

# Wormegay Parish Council

## AGENDA

An Ordinary Parish Council Meeting will be held on Tuesday 18<sup>th</sup> February 2025 starting at 7.00pm in the Wormegay Mission Room. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

*Sharon Sweet* Locum Clerk to Wormegay Parish Council

11<sup>th</sup> February 2025

1. To receive apologies for absence
2. To receive Declaration of Interests and any requests for dispensation
3. To agree the minutes of the last meeting on 21<sup>st</sup> January 2025
4. Public forum
  - a) To receive update from Norfolk County Councillor
  - b) To receive update from Borough Councillor
  - c) To hear from members of the public
5. Administrative and Governance Matters
  - a) To note correspondence from the Borough that, from 2025, parish precepts over £10,000 will be paid in two instalments, in April and September
6. Parish Council Assets
  - a) To receive and consider grounds maintenance quote 2025
  - b) To approve Cemetery Regulations
  - c) To approve Cemetery Fees
  - d) To note the Clerk will serve as the Council's Burial Clerk on all matters relating to the council cemetery and hold and maintain all records
  - e) To receive report on cemetery land management
  - f) To agree on the councillor responsible for contacting Park Farm to informally consult on the possible location of the cemetery land boundary
  - g) To note that once the boundary is agreed in principle, the Clerk will obtain quotes for the tree risk assessment of council owned trees
7. Finance
  - a) To authorise payments and note any monies received since the last meeting
8. To consider a council comment to the application for the approval of Norfolk Garden Weddings, Glenkindie, Stoke Road, Wormegay, as a venue for marriages and civil partnerships
9. To note that the Tree Preservation Officer anticipates the TPO work for trees within the village will be carried out approximately in May
10. To consider planning applications received from Borough Council of King's Lynn and West Norfolk: none
11. To note planning decisions and other planning information from Borough Council of King's Lynn and West Norfolk: none
12. To receive items for inclusion on the next agenda
  - Equality Policy
13. To confirm the date of the next council meeting as 4<sup>th</sup> March

***To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded***

***from the meeting for item 14 on the grounds that it could involve the likely disclosure of private and confidential information***

14. Staffing

- a) To discuss and agree locum clerk arrangements
- b) To review and agree job advertisement for permanent clerk

**Ground Maintenance Quote**  
**From SERV**

**Service Period:** April to October

**Frequency:** Fortnightly Cuts

**Scope of Work:** Maintenance of Existing Areas

**Pricing:**

- **2025:** £210 per month

**Total Payable at End of Season:** £1,470.00

# **Wormegay Parish Council**

## **Cemetery Regulations**

Draft: Jan 2025

### **Wormegay Parish Council: Cemetery Regulations**

#### **Introduction**

These regulations are made pursuant to the Local Authorities' Cemeteries Order 1977 and the Local Government Act 1972. They shall be known as the Wormegay Parish Council Cemetery Regulations and apply to the cemetery adjacent to Wormegay Parish Churchyard.

#### **Right of Access and Use**

1. The cemetery will be open to visitors daily from dawn until dusk.
2. Children under 16 years must be accompanied and supervised by a responsible adult.
3. Dogs are permitted within the cemetery but must be kept on a lead at all times. Owners are responsible for cleaning up after their pets.
4. Vehicles are not permitted within the cemetery except for those required for funerals, maintenance, or monument installation.
5. The selection of grave spaces is at the sole discretion of the council to ensure efficient use of cemetery land.

#### **Conduct**

1. In accordance with the Local Authorities' Cemeteries Order 1977, it is an offence to:
  - Create a disturbance in the cemetery.
  - Commit any nuisance.
  - Interfere with any burial or grave, memorial, flowers, or plants.
  - Play any games or sports within the cemetery.
2. The use of threatening, offensive, or abusive language is prohibited.
3. Mourners assisting as bearers do so at their own risk, and it is recommended they consult with the funeral director for guidance.

#### **Fees**

1. All fees for burial plots, interments, and memorials are non-negotiable and must be paid in full prior to any services being carried out.

2. All fees and charges are subject to the current fees and charges schedule approved by the council, fees are subject to annual review. This schedule is available on the Parish Council's website or upon request.

### **Exclusive Right of Burial (EROB)**

1. The cemetery and each grave space remain the property of the council. Ownership of the land does not pass to the individual purchasing the EROB.
2. EROB is granted for a period not exceeding 50 years and can only be purchased at the time of interment. Reservations for future use are not permitted.
3. A Deed of Grant will be issued, entitling the owner(s) to:
  - Be buried in the grave.
  - Authorise burials in the grave.
  - Apply for permission to erect a memorial.
  - Transfer ownership of the right.
4. Transfer of EROB ownership requires appropriate documentation, such as a Statutory Declaration or Grant of Probate, and payment of a transfer fee.
5. If the EROB expires and is not renewed, the rights revert to the council.

