

# ***Willingham by Stow Parish Council***

Cemetery Clerk - Mrs L Brooks-Sleight  
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## **Willingham Cemetery Regulations**

Reviewed & Approved 9<sup>th</sup> May 2024

### **1. Hours for Interments**

The hours for interments for all denominations are: Mon-Fri 9am – 5pm, Saturdays 9am – 1am, except in the case of an emergency certified by a Coroner/registered medical practitioner - no interment shall take place outside the above hours unless expressly agreed by the Burial Authority.

### **2. Orders and Notices for Interments**

Notices of interments in the Burial Ground must be given in the first instance to the Burial Clerk by the Funeral Director, at least 3 working days' notice shall be required.

### **3. Form of Notice**

The notice of interment must be given in writing on the form provided by the Burial Authority and must contain a statement of the deceased – name, age, date of death & address.

*The Certificate of Death (green form) issued by the Registrar of Deaths in pursuance of the Births and Deaths Registration Act 1926 or the Coroner's Order must be delivered to the Burial Clerk before the time of interment (3 working days)*

### **4. Grave spaces**

The selection of the grave space is subject to the approval of the Burial Authority but wishes of the applicants will be met as far as may be deemed practicable.

All interments shall be in earth graves, no vaults or brick graves will be permitted

**All graves shall be dug by the Funeral Director arranging the interment and shoring must be used. This is the responsibility of the Funeral Director to enforce.**

All graves shall be filled up immediately after the interment with earth and re-turfed as soon as practicable. No mounds or banks will be permitted. The tops of graves are to be kept level and any subsequent depressions are to be reinstated to facilitate maintenance of the Burial Ground.

This will be the responsibility of the Funeral Director.

### **5. Size/Depth of Burials**

Single Burial Plots – 2.5' wide x 7' long.

Cremated Remains Plots 2' wide x 2' long.

No grave less than 6 feet in depth from the surface will be allowed and no coffin shall be buried without 3 feet of soil between the ordinary level of the ground and the upper side of the coffin.

Only one body per grave.

## **6. Exclusive Rights of Burial/Interment**

All residents are entitled to be buried in the cemetery and those persons who have previously been resident of parish during any part of their life. Any other persons will be subject to the increased charge for both Exclusive Rights of Burial & interment. No interment may take place without first obtaining the Exclusive Right of Burial which may be pre-purchased or obtained prior to interment at the current fees.

Purchase of the Exclusive Right of Burial is granted for a period of 75 years and may not be passed down through families. *Please contact the Burial Clerk for any queries regarding transferring ownership of the Exclusive Right of Burial.* Fees for interment than apply.

## **7. Payment of Fees/Charges**

All fees and charges payable to the Burial Authority in accordance with the table of fees must be paid to the Burial Ground Authority before interment. Cheques payable to Willingham Parish Council or Bank Transfer Willingham Parish Council (Barclays) s/c 20-50-21 acc. 90765678

## **8. Register and Official Plan**

A Register of all burials and a plan of the Burial Ground will be kept by the Clerk to the Burial Authority and may be inspected at all reasonable times without charge.

## **9. Exhumation**

After interment no body may be removed without producing to the Clerk to the Burial Authority the faculty or licence required by law.

## **10. Headstones & Memorials**

Memorials can be erected 6months after burial on graves.

All Memorials must be installed with BS8415 NAMM Code of Practice

The cemetery is a lawned cemetery. Only headstones/vases will be permitted. No railings, kerbing, fences or other ornaments shall be permitted within the burial plot. Relatives are not allowed to plant trees, shrubs or plants on the grave surface, although planting of bulbs will be permitted.

No memorial may be erected without prior, written approval and no alterations may be made to any existing memorial without written consent of the cemetery clerk.

Vases – under 12” high

*Grave memorial - base area no more than 3’ wide (flat on the ground) & max 3’ in height*

*Ashes memorial - a tablet under 12” square laid flat with the surrounding ground*

These dimensions are overall dimensions inclusive of any bases or plinths.

