



CEMETERY POLICY
TERMS AND CONDITIONS

Contents	Page
About Whalley, Wiswell & Barrow Cemetery	3
Cemetery Policy Rules & Regulations	5
Memorials	7
Memorial Safety Policy	9
Lawn Cemetery Plots	10
Pathside Plots	12
Woodland Plots	13
Hedgerow Plots	14
Exclusive Rights of Burial	15

Whalley, Wiswell & Barrow Cemetery Information

Whalley, Wiswell & Barrow Cemetery is nestled in a serene and secluded area between the villages of Whalley and Barrow. This peaceful setting provides a charming burial ground for the community. The cemetery offers traditional burials, pathside and woodland burials for ashes, and the scattering of cremated remains.

Location and Management The cemetery is located on Clitheroe Road, Whalley, and is jointly owned by Whalley, Wiswell, and Barrow Parish Councils. It is managed by the Whalley, Wiswell & Barrow Joint Burial Committee, a sub-committee of Whalley Parish Council, represented by members of the council elected from each of the Whalley, Wiswell, and Barrow Parish Councils. The committee has the powers as set out in the constitution and management of the cemetery is governed by the Local Authorities Cemeteries Order 1977, as amended by the Local Authorities' (Amendment) Order 1986, along with other relevant regulations from the Secretary of State for the Home Office.

Lawn Cemetery & Pathside Plots The main area of the burial ground is a well-maintained lawn, divided into two distinct sections: one for the Roman Catholic faith and the other for the Church of England and other faiths. The Church of England side features pathside plots for the interment of ashes, while the Roman Catholic side includes hedgerow plots for ashes. Grave plots can accommodate up to two interments and up to four caskets of ashes.

Woodland Area Our woodland area is dedicated exclusively to the interment of ashes and offers a beautiful alternative to traditional burial settings. Surrounded by a stream and set amongst trees, this area provides a perfect setting to remember your loved ones. Each woodland burial plot can hold up to four caskets of ashes. The area features paths for easy navigation and benches for contemplation, with minimal interference to encourage the natural habitat.

Our groundsman ensures the cemetery is regularly maintained to a high standard.

Memorials All memorials and inscriptions must be applied for and approved by the cemetery to ensure they meet our standards.

Reserving a Plot You can reserve a grave plot for future use by applying to the cemetery and paying the appropriate fee. Upon allocation, an Exclusive Rights of Burial Grant will be issued as proof of ownership.

Funeral Arrangements You may choose your own form of burial service, whether it be religious, personal, or no service at all. If you use a funeral director, they will coordinate all arrangements with the Registrar in accordance with Cemetery Policy. For other arrangements, the Registrar will handle all necessary paperwork and organise the interment.

Visiting the Burial Ground The cemetery is open from 7:30 am to sunset. We ask that children are accompanied and that dogs are kept on a lead at all times and cleaned up after. There is no dedicated car park, but there is a turning circle and entrance area, which must be kept clear during a burial in progress. Unrestricted parking is available on the main road.

Fees We offer Parish Rates for residents of Whalley, Wiswell, and Barrow, and Standard Rates for residents outside these parishes. Fees are available upon request.

For more information or to make arrangements, please contact the Cemetery.

- Registrar/Clerk Contact Information: **Liz Haworth**
- Email: **registrar@wwbjbc.org.uk**
- Phone: **07968 388843**
- Address: **27 Waddow Grove, Waddington, Clitheroe BB7 3JL**

It is important that the Registrar/Clerk has up to date information (email addresses, names and addresses) of contact details of the family or persons who have responsibility for a grave or plot in the cemetery .

Please advise if you move address or have a change of contact details.

Cemetery Policy Rules & Regulations

1. Introduction and Definitions

1.1 Ownership and Management

Whalley, Wiswell and Barrow Cemetery, located at Clitheroe Road, Whalley, BB7 9AD (the “Cemetery”), is jointly owned by Whalley, Wiswell, and Barrow Parish Councils. It is managed by the Whalley, Wiswell, and Barrow Joint Burial Committee (the “Committee”), a sub-committee of Whalley Parish Council. The daily administration is handled by the Registrar/Clerk (the “Registrar/Clerk”).

