
WINKLEIGH PARISH COUNCIL CEMETERY T&CS

Effective 1st April 2019



CEMETERY TERMS & CONDITIONS POLICY

This procedure is a document that sets out Winkleigh Parish Council's approved and agreed practices. Any deviation must be by resolution of the full Council.

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Version	Point	Description of Change	Date
1			Feb 2015
2	Grant of Exclusive Right of Burial	Permit the advance purchase of Exclusive Right to buy a burial plot between plots 575-513 inclusive	16 th March 2016
3	Purchase of ashes plot Inspection of Graves Additional Fee	Purchase can only be made in sequential number order Responsibility of Undertaker for the first 12 months New Fee for additional inscription	27 th September 2016
4	Fees	Increase in fees with effect 1 st April 2018	27 th September 2017
5	Fees	Increase in fees with effect 1 st April 2019	1 st November 2018
6	Charges	Clarification of Parishioner status	24 th April 2019

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the Winkleigh Parish Council website is the controlled copy. Any printed copies of this document are not controlled.

To all Grave Owners, Undertakers & Monumental
Masons

Dear Sir/Madam,

You or your undertaker has expressed an interest in our Cemetery and we enclose our information pack for your attention.

We do understand that this may be a difficult time for you and your family, and please accept our apologies for asking you to read this and to sign your acceptance of our Terms and Conditions. If you have any queries please feel free to ask your undertaker or our Parish Clerk about any of your concerns.

Winkleigh Cemetery

Procedure, Rules, Terms & Conditions
2019

Parish Clerk:- Mrs Melanie Bickell, Lower Itton, Spreyton, EX17 5BB

Winkleigh Parish Council have owned, maintained and run the Cemetery site since 1952. This is as a result of a lack of space in the church yard. Prior to this the site was part of the Airfield infrastructure. The bungalow on the site is owned by the Parish Council and is let on a long term tenancy with various terms and conditions to take into consideration the workings of the cemetery.

When the cemetery was originally laid out, the grave positions were marked and all the existing and future graves are in ground Consecrated at the time. The Parish Council is totally responsible for the running and upkeep of the cemetery.

As time goes on it has become apparent that with the introduction of new legislation, rules and regulations it has become necessary to re-write our Terms and Conditions in greater detail. One of the consequences of this is that we will have to ask you to sign acceptance of our new Terms and Conditions which may well differ from the original ones which apply to those graves already in existence. Unfortunately this is unavoidable and we hope you will understand that any changes that we have made have been done with the best intentions to ensure the safe and harmonious running of our cemetery.

We wish to maintain and improve the high standard of all the graves in our care and need the cooperation of every owner of Grave Rights to achieve this. This will necessitate some restrictions on what you can and can not do with your grave. Again we apologise if some of our rules appear to be a little bureaucratic, but we do believe that it will ensure an even-handed approach to the management of Winkleigh cemetery.

If you want a burial for either yourself or someone else there are a number of things that have to happen.

A grave plot has to be purchased which is then formally recorded in the Register of Graves held by Winkleigh Parish Council.

At the time of the burial your undertaker will organise the purchase of the grave plot, together with the necessary paperwork, and this information is used to complete the Burial Register, again held by Winkleigh Parish Council.

If you require a headstone to be erected this would probably be organised by your undertaker or monumental mason but the details have to be approved by the Parish Council and stored in their records as part of the Register of Monuments.

Grants of Exclusive Rights of Burial

All grave rights at Winkleigh cemetery are sold for 100 years and a certificate is provided for all purchases. Please ensure that the certificate is kept safe as it is evidence of your ownership of the Right and shows what type of grave has been purchased. The ownership of an Exclusive Right of Burial ensures that any further burial must be of the grave owner or a burial authorised by the owner. Please note that the purchase is for the right of burial and that the land itself remains in the ownership of Winkleigh Parish Council.

The size of each plot is 4ft x 8ft (1.22m x 2.44m) and it is possible to purchase either a single or a double depth plot, between plots 575-513 inclusive. The grave number and name of the purchaser will then be entered into the Register of Graves and will also be included in the Cemetery Plan. Please contact your undertaker or the Parish Clerk for more information if needed.

