

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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11 January 2024

**Members of the Cemetery Management Committee:** Councillor J Hyde (Chairman), S Buck, Mrs. M Cooper, S Dhaliwal, S Hayes, J Headington.

**You are hereby summoned** to attend the Cemetery Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 17<sup>th</sup> January 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.

**E Payne**  
**Town Clerk**

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## Members of the public:

**You are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to Join Meeting](#).** Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk) or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

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## AGENDA

### 1. Apologies for absence

To receive and accept apologies for absence.

### 2. Disclosures of Members Interests and Dispensations

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a) Members to declare interests in respect of any item on the agenda
  - b) Proper Officer to consider written requests from members for dispensations
- Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

### 3. Public section (max. 15 minutes)

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

### 4. Minutes of previous meeting

Members are asked to resolve that the minutes of the Cemetery Management Committee meeting held on 15<sup>th</sup> November 2023 are a correct record.

5. **Clerk's Report, correspondence received and matters arising for information**  
To receive an update
6. **REPORTS TO COMMITTEE**
  - 6.1 **Cemetery Chapel and Toilet block Survey**  
To receive the condition survey and schedule of works arising from the cemetery condition survey.
  - 6.2. **Cemetery Handbook and Regulations**  
To consider updates to the Cemetery Handbook and Regulations.
  - 6.3. **Exhumation Fees**  
To receive report regarding a possible new fee for exhumations at the cemetery.
  - 6.4 **Sundial – Lower Garden of Rest**  
To discuss a request from the public to remove the broken sundial in the Lower Garden of Rest.
  - 6.5. **Cemetery Pest Control**  
To discuss recent letter from landowner regarding Pest control.
  - 6.6 **Cemetery Security**  
To receive a report on the situation regarding the issuing of keys to the gates at the cemetery.
  - 6.7. **Work Programme**  
To receive the Work Programme for this Committee
  - 6.8 **Items for information purposes, relevant to this Committee only.**
7. **CONFIDENTIAL ITEMS**  
  
To resolve to exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960:
  - 7.1 Cemetery Chapel Lease
  - 7.2 Cemetery Complaint
8. **Date of Next Meeting**  
  
20 March 2024

**MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON  
WEDNESDAY 15<sup>th</sup> NOVEMBER 2023 AT 7.00PM, IN THE COUNCIL CHAMBER, GREENACRE  
CENTRE, STOTFOLD**

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Committee Members present:

Councillors J Hyde (Chairman), S Buck, Mrs M Cooper, S Dhaliwal, S Hayes, J Headington

Also present:

Cllr J Bendall

E. Payne, Town Clerk

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**48/23 APOLOGIES FOR ABSENCE**

There were no apologies received. Cllr Bhasin was absent.

**49/23 DISCLOSURE OF MEMBERS INTERESTS & REQUESTS FOR  
DISPENSATION**

There were no disclosures of interest or requests for dispensation. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

**50/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**51/23 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the Cemetery Management Committee meeting held on 18<sup>th</sup> October 2023 and it was **RESOLVED** that:

*The minutes are a true record of the meeting.*

**52/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING  
FOR INFORMATION**

**52/23.1 Removal of box ball**

Members noted that it was the box balls that were being removed and not the box hedge.

**52/23.2 Skip Area**

Members were advised that the contractor had pushed back the start date until 16 November 2023.

**52/23.3 Lettering of War Memorial**

Members sought an update on the updating of the lettering on the war member. There was no update on this item.

**52/23.4 Exhumation Fees**

Members asked if there was an update on the prices for exhumation. Member were advised that this was not available. It would be deferred to the next meeting.

**52/23.5 Chapel Lease**

Members were advised that the Chapel lease has expired. The Town Clerk has received advice from the Council's solicitors. The Assistant Clerk is making enquiries with the current leaseholder if they wish to renew and on what terms. This item will be considered at the next meeting.

## 53/23 REPORTS TO COMMITTEE

### 53/23.1 Budget 2024/25

- a) Members received a proposed budget for this committee and noted the status of the Earmarked Reserves. The budget was reviewed, amendments were made, and it was **RESOLVED to recommend to the Establishment Committee that:**

***The Cemetery budget is approved.***

### b) Fees and Charges 2024-25

Members received the fees and charges for this committee. It was noted that the fees and charges had not been increased for two years. It was **RESOLVED** that:

***With effect from 1 April 2024, the Cemetery charges are increased as follows:***

#### **Interment**

Adult	£400
Child under 3	£225
Child 3 years and over in adult section	£400
Buriel of ashes in Grave Space	£225

#### **Purchase of Buriel Grant**

Double Depth Plot	£700
Child under 3 (baby section)	£325

Re- registering of Exclusive Right of Burial Grants	£100*
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#### **Erect or Place a Memorial**

Beacon Section, Upper Lawn Section and Old Section	£450
Headstones in the Baby Section	£150
Any monument	£450

#### Lower Lawn

Flat plaque	£275
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#### Lower Garden of Rest, Beacon Garden And Walled Garden of Rest

Purchase of Plot	£350
Interment	£250
Fee of plaque	£150
Scatting of ashes	£100*

#### All areas of Cemetery

Additional inscription to an existing Memorial	£100*
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Charges are trebled for non Stotfold residents except for those charges asterisked'.

#### **53/23.2 Planting at Walled Garden of Rest**

Members received a report with a price for the lavender at the walled garden of rest.

Members were advised by the Chairman that during a recent visit to the Walled Garden of Rest that there is nowhere where a bench can be installed. She asked Members to visit the cemetery and consider a location for a bench. item to be considered at the next meeting. It was **RESOLVED** that:

***The planting 40 dwarf lavender bushes by the Town Rangers is to be progressed.***

#### **53/23.5 Wildflower Area at Walled Garden of Rest**

Members were asked to reconsider a previous decision of this committee regarding a wildflower area at the Garden of Rest. It was discussed that it was not a suitable location for this type of planting. It would also free up additional space for burials. It was **RESOLVED** that:

***The decision of a wildflower area at the Walled Garden Rest is rescinded.***

#### **53/23.4 Spraying of Box Plants**

Members considered the control of box caterpillars in the cemetery considering the destruction of some of the box plants in the cemetery. Members considered that the spraying with an unlicensed pesticide was not appropriate. The former Grounds Maintenance Contractor had recommended an alternative pesticide. This was in the baby section and the box hedge leading to the lower Garden of Rest. It was **RESOLVED** to:

***Spray the box plants with registered pesticides, according to instructions and include pheromone pest control.***

#### **52/23.5 Cemetery Gate Security**

Members were asked to consider the current system where anyone with a loved one in the cemetery can buy a key to the gates. A discussion was held about the process and whether deposits for the keys are held. A report will be brought back to this committee with full details on how keys are issued. It was **RESOLVED** to:

***Consider the security of the cemetery at the next meeting.***

#### **52/23.6 Diana Rose Arch**

Members received a report with a proposed design for a new, metal arch for the rose arch. It was **RESOLVED** to:

***Accept the quotation of £1285 for a bespoke metal rose arch to be supplied and installed, with the cost taken from the Cemetery Earmarked Reserve.***

#### **52/23.7 Work Programme**

Members received the Work Programme for this committee, and it was noted that the items discussed at this meeting would be added to this document.

**53/23      ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Members expressed their thanks to the Grounds Maintenance Contractor and the Town Rangers for their work in the cemetery and chapel prior to the Remembrance Sunday event.

**47/23      DATE OF NEXT MEETING**

Wednesday 17 January 2024

The meeting was closed at 1947.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** CEMETERY

**DATE:** 17 JANUARY 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** CEMETERY CHAPEL & TOILET BLOCK SURVEY

### **1. SUMMARY**

- 1.1 Following concerns about the condition of the cemetery chapel and adjacent toilet block, a condition survey was commissioned by this Committee, which is appended to this report.

### **2. RECOMMENDATION**

Members are asked to:

Approve the distribution of the schedule of works for the purposes of obtaining quotations for the works to be undertaken.

### **3. BACKGROUND**

- 3.1 The condition survey was undertaken in November 2013 and is appended to this report. The surveyor found that there are some minor works to the cemetery chapel, but there are more extensive works required to the cemetery toilet blocks. Part of their specification including a schedule of works which is attached to this report.
- 3.2 Their recommendation is a partial demolition and rebuild of the cemetery toilet block, saving the existing bricks as far as possible and replacing any broken ones with salvaged bricks.
- 3.3 An asbestos refurbishment survey has been commissioned by the Building Management Committee which will need to be completed before any refurbishment works are undertaken.

### **4. FINANCIAL**

- 4.1 Costs will be met from the cemetery EMR.

### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	Risk to users of the cemetery and toilets
Resources	Officer time for quotation distribution and subsequent evaluation.
Equalities	N/A
Biodiversity	N/A
Financial	EMR

The.  
Survey.





## INSTRUCTIONS

Written instructions were received on 20<sup>th</sup> October 2023 from Stotfold Town Council, to carry out an Inspection at the Cemetery Chapel and Toilet block, Mill Lane, Stotfold

By request, the inspection was carried out on Thursday 9<sup>th</sup> November 2023 at 10am. The weather at the time of inspection was dry and bright, following a period of predominately dry weather.



Photo showing chapel to the front

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## HAND REFERENCES

All hand references are taken facing towards the front elevation and location references therein are similarly referred to.

## GENERAL DESCRIPTION

### AND LOCATION

#### Toilet Block

The roof is a slate roof covering with a large amount of moss growth present. Various gaps and holes in the slates were observed, likely allowing water to ingress into the roof void below.



Photo showing cracked and damaged slates



Photo showing cracked and damaged slates

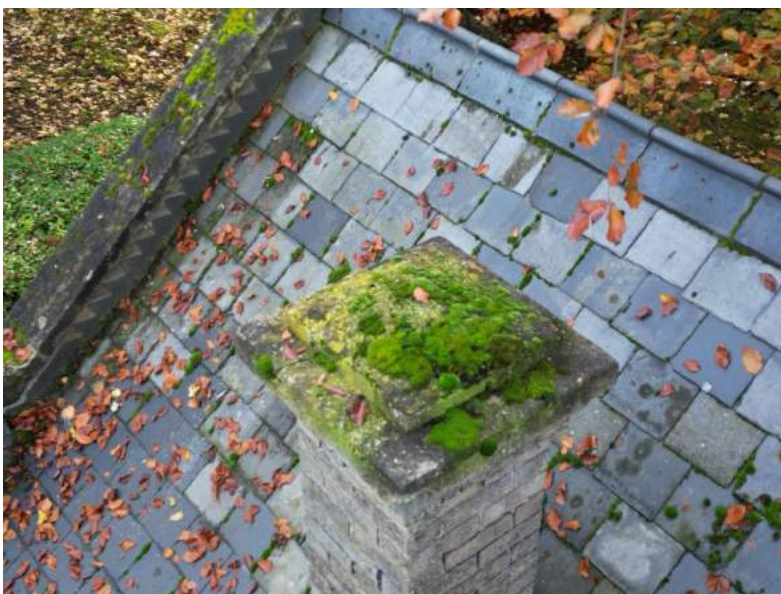


Photo showing cracked and damaged slates





Photo showing damage to the chapel roof where we believe Water is entering the roof

We would comment that the ridgeline undulates and it would appear that the parapet wall to the left-hand side, which is west facing, has rotated away from the roof historically. This has been infilled with a cement block however, judging by the gap that has appeared, this wall is continuing to lean. We would suggest taking down the parapet end and rebuilding plumb. We also recommend replacement of the ridge beam which appears to have deteriorated in this area when doing so. Due to the extent of the works, we believe the movement to the west facing parapet wall is likely due to a lack of restraint to the ridge beam in this area.

