

Local Government Act 1972

**Whalley Parish Council**

Whalley, Wiswell &amp; Barrow Joint Burial Committee

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday 10<sup>th</sup> July 2024 in the Lower Garden Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk &amp; Responsible Finance Officer, Whalley Parish Council

**Agenda**

Agenda items should be submitted to the Clerk seven clear days before the meeting. The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

<b>1.</b>	<b>To Elect a Chairman</b>	
	Members will elect a Chairman for the WWBJBC.	
<b>2.</b>	<b>To Elect a Vice Chairman</b>	
	Members will elect a Vice-Chairman for the WWBJBC.	
<b>3.</b>	<b>Attendance &amp; Apologies</b>	
	To record attendance and to receive apologies for absence.	
<b>4.</b>	<b>Declaration of Interests</b>	
	To receive declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	
<b>5.</b>	<b>To Approve the Minutes of the Previous WWBJBC Meeting</b>	
	To approve and confirm the accuracy of the Minutes of the meeting held 10 <sup>th</sup> April 2024.	
<b>6.</b>	<b>Cemetery Clean Up Day</b>	
	6.1 To receive an update on the cemetery inspection and maintenance day 26 <sup>th</sup> June 2024. 6.2 To approve the next inspection and maintenance day to be held 25 <sup>th</sup> September 2024.	
<b>7.</b>	<b>Cemetery Information &amp; Rules Policy</b>	
	To approve and adopt the reformatted Cemetery Information & Rules Policy.	
<b>8.</b>	<b>Memorial Safety</b>	
	To receive an update on Memorials with Safety Issues requiring repair.	
<b>9.</b>	<b>Cemetery Works</b>	
	8.1 To discuss and consider the quote of £2550 to remove the spoil from the bottom of the graveyard.	

	8.2 To discuss and consider the quote of £4200 to replace the existing path edgings of the lower pathside plots.	
<b>10.</b>	<b>Memorial Stones and Information Board</b>	
	To receive an update from representatives of Barrow Parish Council with regards to the Memorial Stones and Information board.	
<b>11.</b>	<b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for decision</b>	
	Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.	
<b>12.</b>	<b>Financial Reports April, May &amp; June 2024.</b>	
	To Approve Accounts, Payments, Receipts & Balances.	
<b>13.</b>	<b>Next Meeting Dates</b>	
	To approve the next meeting date of Wednesday 9 <sup>th</sup> October 2024 at 7.00pm at Whalley Old Grammar School.	



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## Whalley Parish Council

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Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday 10<sup>th</sup> April 2024 in the Lower Garden Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

### Minutes

Agenda items should be submitted to the Clerk seven clear days before the meeting. The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

<b>1.</b>	<b>Attendance &amp; Apologies</b>	
	Present: Cllr Chiappi, Cllr Heyworth, Cllr Highton (Chairman), Cllr Threlfall, Cllr Vickers. Apologies: Cllr Allen, Cllr Carlton, Cllr Pursgrove. In Attendance: Liz Haworth, Clerk, Cllr Scholfield, Mike Hill (Barrow Clerk), one member of the public.	45/24
<b>2.</b>	<b>Declaration of Interests</b>	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	46/24
<b>3.</b>	<b>To Approve the Minutes of the Previous WWBJBC Meeting</b>	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held 10 <sup>th</sup> January 2024.	47/24
<b>4.</b>	<b>Cemetery Checks</b>	
	Members of the Committee attended a Cemetery Clean Up Session on Wednesday 20 <sup>th</sup> March 2024. Time was spent tidying graves of broken items, dead flowers and seasonal wreaths.	48/24
	A number of memorials are in breach of the rules and grave owners are to be written to and reminded of the Cemetery Rules.	49/24
	Maintaining the Cemetery's standards and upkeep is crucial, as it ensures the health and safety of our contractors and volunteers. Grave holders must comply with the Cemetery's rules to facilitate high-quality ground maintenance.	50/24
	Unpermitted items such as glass were removed from graves and placed by the bin storage area.	51/24
	Items left behind graves were removed and depending on condition were either disposed of or left by the bin storage area.	52/24