The interment of ashes takes place at the North of the cemetery. Purchase of Ashes Plots can only take place in consecutively numbered plots. At the moment we do not have a facility for the scattering of ashes.

After a period of no less than 30 years from the most recent interment in a grave, the next of kin have the option to terminate the agreement between the Council and themselves as owners of the Exclusive Rights and in doing so would give up any future rights over the grave. They would no longer be responsible for the maintenance of the memorial nor would they have any ownership rights over the memorial. Any future maintenance to the grave would be at the Parish Council's discretion and expense. The Grave Rights release form would need to be completed by the next of kin to be presented to the Parish Council for consideration.

The Parish Council Privacy Statement in relation to Exclusive Right of Burial and application to erect a memorial is at Appendix A to this document, please sign the below and return to the Clerk to accept the terms of the Privacy Statement

Winkleigh Parish Council

Lower Itton,
Spreyton,
Devon
EX17 5BB
01837 89095,

winkleighpc1@btconnect.com

www.winkleighpc.org.uk

Consent: Exclusive Rights of Burial/Application for erection of a Memorial

I agree that I have read and understand Winkleigh Parish Councils Privacy Notice. I agree by signing below that the Council may process my personal information for statutory purposes, providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Signed:

Please Print Name:

Date:

Memorial Installation, Maintenance & Safety

As the owner of the Exclusive Right of Burial you or your next of kin are responsible for the maintenance and safety of the memorial on your grave, unless, after a period of 30 years from the most recent interment, those exclusive rights are terminated.

All memorials must be erected by “N.A.M.M” members in accordance with the current issue of the “Nation Association of Memorial Masons Recommended Code of Working Practice”. If this code is followed the memorial should stay maintenance free and safe for a considerable period of time.

The Parish Council Burial Board only allow a memorial to be placed at the head of the grave, memorials on the grave or kerbing around it are not allowed. The maximum size is 3ft high x 36” wide (base 18” front to back).

Memorials erected on an ashes plot must be of the horizontal tablet style of a size no bigger or higher than 24” x 24” x 12” high.

Please complete the monument application form for approval by the Parish Council before you wish to erect a monument. *It is essential that the grave plot number is engraved on the rear of all memorials.*

A receptacle for flowers may be built into the front base. The Parish Council does not allow flower pots or ornaments on the grave but we do allow one unbreakable vase no bigger than 150mm high placed on or built into the headstone to take cut flowers, please try to take out the flowers when they have wilted.

Should you wish to have ornaments on the headstone please ensure that they are discreet and tasteful. The Parish Council will not take responsibility for any damage or loss of flower pots or ornaments. Any items placed on the headstone are placed at the owner’s risk.

The Parish Council reserves the right in all cases to review each grave and headstone and if it is found to be inappropriate, the Council will remove items as necessary, you will be notified if this occurs.

The Parish Council makes regular checks on the condition of the headstones and if a problem is detected such as being loose, excessive leaning or otherwise appears unsafe we will endeavour to contact the grave owner or next of kin to repair the problem. If the owner cannot be contacted then for reasons of Health & Safety we may lay the memorial flat on the grave or have it repaired at the Council's discretion. The Council reserves the right to repair, make good or remove any memorial which is allowed to fall into disrepair, become unsightly or dangerous and charge the costs to the owner or the next of kin.

All memorial installers must annually submit proof of £5 Million Public Liability Insurance to the Parish Council.

Grave Digging, Maintenance & Disturbance

The excavation of a grave, 5ft (1.5m) for a single or 6.6 ft (2m) for a double, obviously produces a lot of earth. Usually, the digging is done using mechanical diggers rather than manually. Diggers have to be brought into the cemetery and included below are some terms and conditions relating to the people responsible for the grave digging.

When a grave is dug the grave diggers may have to put boards, a soil box or earth on the grave beside it. If this is your grave this may prevent you from visiting the grave for a short period of time. Please be prepared for this and rest assured that we only do this as a last resort. After the funeral the grave is cleaned and left as neat and tidy as possible but some disturbance to the surface may be inevitable and we hope you will bear with us if this situation arises.

