepted and approved.

2. Declarations of Interest

None.

3. Memorial Testing

An update was given by the clerk regarding the progress of the stakes and banding costs. Whilst two memorial masons had been contacted the clerk was awaiting the required information.

A discussion was held regarding the intended plan of action to complete the memorial testing at the cemetery.

A team of (at least) three persons (Cllrs Lowes and Taylor, and the clerk) will carry out the memorial testing using the quadrant maps of the cemetery. One will test the memorials, one will record the results, and one will complete the immediate action to ensure consideration to Health & Safety. Recording will be done using a traffic-light system, as follows:-

Red: Requires immediate corrective action; stake and banding or laying the memorial flat dependant on the type and issue.

Amber: No immediate danger - review in one year.

Green: No danger, no movement – Review in 1-2 years

Review will also take place of the grave plots with kerb-sets (especially in the older plots towards the front of the cemetery) to assess the extent of work required to re-set them, for health & safety and aesthetical value.

Recommendation: That

- i) the clerk continues to source materials for stakes and bands; and
- ii) the clerk compiles and posts a notice in the cemetery to notify the public of the intention to complete memorial testing; and
- iii) the clerk to draft a letter to plot owners and notify them of the issues found on testing, to have them instigate actions for the remedial works completed via their memorial mason; and
- iv) the CWG to report to the council on completion of the testing after analysis of the recorded results to allow assessment of the cost to the council should the plot owners be uncontactable.

Resolved: That the memorial testing be completed on 20th and 21st June 2022.

4. Cemetery Database

An update was given by the clerk on the progress of the completion of the database. Much of the existing database has been amended and added to as the format was not fully useable. Much of the information, such as the transfer of ownership was not added merely a tick box, therefore this does need researching and adding.

The extent of the records is vast, having to consult three different types of record book (presently used) and the historical records back to 1898, and the velum map. All need to be utilised to ensure all the information is captured.

On discussion it was estimated that c.15% has been completed over a period of approximately 30-40 hours, not including what the previous clerk had completed. Much of the additional information added was via the project of photographing and records the memorials, which took away from the extra hours given to work on the database alone.

Recommendation: That

- i) additional funded hours be provided for the clerk to work on the database; and**
- ii) councillors be asked if they have any time available to transfer some of the smaller books into Excel so that the clerk can more quickly collate the information into the access database; and**
- iii) the clerk back up the database to the council cloud storage each week (if amendments have been made) deleting previous versions once uploaded, to permit on-going assessment of progress.**

5. Noticeboard

The CWG commented on the pleasing look of the new noticeboard in the cemetery and were eager for a second to be purchased for the Golden Garden.

Recommendation: That the old cemetery noticeboard be re-sited at the allotments for relevant notices for the tenants.

20. Date & Time of Next Meeting

To be confirmed after memorial testing has been completed.