	<p>Pathside Plot Plants and Memorial items must not exceed the plinth area of the plot. The number of ornaments and other objects was exceeded on several plots and will either need to be addressed or will be removed by the Committee.</p> <p>No items must spill out into the lawn areas as this disrupts the grass cutting and ground maintenance. These items will be removed.</p> <p>No glass items are permitted for obvious reasons, no spiked items, or solar lights and will be removed.</p> <p>The graves will continue to be monitored for care.</p> <p>The path edgings need some maintenance work and will be attended to once the weather improves.</p> <p>Watering Cans are to be purchased and kept by the water taps.</p> <p>The next Committee Clean up Session will be held on Wednesday 26<sup>th</sup> June 2024 at 2pm.</p>	<p>53/24</p> <p>54/24</p> <p>55/24</p> <p>56/24</p> <p>57/24</p> <p>58/24</p> <p>59/24</p>
<b>5.</b>	<b>Memorial Safety</b>	
	<p>Memorials with Safety Issues requiring repair are ongoing. The Cemetery Grave Digger and Memorials will be addressing these over the coming months.</p>	60/24
<b>6.</b>	<b>Removal of Spoil</b>	
	<p>The spoil from the bottom of the graveyard has still to be removed. The poor ground conditions have affected progress as we don't want to damage the lawns under these wet conditions.</p>	61/24
<b>7.</b>	<b>Memorial Stones and Information Board</b>	
	<p>A discussion took place to consider the report sent in by Barrow Parish Council.</p> <p>7.1. To find a permanent home for the memorial stones currently kept at Barrow School.</p> <p>It was resolved that the Barrow Representatives would investigate the features of the memorial stones and whether they would be affected by being outdoors. Details will be sought as to the number of stones and area they would require to be displayed.</p> <p>7.2. The placement of an Information Notice board.</p> <p>It was resolved that the Committee would consider the placement of an Information Notice Board. Further details are to be provided at a further meeting.</p>	<p>62/24</p> <p>63/24</p> <p>64/24</p>
<b>8.</b>	<b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for debate</b>	
	<p>Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.</p> <p>The clerk gave an update of recent communications and general information on the grounds.</p>	65/24

**9. Financial Reports January, February & March 2024.**

It was resolved to Approve Accounts, Payments, Receipts & Balances.

