

WELWYN PARISH COUNCIL CEMETERY & GARDEN OF REMEMBRANCE REGULATIONS

(Reviewed January 2009

These regulations supersede and replace all previous regulations).



These regulations apply to the Parish Council's Cemetery at Kimpton Road, Welwyn, Hertfordshire. In addition, the Memorial Mason Registration Scheme applies to those closed churchyards that legally are required to be maintained by the Council.

CONDUCT

All persons must conduct themselves in a decent, quiet and orderly manner and must not:

- 1) Create any disturbance or nuisance
- 2) Interfere with any burial.
- 3) Interfere with any grave, vault, tomb, stone or other memorial or floral tribute.
- 4) Play any game or sport.
- 5) Ride a bicycle or use any other recreational equipment.
- 6) Enter the cemetery when it is closed to the public.
- 7) Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.
- 8) Bring animals, except for guide dogs Dog fouling must be cleaned up and disposed of in an appropriate bin.
- 9) Children under the age of 12 years must be accompanied by an adult.
- 10) Council employees have the right to exclude or remove members of the public whose conduct is unsatisfactory.

CEMETERY

VEHICLES

Vehicles are restricted to a speed limit of 5mph. Only authorised service vehicles, with the exception of funeral vehicles and disabled badge holders are permitted and must not cause obstructions or interfere with funerals.

1. Hours of Interments.

The hours for interments (for all denominations) are as follows:
Mondays to Fridays 10 a.m. to 4.00 p.m. No interment shall take place outside these hours, or on weekends, Good Fridays, Christmas Day or a General Holiday except in cases of special emergency and then only at an approved hour and on payment of an appropriate additional fee.

2. Exclusive Right of Burial of Remains:

Exclusive Rights of Burial for a period not exceeding 60 years in the case a burial and may be purchased on payment of the appropriate Parish Council fee and a Deed of Grant will be issued to the purchaser.

The Council reserves the right to limit Grants of Exclusive Rights of Burial to persons and their families' resident within the Parish.

3. Burials and Memorials.

No burial shall take place, no cremated human remains shall be interred no tombstone or other memorial shall be placed in the Cemetery and no additional inscription shall be made on any tombstone or other memorial without the written permission of Welwyn Parish Council on the form supplied by the Parish Council.

4. Notice of Interments.

Not less than 48 hours notice shall be given of any interment and if such interment is wanted for a Monday (Tuesday if Monday is a Public Holiday) the notice must be given before 1 p.m. on the previous Friday (Thursday if Friday is a Public Holiday). If the above notice is not given, an extra charge for overtime and any additional expenditure will be made.

All notices of interment must be in writing on the forms provided by Welwyn Parish Council and requirements must be clearly and completely stated. The responsibility for any error therein is that of the person signing the notice, particularly so in cases where either the wrong fee is charged as a consequence or where additional fees are afterwards incurred.

Welwyn Parish Council will refuse to allow interments when there is reason to believe details given on the Notice are incorrect, the disposal certificate is not available for inspection to authenticate the identity of the person to be interred prior to the burial, or if the necessary Notice mentioned above has not been given.

5. Official Plan.

A plan of the Burial Ground, showing the position of every grave, shall be kept at the Council Office and may be inspected during normal office hours without charge.

6. Transfer to be registered.

No transfer of an Exclusive Right of Burial and Garden of Remembrance Grant of Right, in any grave, shall be deemed valid unless and until the same is verified and registered at the Parish Council Office on the form supplied by the Parish Council.

7. Payment of Fees and Charges.

All charges and fees payable for anything in connection with the Burial Ground shall be paid to the Parish Council before an interment takes place, or any work commences. No receipt other than an official receipt issued by the Council will be acceptable as proof of payment.

8. Receptacles for Flowers.

Apart from approved monuments No mementos or other items shall be placed on graves without express prior written consent of Welwyn Parish Council.

14 days after burial the Council's staff will remove floral tributes from the grave and dispose of them unless a specific written request has been made to the Clerk for the tributes to be removed by the family.