The grave diggers are instructed to back fill the grave and compact the soil as tightly as possible. The grave will be left no more than 10cm proud of the surrounding ground to allow for soil shrinkage.

The Council also reserves the right to re-visit the grave at a later date to level the ground as necessary.

The reason for the levelling of graves is so that the grass cutting and cemetery upkeep can be carried out in the most efficient and cost effective manner. For the same reason we can not allow the planting of shrubs or the placing of ornaments on the graves.

ADDITIONAL TERMS & CONDITIONS FOR UNDERTAKERS, GRAVE DIGGERS & MONUMENTAL MASONS

1. All contractors are to give notice to the Parish Clerk of their intended works in the Cemetery, with anticipated date and time prior to their arrival on site.
2. The contractors working in the Cemetery are to be covered by £5 Million Public Liability Insurance, evidence of which must be submitted to the Parish Council on an annual basis.
3. All transport vehicles to be left on the concrete and all mechanical diggers and other machinery to be loaded / off-loaded on the concrete area located to the front of the bungalow. All machinery to have rubber tyres or be rubber tracked.
4. Any damage caused by vehicle or machinery to the grassed area must be repaired by the undertaker before leaving the cemetery.
5. The minimum depth of graves dug at Winkleigh Cemetery are 1.5m for a single depth grave and 2m for a double depth grave. There are no triple depth graves.
6. All open graves are to be left securely covered when unattended
7. Graves must be back-filled and thoroughly compacted in layers of no more than 15cm. The grave will be left no more than 10cm proud of the surrounding ground to allow for the soil shrinking
8. The top soil must not be used for back-filling the lower part of the grave but kept for replacing at the top. Should there be any surplus then either the sub soil or the top soil MUST be put in the appropriate bunker located in the south-west corner of the cemetery.
9. The grave area is to be left clean and tidy. Should there be any damage or disturbance to a grave it must be reported to the Parish Council and repaired immediately.
10. If access to a grave plot is not appropriate with a mechanical digger, the grave must be dug by hand with the minimum of disturbance to the surrounding graves.
11. Memorial headstones on a burial grave or ashes plot must be erected to the current NAMM recommended code of working practice and approved by the Parish Council prior to erection. The plot number is to be engraved on the rear of all memorials.
12. Winkleigh Parish Council hold the undertaker responsible for the rectification to the burial plot of any shrinkage and levelling of the soil using top-soil to the surrounding ground level and require the Undertaker to carry out an onsite inspection after a 6 month period and again at the 12 month period to do any final levelling of the grave at their own expense. The Parish Council will inspect the grave after the 12 month period to ensure that any work has taken place.
13. Winkleigh Parish Council reserve the right to ensure that the inspections after burial, (6 & 12 months) are carried out and any remedial works are carried out satisfactorily

Winkleigh Parish Council

Cemetery charges for Winkleigh Cemetery

2019

To purchase a single depth plot	£ 215
To purchase a double depth plot	£ 300
To purchase an ashes plot	£ 110
To erect a headstone	£ 125
Interment fee	£ 360
Interment of ashes	£ 75
To erect an ashes memorial	£ 90
Additional inscription on existing memorial	£ 30

The fees indicated above are for all Winkleigh Parishioners
Residents of Winkleigh at time of death are allowed to be buried in Winkleigh Cemetery. If a resident has to move away from the Parish due to ill health and/or into a nursing home outside of the Parish, the Council will agree to allow their interment. The Council reserves the right to request proof of prior residency.

Non-residents are permitted but double fees will apply

All fees are to be settled within 14 days of application. Payment of any fee is taken as acceptance to abide by all current and future cemetery rules, terms and conditions.

There will be no fees for children of Winkleigh Parish aged 16 years and under.

Lower Itton, Spreyton, Devon EX17 5BB, 01837 89095,
winkleighpc1@btconnect.com

**APPLICATION FOR THE PURCHASE OF AN EXCLUSIVE
RIGHT OF BURIAL
IN WINKLEIGH CEMETERY**

Name of Applicant (in full).....

Address.....
.....
.....
.....

Email.....

Type of grave.....

Fee Payable.....