The rainwater goods to the block are black half-round uPVC gutters, leading into cast-iron downpipe. We would comment that these were blocked with leaves at the time of our visit. We recommend raking out of the guttering and installation of gutter brushes.

Redecoration of the timber fascias is advised.

Over the rear door to the storage area of the WC, we noted the lintel has failed in this area and would suggest an angle iron be installed here, to pick up the weight of this lintel. See photographs.



Photo showing dropped lintel over door head in need of repair



Photo showing failed lintel over the right hand gable end window



Photo showing Gapping to the coping to the gable end





Photo showing bowing of the gable end wall which has clearly been occurring

We would comment that, at the base of the walls to the south facing elevation, the drainage here is blocked and there appears to have been some backspilling against the walls which are solid bond brickwork and this has caused the deterioration of the mortar in this area. We would recommend raking out and repointing the mortar in this area and improvement works to the drainage. To the east facing parapet, the brickwork over the window has failed and this requires repointing. We would suggest the installation of helical bars over the crack.

At the top of the walls to the eastern flank elevation, some repair of the coping stones is advised as some gapping is occurring and likely allowing water ingress internally.

To the dividing wall between the male and female toilets, there is a stepped crack which has been repaired historically, leading towards the tree to the rear, it would appear that the brick pier

supporting this wall has rotated outwards, to the right-hand side and some repointing and repair with helical bars, through this crack, should be considered. See photographs of previously repaired crack.



Photo showing former repairs below the parapet which are reopening

To the brick built rear chimney, which is no longer in use, some repointing works would be beneficial.



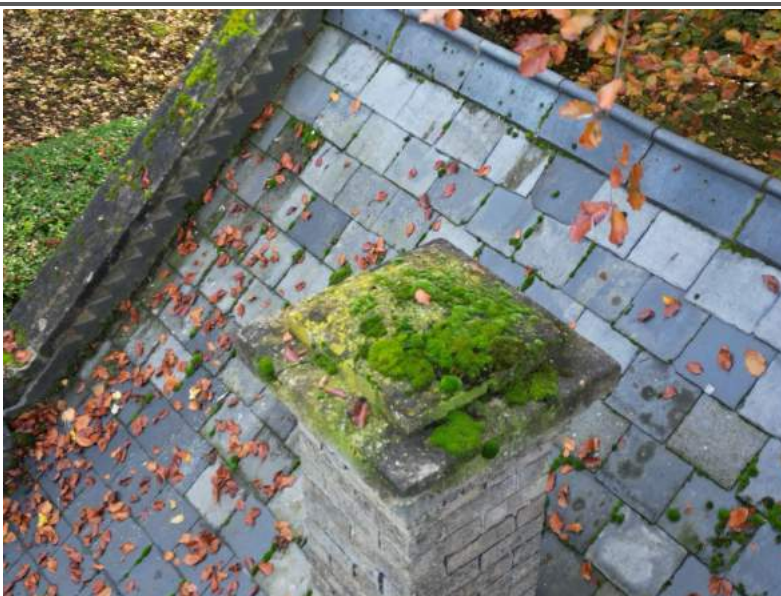


Photo showing Chimney which has been capped

Within the WCs, there are plyboard roofs suffering from black spot mould build up. We would recommend replacement of these plyboard roofs.



Photo should mould to the plyboard

## Chapel

As a general comment for the chapel, we would state the trees which are growing in close proximity are now touching the chapel roof and we would recommend the pollarding and shaping of these trees, to reduce the risk of damage to the chapel roof and also, through direct root damage.

Visually, it is reasonable to assume that the tree may predate the chapel however root damage to the foundations of the chapel could still occur.



Photo showing tree in close proximity to the chapel



Photo showing tree in close proximity to the chapel and overhanging the chapel roof

We would estimate that the chapel dates back to the late 1800s, judging by styles and methods of construction.





Photo showing the front of the chapel

The Roof has a slate covering. There is a belfry and also lightning protection. This lightning protection should be checked annually. The lightning protection appears to discharge into an earthing box at the base of the walls.



Photo showing the rear of the chapel

The lead flashing appeared to be in reasonable order.





Photo showing the chapel roof



Photo showing the chapel roof



Photo showing Belfry

Rainwater goods are integral stone gutters, discharging into plastic downpipes which in turn discharge directly onto the ground externally. Ideally, these would be discharging into a rainwater soakaway rather than directly onto the ground. The guttering was blocked on both sides, see drone photographs. Again, proximity of trees overhanging the roof leads us to suggest pollarding of trees and occasional raking out of the gutters in this area. Failure to do so may lead to backspilling of the gutters and deterioration of the mortar at high level.





Photo showing slipped slate and blockage within the gutter

To the front elevation, with front elevation door, we noted at high level to both the right and left-hand side, below parapet, that the pointing has become friable. This has occurred below the purlins which are supporting the roof structure internally. This friability of mortar appears to have occurred either side of the front elevation and whilst repointing, it may be beneficial to add helical bars through this crack.

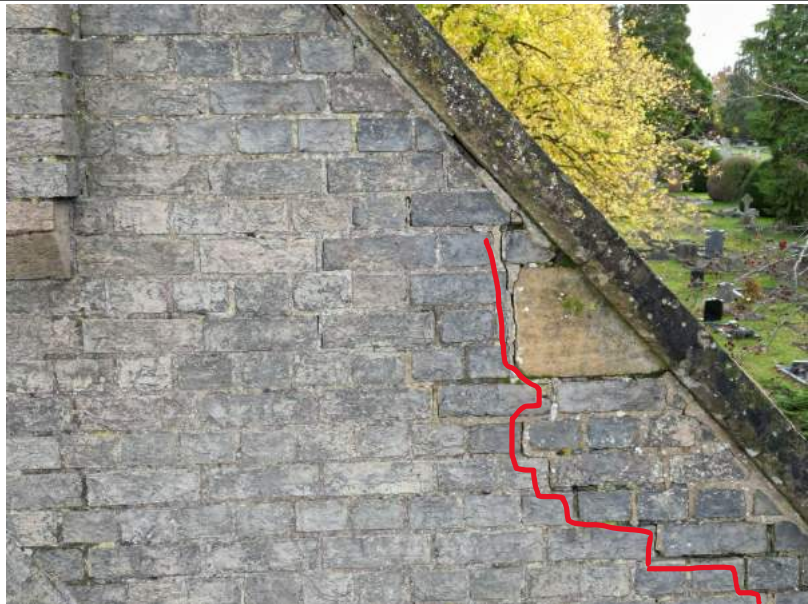


Photo showing cracking to the front gable end

Further cracking was noted over the centre keystone to the entrance door below the circular window. Helical bars would benefit from being installed here and the repair and realignment of the keystone internally is recommended.