1.2 Cemetery Services

The Cemetery offers traditional burials, woodland burials of ashes, and the scattering of cremated remains.

1.3 Committee’s Objective

The Committee aims to provide high-quality cemetery services that maintain dignity and respect for individuals' needs while ensuring a well-maintained and safe environment.

1.4 Legal Framework

The Cemetery is managed according to the Local Government Act 1972 and the Local Authorities’ Cemeteries Order 1977 (LACO), as amended. Article 3 of LACO allows the Committee to undertake actions necessary for proper cemetery management, regulation, or control.

1.5 Definitions

- i. Headstone: The memorial stone.
- ii. Plinth: The stone base on which the Headstone stands, possibly comprising multiple levels.
- iii. Owner: The individual whose name appears on the Burial/Memorial Grant or their heirs or successors.
- iv. Cemetery: The Cemetery, Committee or those employed by the Committee.

2. Terms & Conditions

2.1 Public Access

The Cemetery is open to the public from 7:30 am to sunset daily.

2.2 Closure Rights

The Committee reserves the right to close the Cemetery at any time without notice.

2.3 Children's Access

Children under twelve must be accompanied by a responsible adult.

2.4 Conduct

All visitors must adhere to these rules and conduct themselves appropriately.

2.5 Prohibited Actions

No person shall:

- Create disturbances.
- Commit nuisances.
- Interfere with burials/interments.
- Tamper with graves, headstones, flowers, or plants.
- Play games or sports.
- Consume alcohol.
- Smoke or Vape within the Cemetery

2.6 Headstone Safety

Visitors should not use headstones for standing support as this can cause damage.

2.7 Dogs

Dogs must be kept on a lead, and owners must clean up after them.

2.8 Climbing and Standing

No person shall sit, stand, or climb on any Cemetery property including gates, walls, fences, or headstones.

2.9 Interference with Contractors

Visitors and attendees of funerals must not interfere with contractors performing their duties or employ them for private work within the Cemetery. Please contact the Cemetery with individual enquiries. registrar@wwbjbc.org.uk

3. Cemetery Areas

The Cemetery consists of:

- Lawn Cemetery
- Pathside Plots
- Woodland Plots
- Hedgerow Plots

4. Rules

The Cemetery Committee reserves the right to amend any rules and address unforeseen circumstances as necessary.

4.1 Uniform Rules

The rules apply to all Cemetery areas to maintain high standards and adhere to Cemetery Policy, and Health and Safety Regulations to keep contractors and visitors of the Cemetery safe.

4.2 Authorisation

All burials, scatterings, interments of cremated remains, and installation or additional inscriptions on headstones must be applied for and approved by the Cemetery.

4.3 Permitted and Prohibited Memorial Features

A list of permitted and prohibited specific items can be found under each different plot headings.

4.4 Floral Tributes

Floral tributes may remain on grave plots until they fade, after which the Cemetery may remove and dispose of them at their discretion.

4.5 Artificial Flowers

Artificial flowers are permitted but removed at the Cemetery's discretion when faded. Christmas wreaths must be removed within two months.

4.6 Prohibited Boundaries

No fences, barriers, edging stones, netting, or other boundaries allowed on any grave plots and will be removed.

4.7 Glass

Any glass items are strictly prohibited and will be removed.

4.10 Item Removal

Unsafe, unsightly, or non-permitted items will be removed and placed near the main gates for reclamation.

5. Memorials

5.1 Memorial Approval

An application form must be completed, approved, and the appropriate fees paid before erecting a headstone.

5.2 Right to Remove

The Cemetery may appoint a mason to remove any headstone and recover reasonable costs from the Owner.

5.3 Notification of Removal

The Registrar/Clerk must be informed before any headstone is removed by the appointed mason or Owner.

5.4 Maintenance Responsibility

Owners must keep headstones in good repair and safe condition. The Cemetery may remove headstones that are not maintained.

5.5 Erection Standards

Headstones must be erected by registered memorial masons according to BRAMM standards.