Welwyn Parish Council reserves the right to remove or require the removal of any faded flowers, wreaths, vases, bottles, tins or any object, without notice, which is in the Council's opinion objectionable.

Glass shades, candles and halogen lamps are not to be placed on any grave.

9. Headstones/Monuments and Inscriptions to be approved.

No metal vases, railings, fencing, kerbs or other structures enclosing graves, other than headstones will be permitted in any sections of the cemetery from 01 January 2009 (exception is made to burials within the eight months prior to 01 January 2009).

The Council advises that masonry should not be placed on graves until at least six to eight months after interment. This allows for settlement.

All installations must be in accordance with current NAMM (National Association of Memorial Masons) recommendations.

Memorials on graves shall be in the form of a headstone and shall comply with the following dimensions:

Height- maximum 2 feet 9 inches (0.84 metre) including any base. Width - maximum 2 feet 6 inches (0.762 metre) Depth - Maximum 4 inches (0.10 metre)

No monument shall exceed the above measurements. A person shall not erect or fix any monument or gravestone, tablet, or make any inscription, or place any vase bearing an inscription in the Burial Ground, without the approval of the Parish Council and shall, before proceeding to erect or fix any such monument, gravestone, tablet or make any inscription, or place any such vase bearing an inscription, furnish to the Parish Council a description and measurements of every such monument, gravestone or tablet with copies of the proposed inscription thereon, together with a specification of the material and dimensions to be used on the form provided by the Council and after the appropriate fees (if any) has been paid.

No Headstone or tablet will be allowed over any grave to which the Exclusive Right of Burial has not been purchased.

The Council will remove any unauthorised memorials, kerbs, railings, ornamentation or horticultural decoration. The Council may recover the cost of removal of these items from the holder of The Grant of Exclusive Right of Burial to that grave, in accordance with the powers and procedures set out in Article 14 of The Local Authorities Cemeteries Order 1977.

10. Repairs to Graves and Monuments etc.

The owners must keep all monuments, gravestones, tablets, kerbs or other memorials in repair. In the event of any such monument etc., becoming dangerous, defective or illegible from want of repair or neglect, the Council may, in accordance with the powers and procedures set out in Article 16(2) 2and Schedule 3 of the Local Authorities' Cemeteries Order 1977, give notice to the owner or owners, requiring him or them to repair or remove any such monument etc., and if, after the expiration of such notice, the owner or owners have failed to repair or remove any such defective or dangerous monument etc., or if the Council is unable to trace the owner(s) after taking such reasonable steps as it may consider necessary for that purpose, then the Council may remove the same without any rights of the owner or owners to any compensation for so doing.

11. Surplus Soil.

The surplus soil excavated from any grave or vault is to be deposited on such part of the Burial Ground as the Parish Council may determine.

12. Damage.

If any damage is done to the Council's land or premises by bringing in any materials, gravestones, or monument or from any other cause, the person or persons doing such damage will be held responsible for the same and the Council may recover the cost of repairing such damage from such person or persons and in addition take proceedings under Article 18 of the Local 3Authorities' Cemeteries Order 1977.

13. Admission of Workmen

No workman employed in fixing, painting or restoring monuments or gravestones will be admitted or materials received into the Burial Ground on Saturdays, Sundays, Christmas Day, Good Friday, Public Holidays or on any other day before 9 a.m. or after 4 p.m.

14. Depth of Private Graves.

No private grave will be made deeper than 7ft but the Parish Council, if they find it impracticable (owing to drainage or other cause) to dig so deep as 7ft in any particular grave space, reserve the right to specify the maximum depth which can be dug. All coffins or other receptacles shall be buried in the Cemetery & Garden of Remembrance in accordance with the requirements of Part I of Schedule 2 of the Local Authorities' Order 1977.

15. Grave Number on Monuments.

The identification number of a grave must be cut at the foot of all monuments or gravestones so as to be visible when erected. All memorials must comply with current NAMM recommendations.

16. Dogs.

With the exception of Guide Dogs, dogs are not allowed within the Cemetery.

17. Planting.

The Council does not permit the placing and/or planting of any materials in any part of the Cemetery.