### **Public Graves**

1. A public grave is one where no EROB is purchased, and unrelated individuals may be interred.
2. Memorials are not permitted on public graves unless an EROB is purchased for the most recent interment.

### **Burials**

1. All burials must be booked with the council at least three working days in advance.
2. A completed Notice of Interment form, Registrar's Certificate, or Coroner's Order must be submitted before the burial can take place.
3. Burials are permitted Monday to Friday between 10:00 am and 4:00 pm.
4. Coffins must be made of biodegradable materials and display the name, age, and date of death.

### **Dimensions and Guidelines for Graves**

#### **Grave Dimensions:**

1. Grave spaces for full burials measure approximately 8 feet in length and 4 feet in width. Variations may apply based on the location within the cemetery or specific circumstances.
2. All graves must conform to the cemetery layout as detailed in the cemetery plan, ensuring alignment and uniformity.

**Grave Depth:**

1. Single graves must be dug to a depth of 5 feet, and double graves to a depth of 6 feet, to accommodate additional burials where applicable.

**Spacing and Alignment:**

1. Grave rows shall maintain a centre-to-centre spacing of 4.5 feet between rows and 9 feet between graves along the rows.
2. The placement of memorials must align with adjacent plots for consistency.

**Memorials**

1. Only EROB holders may apply to erect a memorial.
2. Memorials must conform to approved designs and dimensions:
  - Headstones: Maximum height 3 feet 6 inches.
  - Slabstones: Must be flush with the ground.
  - Materials: Natural stone or oak with unpolished surfaces.
3. Prohibited items include:
  - Synthetic materials.
  - Kerbstones, chippings, fencing, lights, or glass.
4. Memorials must display the grave number and name of the monumental mason on the reverse.
5. Memorials must meet BS8415 standard for memorial installation to ensure safety and stability
6. Memorial safety checks will be conducted every five years, and repairs required for safety must be carried out by the owner at their expense.

**Grounds Maintenance**

1. The council will maintain the cemetery grounds, including grass cutting and grave leveling after 12 months.
2. Floral tributes may be placed on graves but will be removed when withered. Christmas wreaths will be removed after 31st January each year.
3. Any planting on graves must be approved by the council and kept to a reasonable size.

4. The planting of trees, shrubs, or other flora without council permission is prohibited and may be removed.

### **Work in the Cemetery**

#### **Permissions:**

1. No work may be undertaken within the cemetery without the prior written permission of the Parish Council or Clerk. This includes grave digging, memorial installation, or any alterations.

#### **Contractor Requirements:**

##### **All contractors must:**

1. Comply with the Local Authorities' Cemeteries Order 1977 and the Health and Safety at Work Act 1974.
2. Hold valid public liability insurance, proof of which must be presented upon request.
3. Follow any reasonable instructions or requirements set by the council or Clerk.

#### **Site Cleanup:**

Contractors are responsible for leaving the site clean and tidy after work, including the removal of spoil, debris, or surplus materials.

#### **Damage Liability:**

Contractors will be held liable for any damage caused during their work and must rectify it at their expense. The council reserves the right to recover additional costs if necessary.

### **General Provisions**

1. The council reserves the right to:
  - Remove unauthorised items or memorials.
  - Amend these regulations as necessary.
2. Insurance for memorials is the responsibility of the owner.
3. Any issues or disputes regarding cemetery management should be directed to the Parish Clerk.

These regulations are effective from 18<sup>th</sup> February 2025 and supersede any previous cemetery regulations. For further information, please contact the Parish Clerk or visit the council's website.

# **Wormegay Parish Council Cemetery Fees**

**Effective from 18<sup>th</sup> February 2025**

Wormegay Parish Council cemetery provides a dignified and well-maintained final resting place for parishioners and others. The following fees are reviewed annually. Fees are structured based on parish residency, with higher rates applicable to non-parishioners.

## **Definition of Parish Residency**

For the purpose of these fees, a parish resident is defined as:

- An individual who was a resident of the parish at the time of their death, or
- An individual who resided in the parish within the last five years.

If an individual does not meet these criteria but has a strong and demonstrable connection to the parish, please contact the Parish Clerk for further consideration.