5.6 Risk and Insurance

Headstones remain at the Owner's risk, and the Committee is not responsible for damage. Owners are recommended to insure their headstones.

5.7 Material Transport and Liability

Materials must be transported to avoid damage to the grounds. Masons must remove all refuse and provide public liability insurance details to the Cemetery's Registrar/Clerk.

5.8 Permission Rights

The Cemetery may refuse permission for any unsuitable or inappropriate headstone or inscription.

5.9 Foundation Beams

The Lawn Cemetery has pre-installed headstone foundations, reflected in the grave plot price.

5.10 Inspection

All headstones and plinths will be inspected according to ICCM Management of Memorials guidelines.

6. Exhumation

6.1 Legal Requirements

Exhumation is only permitted with the appropriate legal authorisations or faculty approval.

7. Memorial Safety Policy

7.1 Responsibility

The Committee is responsible for maintaining a safe Cemetery under the Health and Safety at Work Act and the Occupiers Liability Act 1957.

7.2. Balance of Risk

The Committee aims to balance the risk of injury from unsafe memorials with the sensitivities of Cemetery works.

7.3 Owner's Responsibility

Owners are responsible for maintaining memorials in good condition. Memorial masons are legally liable for their work and must comply with current standards. Only BRAMM registered masons can work in the Cemetery.

7.4 Regular Inspections

The Committee will inspect memorials at least once every five years.

7.5 Inspection Notification

The Committee will notify memorial owners of safety inspections 28 days in advance via the Cemetery noticeboard and Parish Council websites.

7.6 Inspection Program

The Committee will appoint a qualified inspector to assess and test memorials, take immediate action on unsafe memorials, and ensure repairs are made.

7.7 Classification of Memorials

Categories

- Category 1: Immediate action required.
- Category 2: Not an immediate danger but requires monitoring.
- Category 3: Stable or below 625mm in height; inspected every five years.

8. Making Memorials Safe

8.1. Owner Notification

Owners will be notified of unsafe memorials and offered the chance to rectify issues through BRAMM registered masons.

8.2 Immediate Action for Category 1

Immediate action will be taken for Category 1 memorials, including laying down the memorial to prevent hazards. Costs for making the memorial safe will be charged to the grave plot if owners do not respond within 28 days or cannot be traced.

8.3 Category 2 and 3 Actions

Category 2 memorials will be monitored annually, while Category 3 memorials will be inspected every five years.

9. Lawn Cemetery

The Lawn area of the cemetery is for grave burial plots of up to two interments.

9.1 Memorial Approval

An application form must be completed with a BRAMM registered stone mason providing illustrations for approval, and the appropriate fees paid before erecting a headstone.

9.2 Memorial Headstone Specifications

Lawn headstones must be of natural stone or granite and stand vertical, subject to approval by the Cemetery. Headstones must be vertical, not exceed 42" x 31.5" (107cm x 80 cm) and must be made of stone or granite.

9.3 Plot Allocation

The Cemetery will allocate plot sites based on ground suitability and maintain a location plan.

9.4 Grave Plot Memorial Items

Only the following items are allowed:

- One metal/plastic spiked flower holder directly at each side of the base of the headstone in the grass but not at the front.
- Firmly fixed porcelain or fragile items (excluding glass) on the plinth.
- Naturalized spring flowering bulbs are allowed along the length of the grave. These will be mowed after flowering.
- Non-breakable planters, tubs, vases, and ornaments are permitted on the plinth of the headstone only.
- Christmas wreaths (must be removed within two months).

9.5 Prohibited Items

- Spiked solar lights / Spiked decorative hanging items / Spiked items
- Battery operated lights or lanterns
- Any items made of glass
- Planting of flowers, bushes, shrubs, or trees directly into the ground
- Any items beyond the headstone profile, no items are permitted at the rear of the headstone
- Any items not fixed to the headstone; i.e cards, photos, laminated items
- Fences, barriers, netting, edging stones of any type including flat body stones, pebbles, nor coloured edging stones allowed, or boundaries of any type on any plots other than installed by the cemetery.

Prohibited items and items outside of headstone stone areas may be removed and left by the entrance area for a period of 28 days' for collection by the owners.