18. Damaged Wreaths.

Broken or damaged wreaths, ornaments or memorials shall not be allowed to remain on any grave in the Burial Ground and the Parish Council shall be at liberty to remove the same if the owner fails to do so. All dead floral tributes will be removed from graves at the Council's discretion if the owner first fails to do so.

19. Gratuities.

No gratuities shall be demanded by any officer or servant of the Parish Council

20. Maintenance.

As soon as convenient after the interment of a body or cremated remains the Parish Council shall sow grass seed or lay turf at its own expense by the grave. Thereafter no person other than the duly authorised officers or servants of the Parish Council shall interfere with or alter the turfed or unturfed areas of the grave except for the purpose of a further interment therein.

21. Grass Cutting.

The Council shall keep the turfed areas mown at its own expense, but will not undertake to keep clean or maintain memorials, which matter shall be the responsibility of the owner.

22. Wooden Crosses.

A wooden cross may be erected temporarily to mark a new grave and shall be allowed for a period not exceeding eight months from the date of the interment. Such a temporary memorial will only be allowed over any grave for which the Exclusive Right of Burial has been purchased and prior consent has been given by the Parish Council. The Council will remove any wooden cross for which prior consent has not been obtained. The Council reserves the right to remove any wooden cross permitted by this regulation after the expiry of eight months following the date of the interment to which it applies.

All wooden crosses so erected shall conform to the overall maximum size, position and location of the aforementioned and approved permanent memorials. The Cross shall be supported by sufficient length driven into the ground to ensure it remains in an upright position in normal circumstances. Such wooden crosses shall be of hardwood or good quality softwood. The surfaces shall be dressed to a smooth finish and stained to dark oak shade. The cross shall be in the form of a crucifix and the cross bar shall be joined to Cemetery & Garden of Remembrance the upright in a secure and tidy manner. Any inscription thereon shall be properly carved into the face of the cross or by means of an inscribed brass plate affixed to the face of the cross but at its joint with the upright.

Welwyn Parish Council Cemetery & Garden of Remembrance Regulations

Reviewed and adopted by the Council on 27 January 2009

All crosses must have inscribed; at the base and visible, the number of the plot as stated on the Exclusive Right of Burial.

23. Games.

The playing of ball, or any other games or sport within the Cemetery is strictly prohibited, in accordance with Article 18 (1) (e) of The Local Authorities' Cemeteries Order 1977.

GARDEN OF REMEMBRANCE

24. Cremated Remains.

Cremated remains may be scattered or buried in the Garden of Remembrance or family grave upon application to the Parish Council. A Certificate from the Crematorium must accompany all applications.

25. Exclusive Right of Interment of Cremated Remains.

Exclusive Rights of Burial for a period not exceeding 30 years in the case of cremated remains in the Garden of Remembrance may be purchased on payment of the appropriate Parish Council fee and a Deed of Grant will be issued to the purchaser.

The Council reserves the right to limit Grants of Exclusive Rights of Burial to persons and their families' resident within the Parish.

26. Memorials On Cremated Remains Plots:

Memorials shall be in the form of a single flat tablet, central on the plot and flush with the surface.

The overall dimensions shall not exceed 1 foot 3 inches (0.38 metre) by 1 foot 3 inches (0.38 metre) by 2 inches (0.05 metre) and must be placed centrally on the plot.

27. Reservations.

The Council reserves the right from time to time to make any alteration in or addition to these regulations or to the schedule of fees and charges and does not hold itself responsible for any accident or damage to any gravestone or monument occasioned by storm, lightening, vandalism or any other cause.

Welwyn Parish Council Cemetery & Garden Of Remembrance Regulations were approved by Welwyn Parish Council by virtue of its powers under the Local Authorities Cemeteries Order 1977 adopted the foregoing Regulations on: 27 January 2009 to be effective from that date and supersede and replace all previous regulations.

***Welwyn Parish Council by virtue of its powers under the Local Authorities
Cemeteries Order 1977 adopted the foregoing Regulations on:***

Date: 27th January 2009

Signed.....

Chairman of the Council