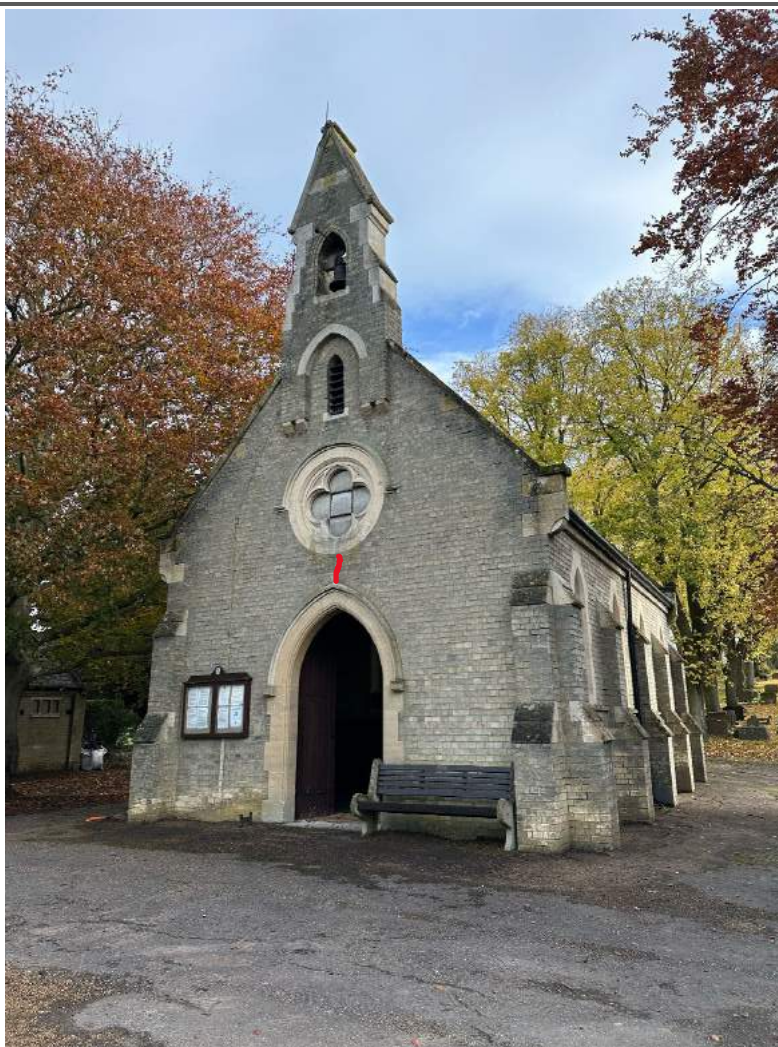


Photo showing location of cracking to the keystone over the front door



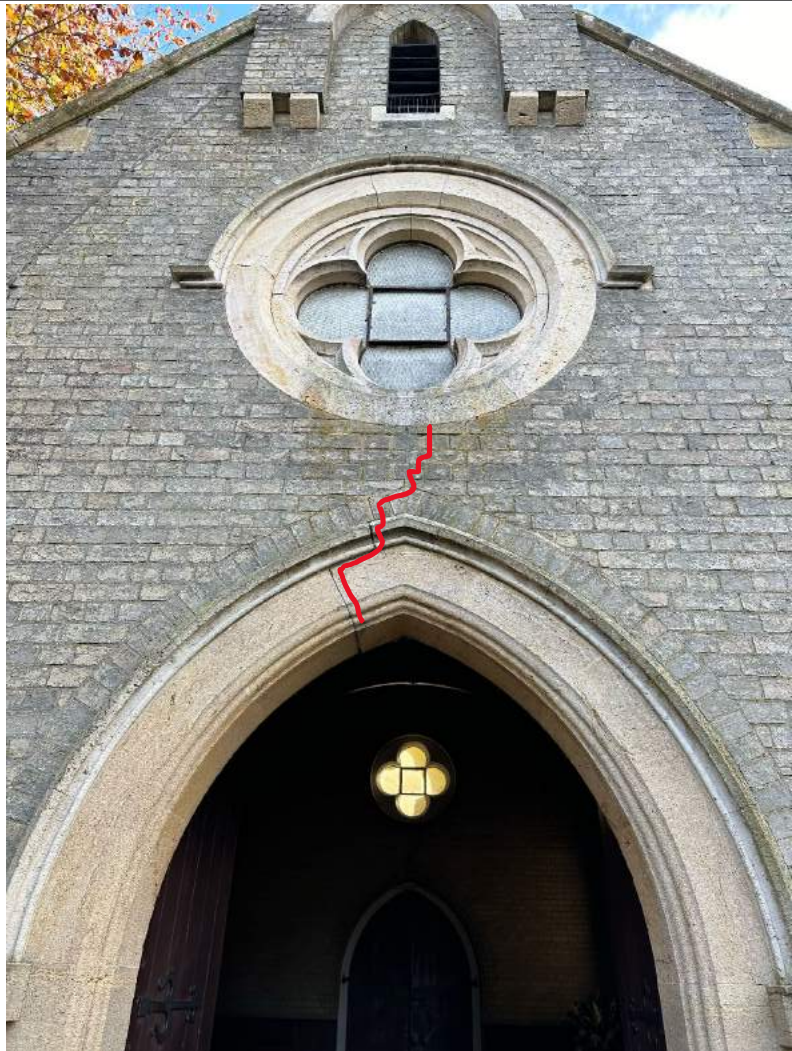


Photo showing cracking over the keystone to the chapel-  
structural repairs are recommended

To the right-hand side, south-facing, wall, we noted some damage to the brick faces, likely as a result of freeze / thaw cracking. We would recommend the cutting out of at least 4 no bricks along this right-hand flank elevation and cutting in of new brickwork, to be installed with lime mortar. Again, rainwater goods in this area are discharging directly against this wall which may be exacerbating the washing out of the mortar.



Photo showing area of washed out mortar to brick joints

Generally speaking, small pockets of mortar along the south facing wall is recommended. Please note that these works are specialist, to ensure that the right kind of mortar is used for this type of brickwork.

Over the far right-hand side window, we noted some cracking over the lintel head and would recommend installation of 2 no helical bars, through each course of brickwork over this window and the realignment of the keystone.

To the rear elevation (east), again we noted some friability of the mortar below the purlin end which leads us to suggest repointing and installation of helical bars here.

Brick face towards the rear right-hand side at high level has debonded, likely due to moisture ingress and we would recommend an allowance be made to rake this out and repair the brick face or replace the brick in its entirety.



Photo showing cracking over the rear door arch





Photo showing keystone having dropped

Above the central keystone to the rear doors, we noted some cracking of brickwork below the circular window and again, we would suggest installation of 3 no helical bars through the brickwork in this area and the realignment of the keystone.

To the north facing elevation, we noted the beginning of a stepped crack below the centre middle window which again we would recommend an allowance be made to add 2 no helical bars below this crack and repoint.



Photo showing walls to the right hand side

Buttressing appears to be in reasonable order however some repointing would be merited, whilst repointing other walls in this area.

Windows to the chapel have been replaced with glass reinforced plastic (GRP). Over the years this has become opaque and as such, the fibres of the reinforcement can now be seen. These are likely to become brittle over time and we would estimate that these have a further 5 years life expectancy before becoming entirely brittle and requiring replacement. As such, we would recommend an allowance to replace the GRP in this time. You may wish to consider Perspex or other suitable material.





Photo showing glass reinforced plastic window

Where steel frames exist to the circular windows, these are showing signs of rusting and we would recommend budgeting for sanding back of rust to bare metal, prior to treatment with a suitable preventative paint.

The doors to the chapel are painted timber and the grounds maintenance team at the chapel have made us aware that gaps below the doors are allowing leaves and other detritus to enter into this gap. As such, you may wish to consider adding a brush at the base of the door, to prevent leaves from blowing through in this area.

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Internal

The chapel is entered via double timber doors to the front and decoration to the timber work externally is merited.

The flooring within the chapel is a mixture of carpet on parquet block and exposed parquet block on concrete. We found no significant signs of defect to the floor although we would comment the parquet block floor would benefit from periodic sanding and sealing. This does not appear to be a high traffic area and as such, sanding and sealing every 10-15 year intervals is likely sufficient. Please note that some of the blocks appear to have lifted and some regluing of these blocks is advised.



Photo showing parquet block flooring



Photo showing cracking over the rear doors to the brickwork

Walls within the chapel are part timber clad on solid bond brickwork and solid bond brickwork above. To the east and west flanks, below the circular windows, the cracking which is visible externally is also visible internally and as such, we would recommend installation of helical bars through these cracks.

There appears to have been some historic repairs over arched windows to the northern elevation and these repairs appear to have been effective.



The vaulted ceiling is a timber ceiling with exposed timber truss work, bearing its weight down onto the walls and buttresses externally. No significant signs of defect were observed to the walls at this time, nor were there any signs of any water ingress. Decoration of the exposed timber work at 20-30 year intervals should be sufficient.

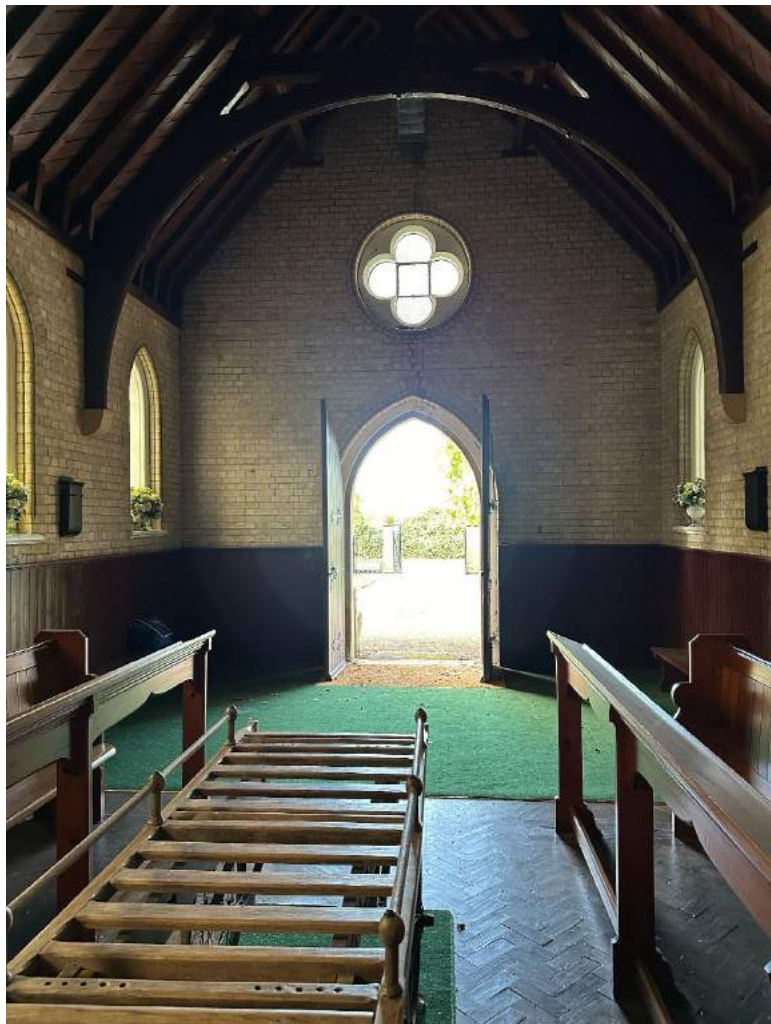


Photo showing vaulted ceiling

Please note there is no electricity or heating running to this space.



## Summary and Conclusion

The Cemetery chapel and toilet block are in need of various areas of repair and maintenance. Of most significant are the gable walls and roof structure to the toilet block. We are of the opinion that these gable end walls should be taken down following the stripping of the roofing slates.

The ridge beam is assumed to be rotten and has contributed to the bowing outwards of the gable end walls.

Lintels over openings to the WC block have failed and these will need to be rebuilt.

To the chapel, Various slipped slates were observed to the roof which need reaffixing. Where keystones over door openings have dropped, these need to be repaired.

Cracking to the brickwork below the purlins to the front and rear need repair. GRP windows are likely to the end of their useful life expectancy.

Should there be any further information or assistance you require or should you wish to discuss the report or indeed, the outcome of your further investigations, please do not hesitate to contact us.