The erection of the memorials shall be anchored to a concrete foundation of not less than 10mm (4”) thickness. At all times the headstones, memorials, monuments and tablets will be the sole responsibility of the owner of the Deed. All repairs will be undertaken at the cost of the owner of the Deed to ensure the safety of the Cemetery.

The Burial Authority reserve the right to remove, and dispose of without notice, any memorial not kept in a good state of repair or which has become unsightly in its opinion. At the same ensuring that the provisions of the Local Authorities’ Cemeteries Order 1977, Schedule 3, are upheld.

Flower Receptacles are to be of a design that must fit within the defined grave space. The Burial Authority reserve the right to remove, without notice from any grave, flowers (including plastic flowers), plants or wreaths that in its opinion have become unsightly and to dispose of the same in such a manner as deemed fit.

**MEMORIALS ARE THE OWNERS RESPONSIBILITY TO KEEP SAFE**

### **11. Memorial Garden**

If you would like to place a plaque on the Memorial Garden, please ensure the plaque you purchase is one of the following sizes 11" x 8" portrait or 6" x 4" landscape and then contact the clerk who will arrange for the plaque to be attached to the garden at a fee of £50 (11x8 portrait) £30 (6x4 landscape)

### **12. Dogs**

Dogs must be on a lead when entering the Cemetery and any faeces must be cleared immediately.

### **13. Visitors to the Burial Ground**

All visitors must keep on the paths except whilst visiting a grave and must refrain from damaging trees, shrubs, or flowers. DO NOT WALK ACROSS BURIAL PLOTS. Persons found conducting themselves in a noisy, riotous, or disorderly manner will be removed from the Burial Ground.

### **14. Closure of Burial Ground**

The Burial Ground Authority reserves the right to close the Burial Ground to the public at their discretion.

### **14. Alterations and Additions to Regulations**

The Burial Ground Authority reserves the right to make any additions or alterations to the foregoing regulations at any time.

### **15. Cemetery Search of Records Requests**

A fee of £35 to be paid in relation to any requests for the clerk to search through the Cemetery Records from any member of the public

### **Amendment** (approved 12<sup>th</sup> January 2023)

**16. For any late payment/unauthorised activity within Willingham by Stow Cemetery, a fee of £100 will be issued along with the company/persons been prohibited from the cemetery until all fees have been paid.**

**Willingham Cemetery Fees**  
Reviewed & Approved 9<sup>th</sup> May 2024

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The following fees apply where the person to be interred or to the person whom the right is granted, was immediately before death, a parishioner of Willingham or previously resided in the parish of Willingham. (In the case of a stillborn child, where a parent is a parishioner of Willingham)  
The fees set out below are applicable from 10<sup>th</sup> May 2016 and will remain in force until further notice is given.

**1. To Purchase the Exclusive Rights of Burial** (not exceeding 75years)

Single burial plot (2.5' wide X 7' long)

a. adult	395.00
b. child (age 12 and under)	no charge

Cremated remains plot (2.'wide X 2' long) 200.00

**2. Interments**

For the Interment in a grave plot

a. adult	100.00
b. stillborn or child (age 12 & under)	No charge

For the Interment of Cremated Remains 65.00

At the time of burial/interment of cremated remains, family of the deceased will be allowed to purchase Exclusive Rights to Burial on adjacent plots.

**3. Memorials/Vases**

Headstone Burial plots

-base area no more than 3' wide flat on the ground & max 3' height 90.00

Cremated Remains - a tablet under 12" square laid flat with the surrounding ground 70.00

Memorial Garden – space/fixing fee	for 11x8 portrait	50.00
	for 6x4 landscape	30.00

Vase – under 12" high 70.00

Removing/Replacing a memorial 70.00

Additional inscriptions on existing memorials 60.00

**4. Exhumation**

Exhumation Grave – not including re-burial 845.00

Exhumation Cremated Remains – not including re-burial 445.00

**5. Extra Fees**

Any requests for a search of cemetery records 35.00

For any late payment/unauthorised activity (with the company/persons been prohibited from the cemetery until all fees have been paid) 100.00

**All the above charges shall be doubled for non-residents of Willingham**