Name and address of next of kin:
.....
.....

Telephone & email of next of kin:
.....

I have read and agree to abide by all current and future cemetery rules,
terms & conditions

Applicants Signature.....

Date.....

For BACs payments please quote the following to your bank
Bank sort code 53-50-28
Account number 09206744
Your reference

=====
For Office use only:

Date issued: Grant no: Receipt no: Grave Space number....

Entered into Register of Graves..... Entered into Plan.....

Lower Itton, Spreyton, Devon EX17 5BB Tel: 01837 89095,
winkleighpc1@btconnect.com

**APPLICATION FOR PERMISSION TO ERECT A MEMORIAL
OR ADD AN ADDITIONAL INSCRIPTION TO A MEMORIAL AS
DETAILED BELOW
IN WINKLEIGH CEMETERY**

Name of Applicant (in full).....

Address.....
.....
.....

Email.....

Grave Space no:

Name of deceased

(Or if additional inscription, name on existing memorial)

Fee payable

Details of Memorial (Type, size etc):

Proposed Inscription:

Name & Address
of Monumental Mason
.....
.....

If permission is granted I undertake to pay all fees arising from that and to comply with all current and future rules, terms & conditions of the cemetery. I further undertake to carry out the above described work in accordance with the current recommended code of working practice issued by the National Association of Memorial Masons.

Signed

Please indicate in what capacity you are signing.

- 1) Registered owner of Rights
- 2) Next of Kin
- 3) Personal Representative
- 4) Executor

Date:.....

For BACs payments please quote the following to your bank
Bank sort code 53-50-28
Account number 09206744
Your reference

To Winkleigh Parish Council being the Burial Authority having the management for the Cemetery provided for the Parish of Winkleigh.

Notice of Interment

It is essential that the several particulars may be carefully and accurately set forth.

- 1. Full name of person to be interred
- 2. Address at time of death
.....
- 3. Prior Parish address (if different from above)
.....
- 4. Rank or profession of person to be interred.....
(if a minor, name & residence of parents)
- 5. Age of person to be interred.....
- 6. Date of death.....
- 7. Place where death occurred.....
- 8. Day of week and date on which
the Burial is to take place
- 9. Hour of the day at which the funeral
will arrive at Cemetery
- 10. Name of minister (if any)
- 11. Grave space number
- 12. Consecrated or unconsecrated land
- 13. Name of owner of Exclusive Right
of Burial & Right No
- 14. Proposed depth of grave

Applicants (Undertaker, Funeral Director)
Signature..... Date.....

I hereby consent to the foregoing application:
Signed..... Date.....
Owner of the Exclusive Right of Burial

For BACs payments please quote the following to your bank
Bank sort code 53-50-28, Account number 09206744

Winkleigh Parish Council
Lower Itton
Spreyton
Devon
EX17 5BB
Tel: 01837 89095
winkleighpc1@btconnect.com

TO BE COMPLETED BY Undertakers, Monumental Masons & Contractors

Name

Address
.....
.....
.....
.....
.....
.....

Tel no:

Please indicate what service you are able to provide :

Undertaker Grave Digger Monumental Mason Work

I confirm that I have read, understood and agree to abide by the information in the current Winkleigh Parish Council Cemetery procedure rules, Terms & Conditions document and I understand that the letter of agreement is a pre-requisite of being allowed to work in Winkleigh cemetery. I enclose details of the Insurance Policy indicating that I have a minimum of £5 Million Public Liability.

Signed.....

Date.....

Grave Rights Release Form

I (name)..... Date.....

Of (address).....
.....
.....
..... Tel:.....

Do give notice that I am the next of kin to:.....

Date of death..... Grave space no.....

Burial Register ref:.....

I confirm that my relationship with the most recently interred person is..... and the date of the most recent interment is.....
And that this satisfies the Parish Council requirements.

I wish to apply to the Parish Council Burial Board to release from the maintenance and safety of the memorial clause in the Cemetery procedures rules, Terms and Conditions. I understand that by doing this I am also relinquishing any remaining rights on the grave, ownership of the Exclusive Right of burial and ownership of any memorial/headstone. I also confirm that I am empowered to do this as I am the most closely related person to the deceased and am therefore the owner of the grave rights and responsibilities for the grave.