Nicholas Brown BSc (Hons) FRICS

Ashridge Surveyors Ltd

Unit F5

64-66 Akeman Street

Tring

HP23 6AF



		Item	£	P
	<p><u>Schedule of Works for Rectification of structural issues</u></p> <p>Note all quantities given are for guidance only. The contractor shall form their own opinion of the works involved, take their own measurements from site visits as required, and price the items accordingly. No adjustments will be made from differing quantities. Reference to left and right taken as though facing the front elevation from the road to the front. The contractor is to price for all the works necessary to complete the building whether specifically itemised or not, providing it could be reasonably inferred from the schedule of works or appended drawings.</p> <p>All works are to comply with the Building Regulations 2023 and any later editions, and where applicable, the NHBC code of practice. All materials must additionally comply with the British Standards and or better. All materials to be installed in accordance with manufacturers recommendations. Any heating and plumbing to be installed by a 'Gas Safe' registered engineer. Electrical installations to be installed in compliance to the latest IEE regulations by an NICEIC registered contractor. Contractor to advise the chosen Building Control Officer as to requirements of the inspections.</p> <p>The contractor is to allow to protect any existing fixtures/fittings where applicable to facilitate the works in conjunction with the clients instructions,; allowing to set aside fixtures/fittings and re-fixing on completion.</p> <p>Once the contractor takes possession of the site they become responsible for the safety and protection of the property against any unforeseen issues, they should satisfy themselves that they have the necessary resources to carry out the works and all insurances to indemnify themselves against any liability/damage however caused.</p> <p>The Contractor is to allow to alter and adapt all services as required in order to facilitate the works. Allow for all site meetings, telephone calls, liaisons etc as required to complete the contract.</p>			
ASH2009		Total to Collection £		

		Item	£	P
	<u>GENERAL</u>			
A	All works are to be undertaken in a workmanlike manner and in accordance with any manufacturer's instructions.	Note		
	<u>PROTECTION &amp; MAKING SAFE</u>			
A	Locate and mark out all known services and concealed service runs preceding the works commencements to the Chapel and WC block. Any unreasonable or avoidable damage sustained to such items will be at the expense of the contractors to rectify the issue..	Item		
B	The Contractor shall work in accordance with the requirements of the latest published legislation and Codes of Practice with regard to the investigation, determination and removal of asbestos based materials. The Contractor shall observe the Asbestos Survey provided as part of the tender issue.  If asbestos based or suspected asbestos based materials are encountered during the execution of the works on site, all works must stop in that area and such materials should be clearly marked, scheduled and reported immediately to the contracts administrator. Allow here to test ceilings in the WC and store area for Asbestos prior to works. This information to be shared with all subcontractors on site	Item		
C	Allow here for Herras Fencing and signage to be erected for the duration of the works. All Chapel and Cemetery visitors are to be safely protected from the works.	Item		
D	Price here for the protection of the Hardstanding's directly adjacent to the areas of works. Allow to protect the sanitaryware internally for the duration of the works.	Item		
E	The Contractor is to assess their requirements for tower or access scaffolds and price here accordingly for the hire and alarm (where necessary) for the duration of the works.	Item		
F	The Contractor is responsible for providing welfare and toilet facilities on site for site operative's use throughout the course of the works.  Allow to make temporary connections to existing electricity and water supplies at the site, for the Contractors use in connection with the execution of this contract.	Item		

ASH2009

Total to Collection £



		Item	£	P
	<u>GENERAL CLEARANCE</u>			
A	<u>Demolition and Cart Away</u>  Include in this item for removal of debris (weight & Load) from site to landfill. Include here for the segregation of necessary waste to skip in accordance with Environmental Agency directive.	Item		
B	Allow here to carefully remove the roofing slates including ridge tiles to the WC/Store structure and set aside for potential reuse. 10% breakages are expected	Item		
C	Allow to carefully remove the 2 gable end walls by 2m (Two metres) from the apex of the roof. Set aside as many of the exiting buff coloured bricks for reuse as possible.	Item		
D	Carefully remove existing leadwork and cart away whilst observing all Health And Safety Requirements for leadwork.	Item		
E	Carefully remove the existing decorative copings and store ready for reuse. Number each of the copings and note on drawings coping locations for exact relocation.	Item		
F	Remove existing rafters, ridge beam and battening and cart away	Item		
G	Price here for the carting away of the wall plates	Item		
H	Temporarily remove the Rainwater goods and set aside for reuse in order to safely undertake the works	Item		
I	Over the double doors to the storage unit, allow to carefully remove the existing steel work and replace the metal lintel with modern metal lintel to be correctly sized and spaced for the opening. Allow within this item for the addition of any necessary padstones. The contractor shall be responsible for the correct sizing of this metal support.			

ASH2009

Total to Collection £

		Item	£	P
	<u>W/C Storage Area rectification works</u>			
	<u>Roofing</u>			
A	Following Removal of existing slates allow to supply 10% of roofing area with new slate to match the existing colours. Slate choices are to be presented to the clerk of Stotfold parish council for their approval.  High-quality natural slate tiles conforming to BS EN 12326-1:2014 standards shall be supplied and fitted.	Item		
B	Allow to supply and install new ridgebeam (following rebuilding of gable end walls priced elsewhere). Ridgebeam sizing to be suitable for the span and designed by a structural engineer.	Item		
C	Allow to construct new roof structure as 45x195 C24 timbers set at 400mm centres to match the existing pitch in all forms. Collars are to be added at mid height to every other rafter. Wall plates to be 47x100mm strapped to internal walls and half lapped where necessary. Strapping to be at 1500mm spacing	Item		
D	Simpson RR shoes nailed to face of rafters. Simpsons VPA shoe to be nailed into the wall plate and into rafters	Item		
E	Strapping of gable Simpson twist tie to be taken across last 3 rafters with solid noggins between rafters,	Item		
F	Install new WBP plyboard to the underside of the WC area	Item		
G	Allow to add breathable membrane as Tyvek Supro Pro breathable membrane to be installed as per the manufacturer's instructions in line with the correct fall of the roof.	Item		
H	Allow here to supply and install treated as 25mm x 38mm treated battening gauged correctly for the existing headlap on the slates.	Item		
I	Price here for the fixing (supply of additional slates priced elsewhere) of the slates with copper nails.	Item		
J	Price here for the supply and install code 4 lead flashing to match the original stepped design. To be treated with patination oil.	Item		

ASH2009

Total to Collection £

		Item	£	P
K	Price here for the reaffixing of the guttering, to be left in full working order.	Item		
L	Allow for the decoration of the exposed plyboard ceiling with suitable bathroom paint of at least 3 coats. Allow to seal plyboard ceiling/wall junctions with white mastic.			
M	Price here for the connection of new lighting as secure bulkhead lighting anti vandal lighting, installed to the wall in a location to be agreed with the clerk of Stotfold Parish Council.	Item		
	<u>Walls</u>			
A	Following the safe demolition of the gable walls (2m from the apex at either flank, allow to brush down the brickwork of all loose mortar prior to reuse.	Item		
B	Allow for 10% replacement of any brick work with bricks to match the existing. Present brick options to the Clerk of the Council prior to placing orders.	Item		
C	Allow here to remove the existing lintels over former window and door openings.	Item		
D	Price here for the supply and installation of new lintels over former door and window openings.	Item		
E	Allow here for the installation of brickwork to the gable ends and over the double doors to the with old bricks shuffled with any new bricks.	Item		
F	Allow here for raking out and repointing of brickwork to match existing strength and colour.	Item		
	<u>Chapel</u>			
A	Price here for the careful raking out of mortar in locations highlighted in the accompanying photo/ Sketch in Appendix A.	Item		
B	Install two rows of new Helibars between the circular window and the head of the door in line with the manufacturers instructions.	Item		
C	Allow here to repoint the brickwork at coping junctions	Item		
ASH2009				
Total to Collection			£	
2/5				

		Item	£	P
D	Price here for the installation of padstones to locations shown on the accompanying sketch. Padstone sizing to be designed by a structural engineer.	Item		
	<u>COMPLETION WORKS</u>	Item		
A	On completion the Contractor is to clear all rubble arising from the work from site and is to wash down <u>all</u> surfaces throughout free from all dust and builder's grime.  Allow in this item to clean down hardstanding's surrounding the Chapel and WC			
	<u>END</u>			

ASH2009

Total to Collection £



APPENDICES

ASH2009

2/7

Total to Collection		£	
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Appendix A – Sketch & Photos

ASH2009

Total to Collection		£	
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## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** CEMETERY

**DATE:** 17 JANUARY 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** CEMETERY HANDBOOK & REGULATIONS

### **1. SUMMARY**

- 1.1 Regular review of the Councils policies and procedures is recommended, and the Cemetery Regulations have not been reviewed since September 2021.

### **2. RECOMMENDATION**

Members are asked to:

Review the attached handbook and regulations and advise the Clerk if they wish to make any updates.

### **3. BACKGROUND**

3.1

### **4. FINANCIAL**

- 4.1 Costs will be met from the cemetery EMR.

### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	Risk to users of the cemetery and toilets
Resources	Officer time for quotation distribution and subsequent evaluation.
Equalities	N/A
Biodiversity	N/A
Financial	EMR



# Stotfold Cemetery

## Mill Lane, Stotfold



### HANDBOOK AND REGULATIONS





## LOCATION PLAN

# STOTFOLD CEMETERY MILL LANE STOTFOLD SG5 4NU



Directions :- From A1 junction 10, follow the A507 towards Stotfold. At the first roundabout, take the 4th Exit onto Norton Road.

Continue on Norton Road until the next roundabout, then turn left onto Baldock Road.

Continue on Baldock Road, then take the next right turn into Queen Street.

Follow Queen Street until the left hand bend in the road, then take the right turn on the bend onto Mill Lane.

Continue down Mill Lane, past the Stotfold Mill on your right hand side, the Cemetery is further down Mill Lane, the gates (above) are on the right side of the road.





## STOTFOLD CEMETERY

### HOURS OF OPENING

The Cemetery is open to pedestrian access all year round. Vehicle access is permitted for persons with restricted mobility, strictly by permission of the Council and payment of £25.00 for a gate key. Persons are asked to close and lock the vehicle gates after use for security.

### HOURS OF BURIAL

Burials shall normally take place on Mondays to Fridays inclusive, and must not start before 9.00am. The latest times a burial can take place is 3.30pm from April to September, and 3.00pm from October to March.

The time arranged for a burial shall be that of arrival at the graveside. If there is to be a service before the burial, care should be taken to allow sufficient time for its duration and for the journey to the Cemetery.

### NOTICE OF BURIAL

Notice of burial from the Funeral Director, together with appropriate remittance, must be delivered to the Clerk (exclusive of weekends and public holidays) **at least 84 hours before the interment**. Interments may take place with or without the services of a clergyman or minister of religion. All information required on the Council's official form must be provided.

The plot will remain in the ownership of Stotfold Town Council.

### CEMETERY CHARGES

The current scale of fees is available from the Town Council offices. **All charges and fees for interments shall be paid for at the time of the order.** All fees for memorials shall be paid prior to their erection.

Unless the person being buried, or the applicant in the case of the pre-purchase of a plot, has lived in Stotfold within two years of the application for burial, they will be charged treble fees.

This means that:

- ⇒ If the person lived in Stotfold when they died, single fees will be charged;
- ⇒ If they moved out of Stotfold up to 2 years before they died, single fees will be charged;
- ⇒ If they moved away more than 2 years before they died triple fees will be charged;
- ⇒ If the person moved out of Stotfold into a care home, hospital or similar facility – direct from living in Stotfold, however long they have been living in that facility, single fees will be charged.

**In all cases proof of period of time living in Stotfold must be provided.**





# STOTFOLD CEMETERY



# STOTFOLD TOWN COUNCIL

## STOTFOLD CEMETERY REGULATIONS

### INTERMENTS

1. STC representative will be responsible for the marking out of any grave spaces.
2. Undertakers will be responsible for:
  - Supplying and erecting a soil box adjacent to grave space to be dug.
  - Digging of grave to the correct depth by the day preceding an interment, with the exception of weekends and bank holidays.
  - Making sure the grave space is not left open and uncovered prior to an Interment taking place.
  - Infilling the grave with top soil to no higher than adjacent ground level, within 3 hours of the time of interment. Any subsequent soil sink will be infilled by the Council's contractor as required.
  - All excess soil must be removed from the Cemetery. There is no provision for tipping of excess soil.
  - The delivery of the Certificate of Burial to Stotfold Town Council Office before the day of the interment.
3. The Stotfold Town Council representative will check on grave depths, making sure that the grave is not left open and uncovered prior to an interment taking place and that the infilling has been carried out to the satisfaction of the Town Council on the day of the interment.

