

Carlton Parish Council

Notes for the Cemetery Working Group meeting held on 20th October 2022

Present: Cllrs Lowes, Mann, and Taylor.

In attendance: H Phillips – clerk.

1. Election of Chair

Cllr Taylor was put forward to be elected Chair.

Resolved: That Cllr Taylor be Chair of the Cemetery Working Group for 2022-23

2. Apologies for Absence

Apologies and reasons for absence were received from Cllr Quinn.

Resolved: That Cllr Quinn's apologies be received and reasons for absence be approved.

3. Declarations of Interest

No disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting were received.

4. Terms of Reference

The group reviewed the Cemetery Working Group's Terms of Reference.

It was agreed that as there were no members of the public coming forward to be part of the working group this be removed from the terms of reference. It was the remit of the working group to review the cemetery risk assessment.

(amended version, page 4)

Resolved: That the Cemetery Risk Assessment be reviewed at the next Cemetery Working Group meeting.

Recommendation to Council: That the Cemetery Working Group's Terms of Reference be considered for approval and adoption.

5. Cemetery Rules

The group reviewed the council's Cemetery Rules. (pages 5-8) A discussion was held, and it was agreed that additional clauses were required relating to the interment of ashes and of singular requests for memorials other than as the present rules stipulate.

Resolved: That

- i) A review of the cemetery rules with additional paragraphs was considered and further advice be requested from YLCA; and**
- ii) the Cemetery Rules and Regulations be presented to council at the meeting on 29th November 2022 for consideration.**

6. Cemetery Charges

The group reviewed the council's Cemetery Charges. (page 9)

Recommendation to Council: That the Cemetery Charges remain at the present

rates, with no increase for 2023-24.

7. The group received the notes from CWG meeting held on 19th April 2022

Resolved: That the meeting notes from the meeting held 19th April 2022 be noted.

8. Cemetery and Chapel

8.1 The group considered the renovations to the cemetery boundary walls, and cemetery gates.

Resolved: That

- i) the clerk gather three quotes for the cost of restoring/ refurbishing the cemetery walls, to present to the Finance Committee at their meeting on 15th November 2022, be approved; and**
- ii) the clerk arrange for assessment of the cemetery gates to ascertain the potential work and cost involved in restoring them, be approved.**

8.2 The group considered the renovation and maintenance of the chapel.

Resolved: That

the clerk engage a building surveyor/ structural engineer to assess the soundness of the chapel building, to present findings to the Cemetery Working Group at their next scheduled meeting, be approved.

8.3 The group considered the suggestion of creation of an area within the cemetery specifically for ashes interments.

There are currently areas in the cemetery that have allocated ashes plots, however there are not many plots left and a discussion took place about future ashes plots in the cemetery.

The main cemetery area, the grassed area, is not marked out for plots and it was suggested that the working group members visit other cemeteries to see how their plots are set out.

Resolved: That

- i) the members of the working group visit local cemeteries to view ashes interment areas; and**
- ii) this item be considered at the next Cemetery Working Group meeting.**

9. Memorial Testing

9.1 The group received an update from the clerk on the completion of corrective actions. A discussion was held, and a plan of further actions was as follows: -

- i) The plot which has had its stake and banding removed should be re-staked and banded and a notice attached to the memorial (and contact to the plot owner be made) stating that the memorial remains unsafe and for Health & Safety purposes should remain stabilised. The owner must contact the clerk to acknowledge the notice and establish corrective actions through a recognised**

- monumental mason at no cost to the Parish Council.
- ii) The memorials that were laid down at testing to be investigated further by the clerk to establish the date of the interment/s, to enable recouping of the cost of re-erecting the memorial, or to make a decision on whether the memorial should be laid down permanently in situ or removed to a separate safe area within the cemetery.
 - iii) The memorial masons be contacted for unsafe memorials that the council has received no response to the letters left on the memorials. The memorial masons will be asked to rectify the unsafe memorials as soon as possible, at no cost to the council. They will need to contact the person(s) that purchased the memorial to recoup any costs incurred.

Resolved: That

- i) **A second letter be sent to the deed holders of the unsafe memorials, if they do not respond within 14 days then a letter will be sent to the memorial mason, where the details are known; and**
- ii) **The clerk investigate further with regard to the memorials that were laid down for safety reasons and report the findings to the next working group meeting.**

9.2 The group considered the repair/ restoration of the aged memorials.

Resolved: That the repair/ restoration of aged memorials be deferred, to be considered at a future meeting.

10. Cemetery Database

The group received a verbal and visual update from the clerk on the progress of the database for the cemetery records.

The clerk has completed a great percentage of the database, noting that there was scope to complete further work as a further book still needs the details input into the database. It is a usable document at present which has now been saved to the Cloud and the laptop contents having been backed up to an external storage drive. The clerk has eight hours of additional authorised time to complete these works.

Resolved: That

- i) **the clerks update on the cemetery database be noted; and**
- ii) **the clerk continues to enter the information from the additional book to get a completed cemetery record database, within the additional authorised 8 hours.**

11. Date and Time of Next Meeting

The meeting closed at 8.30pm and the date of the next meeting was agreed as 2nd February 2023 at 7:30pm.

Item 4

Cemetery Working Group - Terms of Reference

1. Membership of the Cemetery Working Group (CWG)

The Cemetery Working Group should consist of at least three councillors and the clerk.

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 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, annually.
- prepare an application 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, whether a full or half plot (for ashes) is purchased. 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.
- 3.11 A half plot may be purchased to place cremated remains within it and cost for a half plot will be as stated in the Cemetery Charges for the relevant year.

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 **Should any memorials requests, not of the dimensions in 4.4 be put forward, these would be assessed on an individual basis, for consideration by the council.**
- 4.6 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.
- 4.7 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.
- 4.8 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.
- 4.9 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.
- 4.10 **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.**
- 4.11 No grave shall be raised by the use of turf, or other means, above the level of the ground in the immediate vicinity.
- 4.12 **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.**
- 4.13 **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