66/24

WVB Joint Burial Committee				Cash Book	JANUARY		2024		
Approved Minutes Ref No:									
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	VAT	Net
					£	£	£	£	£
D/D	02/01/2024		Easywebsites	Web Services	(21.96)		(21.96)	(3.66)	(18.30)
BACS CR	02/01/2024	142	S Brown	Reserved Plot RC828	560.00		560.00		560.00
BACS CR	08/01/2024	137	Champs Funeral	Holden CE794	1,320.00		1,320.00		1,320.00
Bankline	10/01/2024		L Dawson	Pay (19/08/23-04/09/23)& IT Adj	(354.28)		(354.28)		(354.28)
CR	17/01/2024	148	Turner	Reserved Plot P100	130.00		130.00		130.00
BACS CR	22/01/2024	145	Pyett	Blackledge CE535 Grant Trf	55.00		55.00		55.00
Bankline	22/01/2024		E Haworth	Salary	(469.71)		(469.71)		(469.71)
Bankline	22/01/2024		HMRC	ITE134 NIE67.08 ENIE92.57	(293.65)		(293.65)		(293.65)
Bankline	22/01/2024	364	Abbey Gardening Limited	Grounds Maintenance	(540.00)		(540.00)	(90.00)	(450.00)
BACS CR	24/01/2024	147	Fitzpatrick	O'Saughnessy W65	920.00		920.00		920.00
BACS CR	24/01/2024	146	William Alty & Son	Cross CE008	2,070.00		2,070.00		2,070.00
BACS CR	25/01/2024	149	Uttley Memorials	Bean 241	30.00		30.00		30.00
CHQ CR	30/01/2024	134	Gaskill	Reserved Plot RC828	750.00		750.00		750.00
CR INT	31/01/2024		Interest	Reserve Account Interest		80.09	80.09		80.09
<b>Movement in Month</b>					<b>4,155.40</b>	<b>80.09</b>	<b>4,235.49</b>	<b>(93.66)</b>	<b>4,329.15</b>
Cash Book Balance at START of Month					5,728.48	61,091.70	66,820.18		
<b>Cash Book Balance at END of Month</b>					<b>9,883.88</b>	<b>61,171.79</b>	<b>71,055.67</b>		
WVB Joint Burial Committee				Cash Book	FEBRUARY		2024		
Approved Minutes Ref No:									
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	VAT	Net
					£	£	£	£	£
D/D	01/02/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
DPC	05/02/2024	152	Stevenson Memorials	O'Connor 4528	30.00		30.00		30.00
BGC	06/02/2024	144	Langshaw Calverly	Whitham CE647	775.00		775.00		775.00
BAC	08/02/2024	140	F Quigley	Tattersall 352	460.00		460.00		460.00
BGC	09/02/2024	155	Kenneth Fraser Ltd	Ireland 668	30.00		30.00		30.00
BAC	13/02/2024	151	Barnes	Parker W67	920.00		920.00		920.00
Bankline	19/02/2024		E Haworth	Salary	(469.71)		(469.71)		(469.71)
Bankline	19/02/2024		HMRC	ITE134 NIE67.08 ENIE92.57	(293.65)		(293.65)		(293.65)
Bankline	19/02/2024	JM2493	WEP	Room Hire	(20.00)		(20.00)		(20.00)
Bankline	19/02/2024	498	David Uttley	Grave Digging Services	(950.00)		(950.00)		(950.00)
Bankline	19/02/2024	387	Abbey Gardening Limited	Grounds Maintenance	(540.00)		(540.00)	(90.00)	(450.00)
Bankline	22/02/2024	150	Champs Funeral Services	White W66	860.00		860.00		860.00
CR INT	29/02/2024		Interest	Reserve Account Interest		70.47	70.47		70.47
<b>Movement in Month</b>					<b>779.68</b>	<b>70.47</b>	<b>850.15</b>	<b>(93.66)</b>	<b>943.81</b>
Cash Book Balance at START of Month					9,883.88	61,171.79	71,055.67		
<b>Cash Book Balance at END of Month</b>					<b>10,663.56</b>	<b>61,242.26</b>	<b>71,905.82</b>		
Approved Minutes Ref No:				Cash Book	MARCH		2024		
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	VAT	Net
					£	£	£	£	£
D/D	01/03/2024		Easy Websites	Website Services	(21.96)		(21.96)		(21.96)
BAC	01/03/2024	153	Ministry of Justice	Grimshaw CE0022	1,830.00		1,830.00		1,830.00
BAC	19/03/2024		HMRC	PAYE Refund	332.89		332.89		332.89
BAC	20/03/2024		HMRC	VAT Reclaim	909.17		909.17	909.17	0.00
Bankline	25/03/2024		E Haworth	Salary	(469.71)		(469.71)		(469.71)
Bankline	25/03/2024		HMRC	ITE134 NIE67.08 ENIE92.57	(293.65)		(293.65)		(293.65)
Bankline	25/03/2024	4925741	Water Plus	Water Charges	(215.39)		(215.39)		(215.39)
Bankline	25/03/2024	504	David Uttley	Grave Digging Services	(660.00)		(660.00)		(660.00)
Bankline	25/03/2024	413	Abbey Gardening Limited	Grounds Maintenance	(540.00)		(540.00)	(90.00)	(450.00)
Bankline	25/03/2024	11082	HR Partners	Jan Ad Hoc HR Support	(1,982.16)		(1,982.16)	(330.36)	(1,651.80)
Bankline	25/03/2024	11084	HR Partners	Feb Ad Hoc HR Support	(1,059.84)		(1,059.84)	(176.64)	(883.20)
Bankline	28/03/2024		L Dawson	Settlement	(5,000.00)		(5,000.00)		(5,000.00)
CR INT	28/03/2024		Interest	Reserve Account Interest		68.12	68.12		68.12
<b>Movement in Month</b>					<b>(7,170.65)</b>	<b>68.12</b>	<b>(7,102.53)</b>	<b>312.17</b>	<b>(7,414.70)</b>
Cash Book Balance at START of Month					10,663.56	61,242.26	71,905.82		
<b>Cash Book Balance at END of Month</b>					<b>3,492.91</b>	<b>61,310.38</b>	<b>64,803.29</b>		

**10. Next Meeting Dates**

It was resolved to approve the next meeting date of Wednesday 10<sup>th</sup> July 2024 at 7.00pm at Whalley Old Grammar School.

67/24

Meeting Closed at 8pm.

Signed by Chairman:  
Councillor Martin Highton

Date:



Whalley Wiswell & Barrow Cemetery

**POLICY**

**INFORMATION**

**&**

**CEMETERY RULES**

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## **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. The 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](mailto: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 20" (107cm x 51cm) 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
- 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](mailto: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.