WOULD ALL UNDERTAKERS/STONEMASONS PLEASE NOTE THAT MEMORIALS IN THE BEACON SECTION OF STOTFOLD CEMETERY MUST BE PLACED WITH THE HEADSTONE INSCRIPTION FACING DOWN THE HILL (THIS IS OPPOSITE TO ALL OTHER SECTIONS OF THE CEMETERY).



## **Burial 'Rights' - what are they?**

The Exclusive Right of Burial gives a person the 'right' to say who is buried in the grave. Burial 'rights' also include the right to erect a memorial. If the owner of the Exclusive Right of Burial dies, they have an automatic right to be buried or have their ashes interred in the grave. After this the rights become part of the deceased's estate.

This permission cannot be transferred to another person without a formal procedure. The Council is unable to simply transfer deeds upon request and must be satisfied that any person receiving the deed is legally entitled to it. Ownership of the Exclusive Right of Burial is therefore a very important matter. Ownership can be transferred either during the owners' lifetime or after their death.

When you buy a grave, what you are actually buying is the Exclusive Right of Burial for a specific period of time. You do not become the freehold owner of the plot but you own the 'right' to make any decisions affecting the plot.

## **Who is entitled to the burial rights? Did the grave owner leave a Will?**

If the answer is **Yes** then the main beneficiary of the deceased's estate is entitled to the burial rights. If the estate is divided equally between a number of persons they are all entitled to the burial rights. If the answer is **No** the persons entitled to the rights are the direct next of kin following their blood line.

## **How to transfer the Exclusive Right of Burial in a grave or cremation plot**

A situation often arises where the registered owner is deceased and family members want to arrange for a further burial to take place or for an additional inscription to be placed on the memorial. As stated, a living owner is required to give permission for a burial to take place or for a memorial to be erected/ altered. In order for the burial or memorial request to proceed the Exclusive Right of Burial needs to be transferred to the person entitled to the rights.

If the registered owner is deceased but left a Will and their estate went to probate we will still need to see this document. Photocopies are not acceptable. When an estate goes to probate the Executor swears on oath the Will is the deceased's last valid Will. Once issued, the Executor will receive the Seal of Probate, a document with an embossed seal in the right hand corner.

We also require an 'Assent of Executor or Administrator' form to be completed (available from our office) by the Executor named on the probate. The Executor is required to provide the name and address of the person who is to be the registered owner of the grave/plot.

The probate document will be returned once the Transfer of Burial Rights has been completed.

If the registered owner left a Will, but their estate was insufficient to apply for Grant of Probate or Letters of Administration a Statutory Declaration will be required (available from our offices).

## **What is a Statutory Declaration?**

A statutory Declaration is a typed sworn statement explaining the registered owner of a grave/plot is deceased and names who is entitled to the Exclusive Right of Burial and why. This statement must give the names of all those persons entitled to the rights, whether they wish to be owners or not. Any person wishing to renounce their claim can do so by completing a Form of Renunciation (available from our office).

If the registered owner is deceased and did not leave a Will a Statutory Declaration is required.

NB: The Statutory Declaration is to be made before a Magistrate or Commissioner for Oaths.

## BURIAL AREA MEMORIALS

The following memorials are permitted:

### New Section, Old Section, top part of the Lawn Section and Beacon Section of the Cemetery

A headstone, gravestone or tombstone not exceeding four feet in height with or without kerb stones, and with or without flat stone. Kerb stones or a flat stone must not exceed seven feet in length, and in the case of a single plot three feet in width, and in the case of neighbouring plots requiring one memorial stone seven feet in width. In addition, a vase not exceeding an overall height of one foot six inches.

### Lower part of Lawn Section

Flat plaque measuring twenty four inches by eighteen inches, which has to be inserted at ground level at the head of the grave on unmoved ground, downhill of the grave. Only a flat stone with space for a vase in it, if a vase is required, will be permitted. If no such provision is made, a vase will not be allowed. Nothing else is permitted to be placed within the grave space. Any first inscription thereon has to be arranged to enable a second inscription where necessary to be added.

### Lower Garden of Rest

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which has to be inserted at ground level, those plaques in the shape of a wedge will be permitted. One vase (stone block or otherwise) is permitted with each plaque, but a non-stone vase must have a spike which can be secured in the ground. A non-stone vase is permitted only upon the conditions that wherever the Council's groundsman or contractor is carrying out maintenance in the Garden of Rest he removes the vase and that the Council accepts no responsibility for any damage caused to a vase or for ensuring that it is replaced in its proper position after maintenance work. Muted coloured stones will be allowed around the plaques.

### Walled Garden of Rest (Beacon Section)

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which has to be inserted at ground level, those plaques in the shape of wedge will be permitted, although smaller plaques or stone block vases with limited wording are also permitted. All memorabilia is to be contained within the plot. No Kerbs are permitted. No planting is permitted. Flowers, plant pots, ornaments or other items are not permitted to be sited on the surrounding walls of the Garden of Rest. Any such items will be removed by the Council and retained for collection. Stones are provided within the plot. If top-up of stones is required, the Council will supply the stones. Kerbs around the plots are not permitted.

### Beacon Garden of Rest (Beacon Section)

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which has to be inserted at ground level, those plaques in the shape of wedge will be permitted. One stone block vase is permitted with each plaque. Other vases may be permitted but must have a spike which can be secured in the ground. A non-stone base is permitted only upon the conditions that whenever the Council's groundsman or contractor is carrying out maintenance in the Garden of Rest he removes the vase and that the Council accepts no responsibility for any damage caused to a vase or for ensuring that it is replaced in its proper position after maintenance work. Stones are provided within the plot. If top-up of stones is required, the council will supply the stones. Kerbs around the plots are not permitted.

### Baby Section

Headstones and flower vases which must be placed near the headstone end of the plot. Headstones must not exceed two feet three inches in height and 15 inches in width, and must be made of stone or similar material. Kerb stones are not permitted.



## MEMORIAL BENCHES

The Town Council will purchase and install memorial benches, plaques and all associated requirements upon request of purchase. Unlike the purchase of a plot, the requested bench is the memorial.

Other than a memorial plaque there should be no additional memorials including planting, vases and other objects around the bench. Stotfold Town Council will remove any such items.

The Town Council will be responsible for the maintenance and repair of memorial benches for the first ten years, and will replace them if they become damaged beyond repair during that time. After ten years it is the responsibility of the family to pay for repairs. If the bench is badly damaged or unusable after ten years the Town Council can dispose of it and the family will be given the choice of either purchasing another one, as per the Council's memorial bench policy, or the space will be made vacant for another family's memorial bench. If the family is not contactable we will take appropriate action deemed necessary at the time.

These regulations will apply to benches already in place, starting from 24<sup>th</sup> September 2008, and also to future benches placed in the Cemetery.

## MEMORIAL TREES

The Town Council will purchase the tree, plaque and all associated requirements upon request of purchase.

The Town Council will plant the tree and whilst they will endeavour to maintain the tree they will not take any responsibility should trees die after the first season of planting.



Should the tree die within the first year the Town Council will take responsibility for the replacement of the tree.

Should the tree die after the first year and a replacement is required, an application will have to be made to the Town Council. To ensure continuity, only the Town Council can replace trees.

Unlike the purchase of a plot the requested tree is the memorial and does not constitute a burial plot, therefore the scattering or burial of ashes will not be permitted.

Other than a memorial plaque, there should be no additional memorials including planting, vases and other objects around the tree. Stotfold Town Council will remove any such objects.



## MEMORIALS

All Monumental Masons wishing to carry out work within Stotfold Cemetery must be BRAMM (British Register of Accredited Memorial Masons) accredited, or NAMM (National Association of Memorial Masons) accredited, or both.



## MEMORIALS - MATERIALS

In addition to where referred to above:

Memorials may not be made of Bath, Caen or other soft stone. Kerbing must be of a similar material to the memorial. Kerbing and memorials must be installed by a monumental mason, and be constructed and installed in accordance with BRAMM/NAMM standards. The materials and workmanship must be to the satisfaction of the Council.



Wooden crosses are only allowed as a temporary memorial prior to a permanent memorial being erected. Temporary memorials are permitted for a period of three years from the date the temporary memorial was put in place. After three years they will be removed by the Council and returned to the family, where possible.

## MEMORIALS – INSTALLATION

Applications for erection, re-erection and removal of memorials (temporary or permanent) have to be made to the Clerk of the Council.

Three day's notice in writing must be given to the Clerk of the Council before any work relating to memorials is carried out at the Cemetery.

Memorials and all materials for placing them and materials for removing or performing any work upon them at the Cemetery must be assembled and made ready before the admission of the contractors to the Cemetery. Contractors must provide their own tools, planks and other equipment required by them. Workmen may not be present at the Cemetery before 9am or after 4pm and not at all on Sundays, Christmas Day, Good Friday and Bank holidays. All work must be performed as expeditiously as possible. All soil resulting from a placement of a memorial must be removed by the Contractor. Contractors must remove their tools and all other equipment brought to the Cemetery forthwith upon completion of the work.

All damage to Council's property or to other monuments caused by the bringing in, use of or taking out of materials or equipment by a contractor or other person or by his negligence or that of his workmen, must be made good.

The Council will not be responsible in any way howsoever for damage to or loss of memorials.

Whenever an existing grave space needs to be re-opened for a further burial to take place, the Council reserves the right to place removed earth on an adjacent plot or grave. The Council will ensure that the earth is removed as soon as possible after the burial.



Any person to whom a right to place and maintain a memorial or a right to put an additional inscription on a memorial has been granted must:

At their expense before the memorial is placed in the Cemetery cause to be **cut, embossed or marked thereon in a visible position in not less than one inch numbers the number of the grave space** where it is to be placed, which number is to be found on the plan of the Cemetery at the Council's offices.

At their expense and that of their estate thereafter maintain the memorial in a safe and secure condition and indemnify the Council against all claims, demands proceedings of persons injured because of the unsafe condition of the memorial.

## MEMORIALS - GENERAL



The Council reserves the right to remove faded and dead flowers, vases, bottles or any other objects which in their opinion are objectionable or unsightly. The public must deposit all litter or faded flowers in the receptacles provided for the purpose.

No planting of trees, shrubs or other large perennial plants will be permitted on grave plots.

Planting of flowers or the addition of small adornments will only be permitted within the kerbing where a full memorial has been registered and installed.