9.6 Grave Maintenance

It is usual for graves to subside after a burial. How much subsidence occurs depends on the weather and ground conditions. We regularly monitor and inspect graves after an interment and top up the grave as required following a burial and thereafter level and seed with grass.

Planters or tubs are not allowed on a grave plot unless at the base as stated earlier as this impedes grounds maintenance when using machinery.

Graveyard maintenance is undertaken by professional contractors and the graves flowers, tributes etc are kept tidy by the committee volunteers. Relatives and friends are encouraged to remove floral tributes at a suitable time after the funeral and to regularly visit the grave plot to check condition.

Similarly we encourage the timely removal of Christmas tributes.

9.7 Funeral flowers and wreaths

Funeral flowers and wreaths may stay on the grave for approximately four weeks following a burial after which if not removed will be disposed of by the Cemetery.

Christmas wreaths will be removed early March and disposed of.

If you have concerns regarding your grave plot please contact the cemetery.

registrar@wwbjbc.org.uk

10. Pathside Plots

Pathside plots are for the burial of ashes of up to two interments with flat-profile headstones made of granite.

10.1 Memorial Approval

An application form must be completed with a BRAMM registered stone mason providing illustrations, for approval, and the appropriate fees paid before erecting a memorial stone.

10.2 Memorial Stone Specifications

Flat profile headstones in granite and must not exceed 18"x18" (45.72cm).

10.3 Plot Allocation

The Cemetery will allocate plot sites based on ground suitability and maintain a location plan.

10.4 Memorial Items

- Items placed on the headstone must not exceed its circumference.
- Ornaments, flowers, potted plants, and shrubs should not exceed 300mm (12").
- Firmly fixed porcelain or fragile items (excluding glass).
- Christmas wreaths must be removed within two months.

10.5 Prohibited Items

- Spiked solar lights/ Spiked decorative hanging items/ Spiked items
- Battery operated lights or lanterns
- Any items made of glass
- Any items not fixed to the headstone; i.e. cards, photos, laminated items
- Any items beyond the memorial stone
- Planting of flowers, bushes, shrubs, or trees directly into the ground
- Fences, barriers, netting, edging stones of any type including flat body stones, pebbles, nor coloured edging stones allowed, or boundaries of any type on any plots other than installed by the cemetery.

Prohibited items and items outside of headstone stone areas may be removed and left by the entrance area for a period of 28 days' for collection by the owners.

11. Woodland Plots

Woodland plots cover a surface area of approximately 2'6" x 2' and will accommodate up to four interments. The plots should be in keeping with the area and are for the burial of ashes intended for creating a sustainable woodland area, with natural aesthetics, not for traditional headstones or memorabilia.

11.1 Memorial Approval

An application form must be completed with a BRAMM registered stone mason providing illustrations for approval, and the appropriate fees paid before erecting a memorial stone.

11.2 Headstone Specifications

Vertical non-flat headstones stones, in natural uncut stone or granite, and must not exceed 24"(w)x15"(h) (61cm(w) x 38cm(h)). It is recommended that only names and dates are inscribed on the memorial stone due to spacing, if four interments are to take place.

11.3 Maintenance

Minimal grass cutting and weed control will be performed to benefit wildlife.

11.4 Plot Allocation

The Cemetery will allocate plot sites based on ground suitability and maintain a location plan.

11.5 Ashes Interment

Scattering or interring of cremated remains on an existing woodland plot is allowed with approval, registration and relevant fees.

11.6 Natural Permitted Features

- Wildflowers and bulbs are allowed but must not be invasive.
- One small oblong planter not exceeding the length of the memorial may be placed fronting the memorial stone.

11.7 Prohibited Items

- Spiked solar lights / Spiked decorative hanging items / Spiked items
- Battery operated lights or lanterns
- Any items made of glass

- Porcelain or other breakable objects
- Any items not fixed to the headstone; i.e. cards, photos, laminated items
- Planting of invasive species, bushes, shrubs, or trees directly into the ground
- Any items beyond the memorial stone
- Fences, barriers, netting, edging stones of any type including flat body stones, pebbles, nor coloured edging stones allowed, or boundaries of any type on any plots other than installed by the cemetery.