## **Exclusive Rights of Burial (EROB)**

1. Purchase of EROB for Burial Plot (50 years)
  - Parishioner: £150
  - Non-Parishioner: £600
2. Extension of EROB by 25 years
  - Parishioner: £75
  - Non-Parishioner: £300

## **Interment Fees**

1. Interment of Body (Single Depth)
  - Parishioner: £200
  - Non-Parishioner: £800
2. Interment of Body (Double Depth)
  - Parishioner: £250
  - Non-Parishioner: £1,000
3. Interment of Stillborn Child or Child Under 18 Years
  - Parishioner: No fee
  - Non-Parishioner: £250

## **Memorial Fees**

1. Erection of Headstone
  - Parishioner: £150
  - Non-Parishioner: £600
2. Additional Inscription on Existing Memorial
  - Parishioner: £25
  - Non-Parishioner: £100

## **Other Fees**

1. Replacement of Lost Deeds or Documentation
  - Fee: £25
2. Transfer of EROB
  - Fee: £50



## Overview of Land Management Plan for Wormegay Parish Council Cemetery

### 1. Immediate Actions (Year 1):

- **Boundary Establishment & Land Registration:**
  - Informally agree where the boundary is with Park Farm, so the council can proceed with a tree risk assessment of the trees the Council owns.
  - Conduct a formal land boundary assessment to clarify cemetery limits.
  - Clarify whether the land is already registered in the council name with the Land Registry and, if not, obtain quotes from local solicitors to complete the registration.
- **Tree Risk Assessment:**
  - Engage a qualified arborist to assess tree health and potential risks.
  - Identify diseased, dangerous, or trees for thinning and take necessary action as recommended.

*A tree risk assessment is a priority health and safety requirement to comply with the Occupiers' Liability Act<sup>1</sup> and ensure the council meets its duty of care to visitors, staff, and contractors. Public liability insurance policies require regular risk assessments, and failure to address hazardous trees could lead to liability claims or invalidated coverage.*

- **Hedge Maintenance:**
  - Arrange for cutting and regular upkeep.
- **Identification & Signage:**
  - Install a noticeboard identifying the site as a council cemetery.
  - Display council name and cemetery regulations clearly.

### 2. Cemetery Extension Planning & Regulatory Compliance (Years 1-5):

- **Initial Planning & Consultation:**
  - Consult ICCM for guidance on extension regulations, especially regarding watercourses and burial regulations.
  - Verify whether planning permission is required for cemetery expansion.
  - Seek advice from the Planning Authority and the Environment Agency, before proceeding.
- **Regulatory & Environmental Considerations:**
  - Ensure compliance with all relevant environmental and burial regulations, including:

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<sup>1</sup> The **Occupiers' Liability Act 1957 & 1984** places a **legal duty of care** on landowners, including councils, to ensure that visitors, employees, and contractors are **reasonably safe** when on their land. This means identifying and managing potential hazards—such as unstable or diseased trees—to prevent accidents.

- Watercourse proximity (minimum 30m from a watercourse, 10m from a drainage ditch).
- Tree Preservation Orders (TPOs) – check if any protected trees require permission for removal.
- Potential groundwater risk assessment, if required by the Environment Agency.
- **Ground Preparation & Development:**
  - Conduct an ecological assessment alongside the tree survey.
  - Plan phased tree removal, stump grinding, and ground stabilisation.
  - Allow for land settlement before new burials can take place.

### 3. Medium-Term Actions (Years 2-5):

- **Cemetery Appearance & Maintenance:**
  - Decide whether to introduce a formal landscaped appearance or maintain a more natural setting.
  - Consider controlled tree thinning rather than complete removal where possible.
  - Explore the potential for woodland burials or ashes interment in designated areas away from the churchyard who do not permit scattering of ashes.
- **Cemetery Gate Reinstatement:**
  - Evaluate the feasibility of restoring the cemetery gates.

### 4. Long-Term Considerations:

- **Ongoing Tree Management:**
  - Implement a regular tree survey and maintenance plan.

### 5. Additional Considerations:

- **Historical & Religious Status:**
  - Note that the land is not consecrated but was dedicated by a vicar and no additional legal constraints arise from the dedication.
- **Community Engagement & Volunteer Support:**
  - Consider forming a volunteer group to assist with upkeep.
  - Engage the community in discussions about future development and maintenance preferences.

This plan provides an overview of a structured approach to restoring and managing the cemetery over the midterm.

**Feb 2025 payments for approval**

*Invoices due for payment but received after the issuing of this agenda may be considered.*

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
S Sweet	£TBC	Locum Clerk salary & PAYE Feb 2024
A McAdam	£ 28.79	Reimbursement ink and paper
S Sweet	£ 6.80	Expenses - Stamps