Where a headstone only memorial has been registered and installed then no additional planting or adornments beyond that will be permitted other than within the confines of the memorial baseplate.

Nothing else is permitted to be placed on or in the ground that has not been authorised in writing by the Council. The Council reserves the right to remove all extra grave adornments, and unauthorised items that do not conform to the regulations.

The Council has powers under the Local Authorities Cemeteries Order 1977 to take action which is necessary to remove danger which arises by reason of the condition of a memorial or deal with it in anyway to ensure the proper management regulation and control of the Cemetery.

**NOTE: The Council, as a Burial Authority, has further powers relating to gravestones and other memorials under the Local Authorities Cemeteries Order, 1977.**

## GENERAL RULES



No games or sports to be played in the Cemetery.

No trees are to be planted without the permission of the Council.

Please note that the water supply in the Cemetery is turned off during the winter to avoid frozen or burst pipework.

Visitors to the Cemetery shall not pick, cut, fell or remove from the Cemetery any flower, tree or shrub, nor sit on any memorial, monument, headstone or structure other than a seat provided for the purpose.

Littered and withered flowers should be placed in the appropriate receptacle provided. Please note that our Groundsman will remove any dead flowers. Please note that wreaths placed over the Christmas Festive period will be cleared by the end of January each year.

Full Regulations, current fees and plans of the Cemetery are available for inspection at the Council Offices during opening hours, without charge. Burial records dating back to the first interment in 1894 are held in the Council Offices, and can be inspected by appointment.

Records can also be searched on our website

[www.stotfoldtowncouncil.gov.uk](http://www.stotfoldtowncouncil.gov.uk) from the period 1898 to 2006.

Visitors to the Cemetery are asked to behave in a quiet, orderly manner so as to preserve the quiet reverence and peaceful atmosphere created in the Cemetery.

The Council reserves the right to alter or add to these regulations.

**The Town Clerk will be pleased to provide advice or assist with enquiries:**

**Town Clerk**

**Stotfold Town Council,**

**The Greenacre Centre,**

**Valerian Way, Stotfold,**

**Hitchin, Herts, SG5 4HG**

**Tel: 01462 730064**

**Fax: 01462 834452**

**Email: [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)**



## STOTFOLD TOWN COUNCIL

### List of Charges at Stotfold Cemetery with effect from the 1<sup>st</sup> April 2023

<u>Interment</u>		<u>Purchase of Burial Grant</u>	
Adult	£375	Double Depth Plot	£650
Child Under 3 (in Baby Section Only)	£200	Child Under 3 (Baby Section Only)	£300
Child 3 Years and Over in any Adult Section	£375		
Burial of Ashes in Grave Space	£200		
Re- registering of Exclusive Right of Burial Grants			£ 70*
 <u>For the Right to Erect or Place a Memorial:</u>			
 <u>Beacon Section, Upper Lawn Section, New Section and Old Section</u>			
a) Headstones not to exceed 4ft in height/ and or kerb stones/ and or flat stones not exceeding 7ft in length or 3ft in width for a single plot and 7ft for a double plot.			£420
b) Headstones in the Baby Section not to exceed 2 ft 3 in (700 mm) in height or 15 inches in width.			£130
c) Any monument not to exceed 4ft in height and 7ft in length and 3ft in width for a single and 7ft in width for a double.			£420
 <u>Lower Lawn</u>			
Flat plaque – Twenty Four inches by Eighteen inches is the only permitted size.			£250
 <u>Garden of Rest</u>			
Purchase of Plot			£300
Interment			£200
Fee for Placing a Plaque (12 ins x 9 ins only permitted size)			£130
Scattering of ashes around the central Lime Trees			£ 70*
 <u>All areas of Cemetery</u>			
a) Additional inscription to an existing memorial.			£ 65*

**‘Charges are trebled for non Stotfold residents with the exception of those charges asterisked’**

# STOTFOLD TOWN COUNCIL

## Application to purchase/transfer a Right of Burial for a plot in Stotfold Cemetery

**To: The Clerk, Stotfold Town Council, Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts SG5 4HG**

**Request for the purchase/transfer of Right of Burial for plot ..... in the \* Garden of Rest / Old Section/ New Section/Lawn Section / Beacon Section of Stotfold Cemetery.**

**\* Please delete as appropriate**

**Name.....**

**Address.....**

.....

... ..

**Contact Telephone: .....**

**Email: .....**

### **Current Fees:**

**Double Depth Plot in Beacon or Lawn Section                      £650.00 (trebled £1950.00)**

**Plot in the Walled or Beacon Garden of Rest                      £300.00 (trebled £900.00)**

**Re-Registering of Exclusive right of Burial (Transfer)    £65.00**

**Please note: these fees are to be trebled for a person who has not been a parishioner of Stotfold within two years of the application.**

**I enclose herewith \* cash/cheque/card/Bank transfer in the sum of.....**

**I understand that I will, in due course, be issued with the Grant for Exclusive Right of Burial in Stotfold Cemetery together with Stotfold Town Council Cemetery Regulations. This grant is subject to the provisions of any Order made under section 214 of the Local Government Act 1972. A copy of any such Order currently in force may be inspected at all reasonable times at the office of Stotfold Town Council.**

**Please complete as appropriate and return the form and fee to the The Clerk, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts SG5 4HG.**

**Office use only**

**Receipt No: .....**

**Grant No: ..... Plot No.....**

# STOTFOLD TOWN COUNCIL

## AFFILIATED TO THE BEDFORDSHIRE ASSOCIATION OF TOWN & PARISH COUNCILS

VAT Reg NO. 198 4684 96  
Office hours: Monday, Tuesday, Wednesday, Thursday & Friday  
10.00am to 4pm

**Town Council Office**  
**The Greenacre Centre**  
**Valerian Way**  
**Stotfold**  
**Hitchin**  
**Herts SG5 4HG**  
**Tel: 01462 730064**

Consecutive No.....

### **NOTICE OF INTERMENT OF CREMATED ASHES** (To be completed by the Funeral Director)

This notice, fully completed and accompanied by the appropriate remittance, is to be delivered (exclusive of weekends and public holidays) at least 84 hours before the interment.

#### PLEASE NOTE

- a. The Council offices are open as above
- b. Plots are sold in the Garden of Rest in strict sequence as required.
- c. The latest times that a burial of ashes can commence in the Garden of Rest is 3.30pm from April to September and 3.00pm from October to March.
- d. The burial of ashes must not take place on a Saturday or Sunday or Public Holiday.

#### **1. PARTICULARS OF BURIAL**

- a. Time, day and date of burial.....am/pm .....day .....20.....
- b. If anyone in attendance YES/NO
- c. Name and denomination of officiating Minister.....

#### **2. PARTICULARS OF DECEASED**

- a. Surname..... Christian name(s).....
- b. Age..... Normal Address.....
- c. Description (ie Rank, profession, if minor or Stillborn, name of parents) .....
- d. Date of death..... Place of death.....
- e. Where cremation took place.....

#### **3. PARTICULARS OF GRAVE (DELETE WHERE APPROPRIATE)**

- a. Type of grave New plot / Re-opening of plot / Pre-purchased / Scattering of ashes
- b. Depth of grave..... State number of grave.....
- c. If re-opening state: Section..... Grave number.....  
The person holding the Right of Burial is to sign their consent .....  
(signature of owner)
- d. If the Right of Burial for plot is to be purchased, state name.....  
and address of purchaser.....
- e. If scattering of ashes, please indicate location: Central Lime Trees

- 4. **Signature of Funeral Director**.....  
**Address**.....  
**Telephone no**.....

#### **5. FEES**

Enclosed herewith the sum of £..... For Purchase of Right of Burial for plot Date .....

Enclosed herewith the sum of £..... For Interment Receipt no.....

Total £



# STOTFOLD TOWN COUNCIL

## AFFILIATED TO THE BEDFORDSHIRE ASSOCIATION OF TOWN & PARISH COUNCILS

VAT Reg NO. 198 4684 96

Office hours: Monday, Tuesday, Wednesday, Thursday & Friday  
10.00am to 4.00pm

**Town Council Office**  
**The Greenacre Centre**  
**Valerian Way**  
**Stotfold**  
**Hitchin**  
**Herts SG5 4HG**

**Tel: (01462) 730064**

Consecutive No.....

### **NOTICE OF INTERMENT** (To be completed by the Funeral Director)

This notice, fully completed and accompanied by the appropriate remittance, is to be delivered (exclusive of weekends and public holidays) at least 84 hours before the interment..

#### PLEASE NOTE

- a The Council offices are open as above
- b Plots are sold in the Cemetery in strict sequence as required.
- c The latest times that a burial can commence in the Cemetery is 3.30pm from April to September and 3.00pm from October to March.
- d A burial must not take place on a Saturday or Sunday or Public Holiday.

#### **1. PARTICULARS OF BURIAL**

- a Time, day and date of burial.....am/pm .....day .....20.....
- b If anyone in attendance YES/NO
- c Name and denomination of officiating Minister.....

#### **2. PARTICULARS OF DECEASED**

- a Surname..... Christian name(s).....
- b Age..... Normal Address.....
- c Description (ie Rank, Profession, if Minor or Stillborn, Name of Parents) .....
- d Date of death..... Place of death.....

#### **3. PARTICULARS OF GRAVE (DELETE WHERE APPROPRIATE)**

- a Type of grave To purchase Right of Burial for plot/ Re-opening of plot
- b Depth of grave..... State number of grave.....
- c Exact outside dimensions of coffin .....ft .....ins by .....ins.
- d If re-opening state: Section..... Grave number.....  
The person holding the Right of Burial is to sign their consent .....  
(signature of owner)
- e If the plot Right of Burial is to be purchased, state name.....  
and address of purchaser.....

- 4. **Signature of Funeral Director**.....  
**Address**.....  
**Telephone no**.....

#### **5. FEES**

Enclosed herewith the sum of £..... For Purchase of plot Right of Burial Date .....

Enclosed herewith the sum of £..... For Interment Receipt no.....

Total £

# STOTFOLD CEMETERY

## MEMORIAL LICENCE APPLICATION

### **PERSONAL DETAILS**

Name of Applicant: .....

Address: .....

.....

.....

Telephone number: .....

Email: .....

### **PARTICULARS OF GRAVE**

Plot number .....

Name of deceased .....

### **DESIGN (please enclose picture)**

Dimensions:

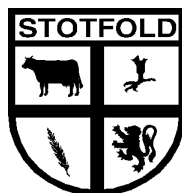
Materials:

Colour:

### **INSCRIPTION WORDING**

Fee paid ..... Receipt number .....

Signed ..... Dated .....