### **7.2 Memorial Stone Specifications**

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

### **7.3 Plot Allocation**

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

### **7.4 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.

### **7.5 Prohibited Items**

- Spiked solar lights/ Spiked decorative hanging items/ Spiked flower holders
- 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
- 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
- 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>



## Uttley Memorials

Valley Works, Accrington Road  
Burnley BB11 5QF  
Tel: 01282 429570  
Mobile: 07970 546473  
sean@seanuttley.co.uk

20/06/2024  
**Quotation**

To: the Clerk  
Whalley Wiswell & Barrow JBC  
27 Waddington Grove  
Waddington  
Clitheroe  
BB7 3JL

To Quote to remove surplus earth from graves dug over last 3 years approx  
60 tons

Supply 3 x roll on roll off skips @ £490.00 each

Dumper hire £180.00

Digger hire & labour £900.00

Total £2550.00

Many thanks

S Uttley.

PLEASE MAKE ALL CHEQUES PAYABLE TO **S UTTLEY**

REGISTERED ADDRESS: VALLEY WORKS, ACCRINGTON ROAD, HAPTON, BURNLEY BB11 5QF

All materials remain the property of Uttley Memorials until paid in full . Bank details HSBC account 52126907 sort 40-15-17



## Uttley Memorials

Valley Works, Accrington Road  
Burnley BB11 5QF  
Tel: 01282 429570  
Mobile: 07970 546473  
sean@seanuttley.co.uk

20/06/2024  
**Quotation**

To: the Clerk  
Whalley Wiswell & Barrow JBC  
27 Waddow Grove  
Waddington  
Clitheroe  
BB7 3JL

To supply 54 No concrete edgings size 900 x 300  
2 x bulk bags grit sand  
20 x 20kg cement  
4 x bulk bags ornamental pebbles  
1 x medium builders skip

To dig out existing edgings on both legs of lower pathside ashes plots  
Set new edgings into concrete, lay new pebbles, removal of all old materials & rubble

Total £4200.00  
All work guaranteed

With many thanks  
S Uttley.

PLEASE MAKE ALL CHEQUES PAYABLE TO S UTTLEY

REGISTERED ADDRESS: VALLEY WORKS, ACCRINGTON ROAD, HAPTON, BURNLEY BB11 5QF

All materials remain the property of Uttley Memorials until paid in full . Bank details HSBC account 52126907 sort 40-15-17

# AGENDA ITEM 12 (3 PAGES)

## WWB Joint Burial Committee

Minutes Approved Ref No:

## Cash Book

APRIL

2024

Chq/Cr	Nc	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
D/D		01/04/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
BAC		03/04/2024	156	Champs Funeral Service	Holden CE974	925.00		925.00		925.00
BAC		03/04/2024	157	Brian Price	Keighley CE297	925.00		925.00		925.00
BAC		03/04/2024	158	Havencare/Fred Hamer	Grace W11	335.00		335.00		335.00
BAC		18/04/2024	159	Houldsworths Solicitors	Wareing P32	350.00		350.00		350.00
Bankline				E Haworth	Salary	(483.12)		(483.12)		(483.12)
Bankline				HMRC	IT£134 NI£53.67 ENI£92.57	(280.24)		(280.24)		(280.24)
Bankline				E Haworth Re-Imbursement	Grant of Probate Searches x 2	(3.00)		(3.00)		(3.00)
Bankline				M Highton	Emplyment Tribunal Expenses	(43.20)		(43.20)		(43.20)
Bankline			439	Abbey Gardening Limited	Grounds Maintenance March 2024	(540.00)		(540.00)	(90.00)	(450.00)
Bankline			11153	HR Partners	May Ad Hoc HR Support	(192.24)		(192.24)	(32.04)	(160.20)
Bankline			22296	RVBC	Waste Removal 01/04/24-28/03/25	(305.60)		(305.60)		(305.60)
Bankline			39956	Impressions Engraving Ltd	Green engraved sign with stake	(201.60)		(201.60)	(33.60)	(168.00)
Bankline			4409	ICCM	Membership 4409	(100.00)		(100.00)		(100.00)
Bankline			17540	ICCM	CM&C Training Course	(174.00)		(174.00)	(29.00)	(145.00)
BGC		30/04/2024		Reserve Account	Credit Interest		80.38	80.38		80.38
<b>Movement in Month</b>						<b>190.04</b>	<b>80.38</b>	<b>270.42</b>	<b>(188.30)</b>	<b>458.72</b>
Cash Book Balance at START of Month						3,492.91	61,310.38	64,803.29		
<b>Cash Book Balance at END of Month</b>						<b>3,682.95</b>	<b>61,390.76</b>	<b>65,073.71</b>		

## Bank Reconciliation

	Current £	Reserve £	Overall £
<i>Bank Statement Balance at START of month</i>	3,492.91	61,310.38	64,803.29
			0.00
			0.00
Cash Book Balance at START of month	3,492.91	61,310.38	64,803.29