Signed.....
Print.....

Witness to signature (not a relative)
.....
Print.....

Address.....
.....
..... Date.....

Parish Council counter-signature

I confirm that I have inspected grave number.....and memorial on
and found that it is deemed to pose no significant risk to Health & Safety nor have any adverse effect on the ongoing maintenance of the Cemetery grounds.

Signed.....
Print..... Date.....

Parish Council decision ref.....Date.....

APPENDIX A

WINKLEIGH PARISH COUNCIL PRIVACY STATEMENT

Winkleigh Parish Council is committed to protecting your privacy. All public and private organisations are legally obliged to protect any personal information they hold. We operate in accordance with the Data Protection Act 1998 in respect of any personal information you give us. Our registration number with the Information Commissioner's office is ZA132768 and may be viewed at Information Commissioner's Office website. For more details on the Data Protection and Freedom of Information Acts please contact the Information Commissioner's Office.

This privacy policy sets out how Winkleigh Parish Council use and protect any information that you give us when you use this website. By using this web site, you consent to the terms of our Privacy Policy and to our processing of personal information for the purposes given below as well as those explained where we request Personal Information on the web.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Protecting your privacy on-line is an evolving area and this website will constantly evolve to meet these demands. We may therefore change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

What do we mean by personal information?

The Data Protection Act covers any data which concerns a living and identifiable individual and includes such things as name, address, age or telephone number.

- What is my personal information used for?
- The Clerk holds details of the Electoral Register for the Parish.
- The Clerk holds details of regular contacts for local groups and contractors.
- Information is held in relation to planning applications and any comments thereon.
- Information is held when volunteered to the Parish Council in relation to a query or burial.
- Information is held when volunteered to the Parish Council in relation to the Neighbourhood Planning process.

How do you store my personal details?

- We only store your personal information when volunteered to us by you or when they form part of public record within the Council's Minutes.
- The information is held and managed by the Council Clerk.
- You have the right to have any personal information amended at any time.

Who can view my personal information?

- It may be necessary for the Council to view certain personal data when considering planning applications and queries.
- Information volunteered to us by you in relation to a burial may be viewed by the Cemetery Administrator.
- Your personal information will NOT be disclosed to other parties unless required by law or your prior written consent is sought.

Records Management

- The Council records are kept at the Clerk's working location which is their home.
- Electronic data is held on a password-protected Council laptop, with encryption software, which remains the property of the Parish Council.
- Data is deleted when no longer required.
- All disposed paper data is shredded prior to disposal.

How will you contact me?

- We may use your personal information to contact you.
- Your personal information will NOT be sold or disclosed to any third parties unless required by law or with your written consent.
- You can unsubscribe to general mailings at any time of the day or night by emailing the Parish Clerk winkleighpc1@btconnect.com

How to get a copy of your information?

We will try to be as open as we can in terms of giving you access to your information. You can find out if we hold any personal information about you by making a 'subject access request' under the Data Protection Act 1998.

- A person about whom information is held is entitled for a fee of £10 to be informed by Winkleigh Parish Council whether any information is held on him/her and to: a description of the data; and a copy of the information in an intelligible form.
- The person is also entitled to request and receive information pertaining to: the purposes for which the data is being held; the recipients or classes of recipients to whom it may be disclosed; and the source of the data.
- If the data has been processed by a computer to arrive at a decision and the outcome of such processing significantly affects the person concerned is entitled to be informed of the logic behind the decision – making process.
- Where the processing of personal data causes unwarranted and substantial damage or distress the person is entitled to send a notice to Stoke Golding Parish Council requiring such processing to cease. Stoke Golding Parish Council must, within 21 days, send the individual a written notice stating that the request has been complied with or the reasons why the request is unjustified. Inadequate compliance with a notice may be remedied by court order.
- The person also has the right to have wrong information corrected, blocked from processing or erased.

Cookies

Depending on your browser's security settings and your acceptance of our policy, this website may create, and store small files called 'cookies' in a specific directory on your computer. Cookies cannot harm your computer in any way.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question