## APPLICATION FOR THE PLANTING OF A MEMORIAL TREE IN STOTFOLD CEMETERY

**To: The Clerk, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts SG5 4HG**

**Request for the purchase of a tree package within Stotfold Cemetery**

**Name:** .....

**Address:** .....

.....

.....

**Telephone Number:** .....

**Grave No and Section of deceased person(s)**

.....

Irish Yew Tree Package, (purchase, planting & maintenance for first year)	£150.00
Memorial Plaque with 2 free lines of inscription, stake	£111.15
<b>Total Yew tree package, plaque and stake</b>	<b>£261.15</b>
Additional lines of inscription can be added for	£6.05 each

*Please Note: The requested tree is the memorial and does not constitute a burial plot therefore the scattering or burial of ashes will not be permitted.*

**Memorial Plaque Wording required:**

**We would advise that “Whilst the Town Council will endeavour to maintain the tree they will not take any responsibility should trees die after the first twelve months of planting”.**

**Signature:**

**Date:**

## TERMS AND CONDITIONS OF PLANTING A TREE WITHIN STOTFOLD CEMETERY.

The Town Council will purchase the tree, plaque and all associated requirements upon request of purchase.

All payment should be received by the Town Council before the tree is planted.

The Town Council will plant the tree and whilst they will endeavour to maintain the tree they will not take any responsibility should trees die after the first season of planting.

Should the tree die within the first year the Town Council will take responsibility for the replacement of the tree.

Should the tree die after the first year and a replacement is required, an application will have to be made to the Town Council. To ensure continuity, only the Town Council can replace trees.

Unlike the purchase of a plot the requested tree is the memorial and does not constitute a burial plot, therefore the scattering of ashes will not be permitted.

Other than a memorial plaque, there should be no additional memorials including planting, vases and other objects around the tree. Stotfold Town Council will remove any such items.

Acceptance of these conditions:

Signature.....

Date.....

Stotfold Town Council  
The Greenacre Centre  
Valerian Way  
Stotfold  
Hitchin  
Herts  
SG5 4HG

Telephone 01462 730064

Email: [enquires@stotfoldtowncouncil.gov.uk](mailto:enquires@stotfoldtowncouncil.gov.uk)



## APPLICATION FOR THE PURCHASE, INSTALLATION AND SITING OF A SEAT IN STOTFOLD CEMETERY

**To: The Clerk, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin,  
Herts SG5 4HG**

**Request for the purchase of a bench within Stotfold Cemetery**

**Name:** .....

**Address:** .....

.....

.....

.....

**Telephone Number:** .....

**Grave No and Section of deceased person(s)**

.....

<b>'Countryside – Enviropol in Brown Seat with fixings</b>	<b>£721.88</b>
<b>'Countryside'- Enviropol in Brown Seat with fixings and Plaque (150mm x 50mm)</b>	<b>£823.27</b>
<b><u>Plus</u> Installation Charge For Either Option</b>	<b>£100.00</b>

**Wording required:**

**Signature:**

**Date:**



## TERMS AND CONDITIONS OF SITING A SEAT WITHIN STOTFOLD CEMETERY.

The Town council will purchase and install the bench, plaque and all associated requirements upon request of purchase and payment of all fees.

Unlike the purchase of a plot the requested bench is the memorial.

Other than a memorial plaque, there should be no additional memorials including planting, vases and other objects around the bench. Stotfold Town Council will remove any such items.

The Town Council is responsible for the maintenance and repair of memorial benches, and can dispose of them at their discretion if they are damaged beyond repair, for the first ten years. Thereafter, it is the responsibility of the family to pay for repairs. If the bench is badly damaged or unusable after ten years the Town Council can dispose of it and the family will be given the choice of either purchasing another one, as per the Council's memorial bench policy, or the space will be made vacant for another family's memorial bench. If the family is not contactable we will take appropriate action deemed necessary at the time.

These regulations will apply to benches already in place, starting from 24<sup>th</sup> September 2008, and also to future benches placed in the Cemetery.

Acceptance of these conditions:

Signature.....

Date.....

Stotfold Town Council  
The Greenacre Centre  
Valerian Way  
Stotfold  
Hitchin  
Herts  
SG5 4HG

Telephone: 01462 730064

Email: [enquires@stotfoldtowncouncil.gov.uk](mailto:enquires@stotfoldtowncouncil.gov.uk)



## STOTFOLD TOWN COUNCIL

# STOTFOLD CEMETERY REGULATIONS

## 1. INTERMENTS

- 1.1 STC representative will be responsible for marking out of grave spaces.
- 1.2 Undertakers will be responsible for:
- Supplying and erecting a soil box adjacent to grave space to be dug.
  - Digging of grave to correct depth by the day preceding an interment, with the exception of weekends and bank holidays.
  - Making sure the grave space is not left open and uncovered prior to an interment taking place.
  - Infilling the grave with topsoil to no higher than adjacent ground level, within 3 hours of the time of interment. Any subsequent soil sink will be infilled by the council's contractor as required.
  - All excess soil must be removed from the cemetery. There is no provision for tipping of excess soil.
  - The delivery of the Certificate of Burial to Stotfold Town Council office before the day of the interment.
- 1.3 The STC representative will check grave depths, making sure that the grave is not left open and uncovered prior to an interment taking place and that the infilling has been carried out to the satisfaction of the Town Council on the day of the interment.
- 1.4 WOULD ALL UNDERTAKERS/STONE MASONS PLEASE NOTE all memorials in the Beacon Section of Stotfold Cemetery must be placed with the headstone inscription facing down the hill (this is opposite to all other sections of the Cemetery).

## 2. CEMETERY CHARGES

- 2.1 Unless the person being buried, or the applicant in the case of the pre-purchase of a plot, has lived in Stotfold within two years of the application for burial, they will be charged treble fees.

This means that:

- If the person lived in Stotfold when they died, single fees will be charged;
- If they moved out of Stotfold up to 2 years before they died, single fees will be charged;
- If they moved away more than 2 years before they died, triple fees will be charged;
- If the person moved out of Stotfold into a care home, hospital or similar facility – direct from living in Stotfold, however long they have been living in that facility, single fees will be charged.

In all cases, proof of period of time living in Stotfold must be provided.

### 3. MEMORIALS

- 3.1 All monumental masons wishing to carry out work within Stotfold Cemetery must be BRAMM (British Register of Accredited Memorial Masons) accredited, of NAMM (National Association of Memorial Masons) accredited, or both.

#### 3.2 BURIAL AREA MEMORIALS

The following memorials are permitted:

3.2.1 New Section, Old Section, top part of the Lawn and Beacon Section of the cemetery

A headstone, gravestone or tombstone not exceeding four feet in height with or without kerb stones, and with or without flat stone. Kerb stones or a flat stone must not exceed seven feet in length, and in the case of a single plot, three feet in width, and in the case of neighbouring plots requiring one memorial stone seven feet in width. In addition, a vase not exceeding an overall height of one foot six inches.

3.2.2 Lower part of Lawn Section

Flat plaque measuring twenty four inches by eighteen inches, which has to be inserted at ground level at the head of the grave on unmoved ground, downhill of the grave. Only a flat stone with space for a vase in it, if a vase is required, will be permitted. If no such provision is made, a vase will not be allowed. Nothing else is permitted to be placed within the grave space. Any first inspection thereon has to be arranged to enable a second inspection where necessary to be added.

3.2.3 Lower Garden of Rest (Mill Road boundary)

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm) which has to be inserted at ground level, those plaques in the shape of a wedge will be permitted. One vase (stone block or otherwise) is permitted with each plaque, but a non-stone vase must have a spike which can be secured in the ground. A non-stone vase is permitted only upon the conditions that wherever the council's groundsman or contractor is carrying out maintenance in the Garden of Rest he removes the vase and that the council accepts no responsibility for any damage caused to a vase or for ensuring that it is replaced in its proper position after maintenance work. Muted coloured stones will be allowed around the plaques.

3.2.4 Walled Garden of Rest (Beacon Section)

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which has to be inserted at ground level, those plaques in the shape of a wedge will be permitted, although smaller plaques or stone block vases with limited wording are also permitted. All memorabilia are to be contained within the plot. No planting is permitted. Flowers, plant pots, ornaments or other items are not permitted to be sited on the walls surrounding the Garden of Rest. Any such items will be removed by the council and retained for collection. Stones are provided within the plot. If top-up of stones is required, the council will supply the stones. Kerbs around the plot are not permitted.

3.2.5 Beacon Garden of Rest (flat Beacon Section)

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which has to be inserted at ground level, those plaques in the shape of a wedge will be permitted. One stone block vase is permitted with each plaque. Other vases may be permitted but must have a spike which can be secured in the ground. A non-stone

base is permitted only upon the conditions that whenever the council's groundsman or contractor is carrying out maintenance in the Garden of Rest, he removes the vase and that the council accepts no responsibility for any damage caused to a vase or for ensuring that it is replaced in its proper position after maintenance work. Stones are provided within the plot. If top-up of stones is required, the council will supply the stones. Kerbs around the plot are not permitted.

#### 3.2.6 [Baby Section](#)

Headstones and flower vases which must be placed near the headstone end of the plot. Headstones must not exceed two feet three inches and fifteen inches in width, and must be made of stone or similar material. Kerb stones are not permitted.

### 3.3 MEMORIAL BENCHES

3.3.1 The Town Council will purchase and install memorial benches, plaques and all associated vases and other objects around the bench. Stotfold Town Council will remove any such items.

3.3.2 The Town Council will be responsible for the maintenance and repair of memorial benches for the first ten years, and will replace them if they become damaged beyond repair during that time. After ten years it is the responsibility of the family to pay for repairs. If the bench is badly damaged or unusable after ten years, the Town Council can dispose of it and the family will be given the choice of either purchasing another one, as per the council's memorial bench policy, or the space will be made vacant for another family's memorial bench. If the family is not contactable, the council will take appropriate action deemed necessary at the time.

3.3.3 These regulations will apply to benches already in place, starting from 24<sup>th</sup> September 2008, and also to future benches placed in the cemetery.

### 3.4 MEMORIAL TREES

3.4.1 The Town Council will purchase the tree, plaque and all associated requirements upon request of purchase.

3.4.2 The Town Council will plant the tree and whilst they will endeavour to maintain the tree they will not take any responsibility should trees die after the first season of planting.

3.4.3 Should the tree die within the first year, the Town Council will take responsibility for the replacement of the tree.

3.4.4 Should the tree die after the first year and a replacement is required, an application will have to be made to the Town Council. To ensure continuity, only the Town Council can replace trees.

3.4.5 The Scattering of Ashes is permitted around the Central Lime Trees, a family grave or around a family Memorial Tree. Burial of ashes under a tree will not be permitted.

3.4.6 Other than a memorial plaque, there should be no additional memorials, including planting, vases and other objects around the tree. Stotfold Town Council will remove any such items.