**WWB Joint Burial Committee**

Minutes Approved Ref No:

**Cash Book****MAY 2024**

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
D/D	02/05/2024		Easyweb	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
Bankline	20/05/2024		E Haworth	Salary (& Back Pay £8.78)	(497.78)		(497.78)		(497.78)
Bankline	20/05/2024		HMRC	IT£138.20 NI£55.30 ENI£95.40	(288.90)		(288.90)		(288.90)
Bankline	20/05/2024		E Haworth	Probate Search re-imburements	(4.50)		(4.50)		(4.50)
Bankline	20/05/2024		E Haworth	Re-imburement Watering Cans	(19.95)		(19.95)	(3.32)	(16.63)
Bankline	20/05/2024		E Haworth	Re-imburement Stationery	(3.55)		(3.55)	(0.59)	(2.96)
Bankline	20/05/2024	457	Abbey Gardening Services	Grounds Maintenance (April)	(540.00)		(540.00)	(90.00)	(450.00)
BAC	23/05/2024	160	Brian Price	Young P101	665.00		665.00		665.00
BAC	23/05/2024	161	Brian Price	Thompson P102	175.00		175.00		175.00
BAC	31/05/2024	162	Havencare/Clitheroe FS	Hardman CE020	1,545.00		1,545.00		1,545.00
BGC	31/05/2024		Reserve Account	Credit Interest		75.60	75.60		75.60
<b>Movement in Month</b>					<b>1,008.36</b>	<b>75.60</b>	<b>1,083.96</b>	<b>(97.57)</b>	<b>1,181.53</b>
Cash Book Balance at START of Month					3,682.95	61,390.76	65,073.71		
<b>Cash Book Balance at END of Month</b>					<b>4,691.31</b>	<b>61,466.36</b>	<b>66,157.67</b>		

**Bank Reconciliation**

	Current £	Reserve £	Overall £
<i>Bank Statement Balance at START of month</i>	3,682.95	61,390.76	65,073.71
			0.00
			0.00
Cash Book Balance at START of month	3,682.95	61,390.76	65,073.71

**WWB Joint Burial Committee****Cash Book****JUNE 2024**

Minutes Approved Ref No:

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
D/D	03/06/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
BAC	14/06/2024		C Holgate Romanov	Barton W68	820.00		820.00		820.00
BAC	19/06/2024		K Fraser	Cockshutt Memorial	30.00		30.00		30.00
BAC	24/06/2024		Wm Alty & Son	Moran 798RC	2,070.00		2,070.00		2,070.00
Bankline			E Haworth	Salary	(491.29)		(491.29)		(491.29)
Bankline			HMRC	IT£136.60 NI54.60£ ENI£94.19	0.00		0.00		0.00
Bankline			E Haworth	Re-imburement Stamps	(24.40)		(24.40)		(24.40)
Bankline			E Haworth	Re-Imbursement Ink Cartridges	(71.98)		(71.98)	(12.00)	(59.98)
Bankline		491	Abbey Gardening Services	Abbey Gardening Services Ltd	(12.00)		(12.00)	(2.00)	(10.00)
Bankline		488	Abbey Gardening Services	Abbey Gardening Services Ltd (Ma	(552.00)		(552.00)	(92.00)	(460.00)
Bankline		JM2589	WEF	Room Hire	(20.00)		(20.00)		(20.00)
Bankline		1121	AER Accountants Limited	Internal Audit	(250.00)		(250.00)		(250.00)
Bankline		517	David Uttley	Grave Digging Services	(2,460.00)		(2,460.00)		(2,460.00)
BAC	27/06/2024		Dignity Langshaws Whalle	Fraser 685RC	2,070.00		2,070.00		2,070.00
BGC	28/06/2024		Reserve Account	Credit Interest	68.37		68.37		68.37

**Movement in Month**

<b>1,154.74</b>	<b>0.00</b>	<b>1,154.74</b>	<b>(109.66)</b>	<b>1,264.40</b>
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Cash Book Balance at START of Month

4,691.31	61,466.36	66,157.67
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**Cash Book Balance at END of Month**

<b>5,846.05</b>	<b>61,466.36</b>	<b>67,312.41</b>
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**Bank Reconciliation**

Current £	Reserve £	Overall £
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*Bank Statement Balance at START of month*

4,691.31	61,466.36	66,157.67
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0.00

0.00

Cash Book Balance at START of month

4,691.31	61,466.36	66,157.67
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