

Kirkby Lane Cemetery

**REGULATIONS**

**SCHEDULE A – Funeral Arrangements for the cemetery**

1. The Parish Council must be given at least 7 days' notice for any burial in the cemetery
2. No applications for burial on a Saturday or Sunday can be received. However, burial of ashes on a Saturday may be allowed in exceptional circumstances e.g. if the bereaved live in other parts of the country or abroad.
3. Only one coffin can be buried in each grave owing to the ground conditions in the cemetery (high water table / sandy soil) but ashes may be interred in an existing grave already containing a coffin or a coffin in a grave already containing ashes.
4. No interred remains must be disturbed during subsequent burials
5. A maximum of six ashes caskets can be interred into a full size grave space measuring 2400mm x 1200mm
6. A maximum of four ashes caskets can be interred in an allocated ashes grave space measuring 1000mm x 1000mm
7. Ashes can be buried in the Garden of Remembrance, a new grave space or in an existing grave.
8. There are no exclusive rights to burial in any one location in the Garden of Remembrance
9. The Garden of Remembrance will remain unmarked and no flowers and/or vases may be placed on the garden at any time.
10. For ashes interred in the Garden of Remembrance a plaque may be provided by and at the expense of the family of the deceased, to be installed in the Garden of Remembrance memorial shelter by the Parish Council
11. All fees and payments are set out on a separate scale of Cemetery Charges
12. **The scattering of ashes is strictly prohibited in Woodhall Spa Cemetery**
13. An Exclusive Right of Burial is required for all interments. Please ask for leaflet EROB 1.
14. After the 50 years EROB certificate expires, the grave space will revert back to the ownership of the Parish Council. Any further applications for interment or additional memorial permission would be available on production of a Statutory Declaration.

## **SCHEDULE B – Care of graves and memorials**

1. The overall care of the Cemetery is the responsibility of Woodhall Spa Parish Council.
2. The Parish Council as the Burial Authority has a duty of care and is responsible for the safety of the Cemetery and can take action if necessary to achieve this.
3. Relatives who wish to erect memorials on graves must first obtain permission from the Parish Clerk (this is usually done through the Monumental Masons)
4. Only memorials as specified below are permitted :-

### *To mark a single grave:*

Headstone, book, tablet or cross is not to exceed 900mm in height inclusive of base, the width is not to exceed 900mm and the depth must not exceed 300mm which will include any flower vase if required.

### *To mark adjoining graves:*

If a single memorial is erected to mark adjoining graves the size of the central headstone will be as above but the plinth/base may extend across each grave which may not exceed 1520mm. The depth of such plinth may not exceed 300mm.

A wider memorial may be allowed with prior consent from the Parish Clerk to mark adjoining graves (e.g. those of husband and wife). The height is not to exceed 900 mm and the width is not to exceed 1520mm inclusive of plinth/base which will include any flower vase if required.

Larger memorials will not be permitted to mark adjoining graves in the section containing smaller graves for cremated remains.

### *Plaque in the Garden of Remembrance memorial shelter:*

Plain brass, uncoated, 150mm, x 75mm in size with lettering horizontal in engraved letters, sans seraph, 1 cm high with name of person, date of birth and date of death only shown. Any other inscription desired must be approved by the Parish Clerk. Plate and lettering to be cut as on a coffin plate cutter. Letters not to be filled or painted and plaques left to weather. Plaques to have one 6.5mm countersunk hole at each end.

A diagram showing grave and headstone dimensions is shown at Appendix B of these regulations.

5. Memorials shall be of good quality durable stone. York stone and wood are not permitted. Inscriptions are subject to the approval of the Parish Clerk.
6. Photograph plaques on memorials are not permitted but etched photographs, artwork or painted artwork may be allowed with prior consent from the Parish Clerk. A copy of any proposed etchings or painted artwork must be submitted to the Parish Clerk for approval.
7. One flat tablet that does not exceed 300mm x 300mm will be allowed per grave space where there is already a headstone to allow for additional inscriptions. This tablet must be fitted flush to the ground so that it can be mown over.

8. Memorials may only be erected after full burial or ashes interment.
9. Only one memorial is permitted per grave space in the section containing smaller graves for cremated remains.
10. All memorials must be installed by a stonemason. The stonemason has a duty of care to erect memorials safely.
11. A 30 year exclusive permit for the right to erect a memorial will be granted with the option to renew the lease every five years thereafter providing the owner continues to maintain the memorial. If these rights are not renewed the memorial will be considered abandoned.
12. The owner of a memorial is responsible for any maintenance or repairs
13. No trenches or other disturbance of the grassed surface, fences or other grave ornaments will be permitted.
14. Kerbs are not permitted in the second and third sections of the cemetery
15. Vases (metal or stone) should be placed at the head of the grave. No glass should be placed on the grave.
16. The removal of turf from a grave space is prohibited.
17. Bushes, plants and trees must not be planted on graves
18. Following burial, floral tributes may be left on a grave while the flowers remain fresh for a maximum of two weeks. After this time they will be removed.
19. Relatives are responsible for removing dead flowers and wreaths etc. and putting them in the bins provided.
20. The Council has the right to remove dead flowers or weathered artificial flowers from graves in order to maintain the appearance of the cemetery
21. The Council may require the removal of any unauthorised vase or other article placed on a grave.
22. A visual inspection of all memorials will be undertaken every year or as required by taking into consideration ground conditions and position of memorial in relation to footpaths etc.
23. Memorials at risk will be identified and any immediate threat addressed
24. Memorials to be found to be in immediate danger will be made safe by temporary staking in the upright position, embedding into the ground or laying down flat
25. For those memorials identified as being at risk the owner will be contacted and asked to make the necessary repairs
26. All graves will receive basic maintenance by the Parish Council's appointed maintenance contractor unless otherwise requested.

## **SCHEDULE C – Cemetery Access**

1. No vehicles except those required for maintenance are allowed in the cemetery except at funerals.
2. Access on other occasions must be on foot via the smaller gate on Kirkby Lane.
3. People with mobility issues are requested to contact the Parish Clerk for access arrangements
4. Dogs must be on leads at all times. Owners must ensure that any dog fouling is removed.

If there are any queries with regard to these Regulations, please contact: -

The Clerk to Woodhall Spa Parish Council  
Council Offices  
17 Stanhope Avenue  
Woodhall Spa  
LN10 6SP

Tel: 01526 352461

e-mail: [parish.clerk@woodhallspaparishcouncil.org](mailto:parish.clerk@woodhallspaparishcouncil.org)

### **APPENDIX A:**

The sections of the regulations to be displayed on the notice board at the cemetery are:

Schedule B – 1, 2, 3, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 & 24

Schedule C – 1, 2, 3 & 4