### 3.5 MEMORIALS – MATERIALS

In addition to where referred to above:

- 3.5.1 Memorials may not be made of Bath, Caen or other soft stone. Kerbing must be of a similar material to the memorial. Kerbing and memorials must be installed by a monumental mason, and be constructed and installed in accordance with the BRAMM/NAMM standards. The materials and workmanship must be to the satisfaction of the council.
- 3.5.2 Wooden crosses are only allowed as a temporary memorial prior to a permanent memorial being erected. Temporary memorials are permitted for a period of three years from the date the temporary memorial was put in place. After three years they will be removed by the council and returned to the family.

### 3.6 MEMORIAL - INSTALLATION

- 3.6.1 Applications for erection, re-erection and removal of memorials (temporary or permanent) have to be made to the Clerk of the Council.
- 3.6.2 Three days' notice in writing must be given to the Clerk of the Council before any work relating to memorials is carried out at the cemetery.
- 3.6.3 Memorials and all materials for placing them and materials for removal or performing any work upon them at the cemetery must be assembled and made ready before the admission of the contractors to the cemetery. Contractors must provide their own tools, planks and other equipment required by them. Workmen must not be present at the cemetery before 9am or after 4pm and not at all on Sundays, Christmas Day, Good Friday and Bank Holidays. All work must be performed as expeditiously as possible. All soil resulting from placement of a memorial must be removed by the contractor. Contractors must remove their tools and all other equipment brought to the cemetery forthwith upon completion of the work.
- 3.6.4 All damage to council's property or to other monuments caused by the bringing in, use of or taking out of materials or equipment by a contractor or other person or by his negligence or that of his workmen, must be made good.
- 3.6.5 The council will not be responsible in any way howsoever for damage to or loss of memorials.
- 3.6.6 Whenever an existing grave space needs to be re-opened for a further burial to take place, the council reserves the right to place removed earth on an adjacent plot or grave. The council will ensure that the earth is removed as soon as possible after the burial.
- 3.6.7 Any person to whom a right to place and maintain a memorial or a right to put an additional inscription on a memorial has been granted must:
  - At his expense before the memorial is placed in the Cemetery cause to be cut, embossed or marked thereon in a visible position in not less than one inch numbers the number of the grave space where it is to be placed – the number is to be found on the plan of the cemetery at the council's offices.



- At his expense and that of his estate thereafter maintain the memorial in a safe and secure condition and indemnify the council against all claims, demands, proceedings of persons injured because of the unsafe condition of the memorial.

### 3.7 MEMORIALS – GENERAL

- 3.7.1 The council reserves the right to remove faded flowers, vases, bottles or any other objects which in their opinion are objectionable or unsightly. The public must deposit all litter or faded flowers in the receptacles provided for the purpose.
- 3.7.2 No planting of trees, shrubs or other large perennial plants will be permitted on grave plots.
- 3.7.3 Planting of flowers or the additional of small adornments will only be permitted within the kerbing where a full memorial has been registered and installed.
- 3.7.4 Where a headstone only memorial has been registered and installed, then no additional planting or adornments beyond that will be permitted other than within the confines of the memorial baseplate.
- 3.7.5 Nothing else is permitted to be placed on or in the ground that has not been authorised in writing by the council. The council reserves the right to remove all extra grave adornments, and unauthorised items that do not conform to the regulations.
- 3.7.6 The council has powers under the Local Authorities Cemeteries Order 1977 to take action which is necessary to remove danger which arises by reason of the condition of a memorial or deal with it in any way to ensure the proper management regulation and control of the cemetery.

**Note: the council, as Burial Authority, has further powers relating to gravestones and other memorials under the Local Authorities Cemeteries Order 1977**

## 4. ALTERNATIVE FORMATS

- 4.1 Disability Discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018
- 4.2 Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format can be made available on request from the council office or by telephoning 01462 730064 or by emailing the Clerk's office [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)

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This revised and updated Regulations document is to be considered by the Cemetery Management Committee on 15<sup>th</sup> September 2021, and once adopted will be reviewed as required.

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE: CEMETERY**

**DATE: 17 JANUARY 2024**

**OFFICER RESPONSIBLE: CAROLINE JENKINS, ASSISTANT CLERK**

**SUBJECT: EXHUMATION FEES**

### **1. SUMMARY**

- 1.1 Currently, there is no charge set for the exhumation of remains at the Cemetery and this report sets out a proposed fee for this exercise.

### **2. RECOMMENDATION**

- 2.1 Members are asked to:

Consider levying a one-off fee of £100 for the exhumation of ashes

### **3. BACKGROUND**

- 3.1 Fortunately this is a practice that not very often takes place in the Cemetery. When it has occurred, it has been for ashes exhumations so that they can relocate the ashes of their loved ones in the event that they are moving away.
- 3.2 Families are asked to obtain an Exhumation Licence from the Ministry of Justice, free of charge. Once this is obtained, the relevant ashes or coffin can be exhumed. Stotfold Town Council stipulates that this should be at a quiet time, i.e. early morning, predominately for a coffin exhumation.
- 3.3 Whilst the town council do not incur any direct charges, there is an administrative element to the process and this report sets this out.

### **4. FINANCIAL**

- 4.1 Fees for the gravedigger at the moment are paid via the Funeral Director.
- 4.2 The committee may want to consider charging a separate fee for the administration of this request and the presence of a staff member whilst this process is carried out.
- 4.3 A comparison of other burial authorities has been hard to undertake as cemeteries are very individual. The following information has been found but a direct comparison is not possible as it may be that the burial authorities are excavating the remains, it isn't clear from the fees and charges:

Sandy TC	To be considered on individual basis
North Petherton TC	Twice the interment fee (£200).
Bromyard & Winslow TC	£220
Sprowston TC	£449

## 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	An officer must be present during the exhumation to prevent any incorrect disinterment
Resources	Officer time for administration and exhumation
Equalities	N/A
Biodiversity	N/A
Financial	N/A

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** CEMETERY

**DATE:** 17 JANUARY 2024

**OFFICER RESPONSIBLE:** CAROLINE JENKINS

**SUBJECT:** LOWER GARDEN OF REST SUNDIAL REMOVAL

### **1. SUMMARY**

To discuss removal of broken sundial in Lower Garden of Rest

### **2. RECOMMENDATION**

Members are asked to:

- a) Approve the removal of the sundial from Lower Garden of Rest

### **3. BACKGROUND**

- 3.1 The sundial in situ has lost part of the metal dial in the centre. There have also been a few complaints that the sundial is right in the middle of the paving slabs it blocks the access for wheelchairs users.

### **4. FINANCIAL**

There is no cost to the Council other than officer time.

### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	N/A
Resources	Officer time for removal of the sundial
Equalities	N/A
Biodiversity	N/A
Financial	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** CEMETERY

**DATE:** 17 JANUARY 2024

**OFFICER RESPONSIBLE:** CAROLINE JENKINS

**SUBJECT:** PEST CONTROL, STOTFOLD CEMETERY

### 1. SUMMARY

- 1.1 An action from a previous Committee meeting was a request from the adjacent land owner to undertake pest control at the cemetery.

### 2. RECOMMENDATION

Members are asked to consider:

- a) their response to undertake pest control at the cemetery
- b) The removal or cutting back of the overgrown hedge at the end of landowners field between the Mill car park and the cemetery.

### 3. BACKGROUND

- 3.1 An email has been received from the landowner of the site adjacent to the cemetery with a request to revisit the request to undertake pest control. A meeting had been arranged but they were unable to attend and a further request (see below) has been received to see if the situation can be resolved.

*Further to the meeting above, unfortunately this never happened which was my fault, I think. However, I am still keen to resolve the issue if we can. Do you happen to know if the councillors have come to any opinion as to how best to address the issue? The field is currently uncropped, but we are keen to get some control in place before planting takes place in March.*

*On another matter, there is an overgrown hedge at the end of our field between the Mill car park and the cemetery. This hedge is essentially young Ash trees. We are considering either lopping them down to approx. 5 feet tall or possibly taking them down to ground level and planting a mixed English hedging mix adjacent to them. Can you indicate whether the Town Council would be supportive of either of these proposals. Obviously with Ash Die Back now in the area we are thinking long term it would be wise to do one or the other.*

### 4. FINANCIAL

- 4.1 Any expenditure would be met from the Cemetery Maintenance budget.

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Any pest control would need to be carried out by a registered and licenced contractor.
Resources	Officer time for meeting with stakeholders
Equalities	N/A
Biodiversity	Pest Control may be contrary to the Council's adopted Biodiversity Policy
Financial	Budget in place



## **STOTFOLD TOWN COUNCIL**

**COMMITTEE: CEMETERY**

**DATE: 17 JANUARY 2024**

**OFFICER RESPONSIBLE: CAROLINE JENKINS**

**SUBJECT: CEMETERY GATE KEYS**

### **1. SUMMARY**

- 1.1 Currently, the gates are currently unlocked, and there was a discussion at the last Committee meeting about the security of the site.

### **2. RECOMMENDATION**

Members are asked to consider:

- a) Keeping the cemetery gates open all the time
- b) Continue to issue cemetery keys, and on what basis with deposits for cemetery keys that have accrued are returned to the holders.

### **3. BACKGROUND**

- 3.1 Initially a deposit was taken for the use of a cemetery gate key. Deposits could be refunded in exchange for return of the key. This ranged between £5-10.
- 3.2 Approx. 4 years ago a decision was made to charge £25.00 per key, with no need for return. The Town Council office still has some deposits left in the safe (£620.00).

### **4. FINANCIAL**

- 4.1 There are no financial implications

### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	Holding cash in safe
Resources	Officer time in returning deposits
Equalities	Gate open permanently for disabled access
Financial	N/A

## CEMETERY COMMITTEE WORK PROGRAMME 2023-24

Meeting Date	Agenda Item	Description	Responsible Officer	Neccessity
20/03/2024	Memorial Bench and Tree Policy	To review this policy and recommend its adoption to Council	Assistant Clerk	
	Cemetery Extension	To consider the extension of the cemetery	Assistant Clerk	
	Memorial Inspections	To consider undertaking Memorial Safety Inspections at the Cemetery	Assistant Clerk	Risk Management
	Friends of Stotfold Cemetery	To consider setting up a Friends of the cemetery group to help with keeping the area tidy	Assistant Clerk	Action from previous meeting
	Cemetery Signage	To receive quotations for signage at the cemetery including additional signage for gates and a new sign at the Beacon.	Assistant Clerk	N/A
	Location of Seat at Garden of Rest	To consider the location of a bench at the Walled Garden of Rest	Assistant Clerk	Action from previous meeting.
	Biodiversity Duty	To consider how the grounds maintenance of the cemetery is undertaken in relation to the Council's duty to biodiversity.	Town Clerk	Biodiversity Duty