Prohibited items and items outside of headstone stone areas may be removed and left by the entrance area for a period of 28 days' for collection by the owners.

12. Hedgerow Plots

Hedgerow plots are for the burial of ashes, cover a surface area of approximately 2'6"x 2' and will accommodate up to four interments. The headstone is not of a flat profile and is of a natural environment alternative to the woodland, not for traditional headstones or memorabilia.

12.1 Memorial Approval

An application form must be completed with a BRAMM registered stone mason providing illustrations, approved, and the appropriate fees paid before erecting a headstone.

12.2 Memorial Specifications

Hedgerow plots are for ashes burials with vertical, non-flat profile headstones. in natural stone or granite, and must not exceed 24"x15" (61cm x 38cm)

12.3 Plot Allocation

The Cemetery will allocate plot sites based on ground suitability and maintain a location plan.

12.4 Natural Permitted Features

- A metal/plastic spiked flower holder in the ground is allowed but must not encroach onto other plots or one small oblong planter not exceeding the length of the memorial may be placed fronting the memorial stone.
- Wildflowers and bulbs are allowed but must not be invasive.

12.5 Prohibited Items

- Spiked solar lights/ Spiked decorative hanging items / Spiked items

- Any items made of glass
- Porcelain or breakable objects.
- Any items not fixed to the headstone; i.e. cards, photos, laminated items
- The planting of trees, shrubs, or plants.
- Fences, barriers, netting, edging stones of any type including flat body stones, pebbles, nor coloured edging stones allowed, or boundaries of any type on any plots other than installed by the cemetery.

Prohibited items and items outside of headstone stone areas may be removed and left by the entrance area for a period of 28 days' for collection by the owners.

13. Exclusive Rights of Burial

When you purchase a grave at Whalley, Wiswell & Barrow Cemetery, you have the Exclusive Right of Burial for a specific period: Fifty years for a coffin or casket grave and cremation remains grave.

The ownership of the grave and the cemetery land remains with us.

An Exclusive Right of Burial Grant will be issued to the named person reserving the plot or stated on our interment form.

Only the Registered Owner(s) has the right to allow a burial to take place in the grave.

No memorial may be placed on the grave without the written permission of the grave owner during the period of the Exclusive Right of Burial.

If you are the Registered Owner of the Exclusive Right of Burial Grant, you have the automatic right to be buried in the grave. You may also allow others to be buried in the grave (space permitting).

Ownership of the Exclusive Right of Burial is very important.

Ownership can be transferred either during the owner's lifetime or after their death.

A fee is payable for the interment at the time of burial and a fee is also payable for the installation of a memorial.

The Exclusive Right of burial may be extended within six months of the end of the Grant for a further term of twenty-five years; please contact the Cemetery for details.

The Council's records contain the details of the registered grave owners. However, it is

important that the grave owners keep their Exclusive Right of Burial document safe.

The Council issues this document when the grave is first purchased and should be produced for each burial.

Possession of the Deed does not in itself signify ownership of the Exclusive Right.

You should ensure a living person has responsibility of the grave and a TRANSFER OF TITLE of the EXCLUSIVE RIGHTS OF BURIAL must take place in the event of a grave holders death to maintain ownership and responsibility of the grave. Ownership of grave plots can be passed to executors of wills or through grant of probate.

13.1 When do you need to transfer ownership of the Exclusive Right of Burial?

In the following circumstances transfer of the ownership will be required:

- The registered owner decided to assign the grave to someone else
- An applications is made for a burial in the grave but the registered owner is previously deceased
- An application to place a memorial/additional inscription on the grave is made but the registered owner is previously deceased
- If the registered owner has recently died. This makes future arrangements easier if there is a living registered owner

For details on grant transfers please contact the Cemetery for further details.

***IMPORTANT INFORMATION**

It is important that you keep your contact information details up to date with the cemetery in case we need to contact you about your plot.

Details of Cemetery Meetings and Minutes can be found here

<https://www.whalleyparishcouncil.org.uk/cemetery-documents.php>