# OCKBROOK & BORROWASH PARISH COUNCIL

The Parish Hall, Church Street, Ockbrook, Derby DE72 3SL

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# February 2024 PARISH COUNCIL MEETING.

29th January 2024

To the Chair and Councillors of Ockbrook and Borrowash Parish Council,

You are summoned to attend the ordinary meeting of Ockbrook and Borrowash Parish Council on Wednesday 7th February 2024 at 19:00, to be held at the Ashbrook Centre, Borrowash.

This is the signature of Sarah Kitchener, the Clerk and RFO 


Sarah Kitchener

Clerk and RFO

Ockbrook and Borrowash Parish Council

# Agenda.

## Public Speaking.

A period of 30 minutes will be made available at the beginning of the meeting to hear comments from:

* Public.
* Derbyshire County Council Report.
* Erewash Borough Council Report.
* Derbyshire Constabulary Report taken from the website – See appendix 1
* Ashbrook Youth Group.

## 1. To Receive Apologies for Absence.

## Declaration of Members Interests.

To enable members to declare the existence and nature of any personal or disclosable pecuniary interests they have in agenda items, in accordance with the Parish Councils Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.

## Dispensations.

To consider any dispensation requests received.

## Variation of Order of Business.

## To Approve the Minutes of the Ordinary Parish Council Meeting, Held on the 6th December 2023.

## Items to be Taken in Private Session.

## Report of the Parish Clerk /RFO.

## Report of the Chair.

## Finance, HR, Contractors and General Purposes.

* Accept Accounts for Payment - See appendix 2.
* Accept the bank statement reconciliations – see appendix 3.
  + HSBC account, November and December 2023
  + Unity Trust account, November and December x2 2023
* Consider the grant request from the Ockbrook and Borrowash Cricket Club - see appendix 4.

## Recreation

* Agree on which quote to accept for the PA system at the Remembrance Service – see appendix 5.

## Cemeteries.

* Look at increasing all burial fees and costs for non-residents by three times a residents cost.
* Look at increasing the £100 fee for a memorial bench, to help cover the increased cost of the plinths.
* Agree to accept the amended cemetery regulations – see appendix 6.
* Agree which tree can be planted as a memorial – see appendix 7.

## Halls.

## Allotment.

## Planning and Environment.

* Agree to accept the tree survey quote for the Parish - see appendix 8.
* Consider the S106 and S104 requests from the Harrington Green residents – see appendix 9.

## Correspondence Received.

Letters of correspondence – see appendix 10.

## Date and Time of Next Meeting.

6th March 2024 at 19:00 in the Parish Hall, Ockbrook.

## Exclusion of Press and Public

* Discuss correspondence number 15.

### **Appendix 1 –** Police report .

|  |  |  |
| --- | --- | --- |
|  | October | November |
| Violence and Sexual Offences | 20 | 22 |
| Criminal damage and arson | 6 | - |
| Other theft | 4 | - |
| Vehicle Crime | - | 3 |
| Burglary | - | 2 |
| Other crime | 8 | 6 |

**Crime Report December: Ockbrook and Borrowash**

**49 recorded incidents resulting in 15 recorded crimes.**

**5 – violence / sexual offences**

**5 – theft**

**3 – criminal damage**

**2- other**

**Incidents of note:**

**1 x TOMV**

16/12 Hargrave Avenue

**2 x ASB**

21/12 Graham Markwell Associates

15/12 Fosse Close

**3 x Criminal Damage**

22/12 Balmoral Road

9/12 Farm Lane Close

2/12 Rutland Avenue

**1 x Theft**

20/12 – White Swan Inn – Money Stolen from bag

**Notes from PCSO**

As the new PCSO for Long Eaton Rural I look forward to getting involved with the community and working on our force priorities. These involved dealing with Youth Crime and ASB related Issues, working with partner agencies such as EMH and EMAS to help deal with problem areas and individuals and tackling drug related issues. Due to having only started working in the area for the last few weeks I am beginning to build up local contacts and work with local authorities on the issues outlined in this report. I am also meeting with the schools to introduce myself and organise inputs around road safety during the winter months as we have less hours of light. I will also begin to book community engagements when I can so that I can speak directly with the local communities, on the issues they are facing and the best ways we may be able to solve them.

### **Appendix 2 –** February 2024 Meeting Payment List .

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoices to be paid** | - | - | minute agreed |
| Wicksteed | £89.30 | Gate plate replacement | - |
| Ashbrook Youth Group | £200.00 | Monthly donation – Feb | 270/12/22 |
| Hydro International | £96.00 | 2x SMS bundles added | - |
| 2commune | £180.00 | Domain name | - |
| Rox Plumbing | £90.00 | Ladies toilet repairs | - |
| R Holt | £594.00 | Bench plinth | - |
| W Kemp | £370.00 | Store cupboard door | 191/10/23 |
| Mr Christmas tree | £2376.00 | 2x display trees  50 bracket trees | - |
| Dove Catering Equipment | £108.00 | Water boiler repairs | - |
| EBC | £4091.23 | Jan payroll | - |
| Lisa’s | £315.00 | Jan hall clean | - |
| Fox Grounds Maintenance | £2155.99 | Jan works | - |
| Gary Wright | £50.00 | Refund paid twice for allotment | - |
| Sarah Kitchener | £37.80 | Dec/Jan expenses - mileage | - |
| **Invoices already paid** | - | - | - |
| Ashbrook Centre Trustees | £5394.56 | 2023/24 | 229/12/23 |
| EBC | £299.00 | Cem waste | 229/12/23 |
| R Hoult | £1190.40 | Bench plinth x2 | 207/11/23  229/12/23 |
| St Johns Ambulance | £126.72 | B/w light switch on | 229/12/23 |
| EBC | £3797.10 | Dec payroll | 229/12/23 |
| Fox Ground Maintenance | £2155.99 | Dec works | 229/12/23 |
| Lisa’s | £359.85 | Parish Hall clean – Dec | 229/12/23 |
| Simply Sparkle | £15.00 | Jan window clean | 229/12/23 |
| Ashbrook Youth Group | £200.00 | Monthly donation – Jan | 229/12/23 |
| **Monthly direct debits** | - | - | - |
| British Gas | £50.03 | Elec 21/11-19/12 | 26/05/23 |
| British Gas | £65.47 | Elec 19/12-22/01 | 26/05/23 |
| British Gas | £967.18 | Gas 28/11-01/01 | 26/05/23 |
| British Gas | -£967.18 | Gas 28/11-01/01 | 26/05/23 |
| British Gas | £1264.56 | Gas 28/11-30/01 | 26/05/23 |
| Virgin | £65.16 | Broadband and phone Dec/Jan | 26/05/23 |
| Virgin | £64.80 | Broadband and phone Jan/Feb | 26/05/23 |
| O2 | £33.58 | Mobile Dec | 26/05/23 |
| O2 | £33.58 | Mobile Jan | 26/05/23 |
| Lloyds Bank | £95.28 | Laminator/whiskey/bin bags/WD40/batteries | 26/05/23 |
| Lloyds Bank | £652.72 | Xmas fuddle/training courses/kettle/co2 alarm/traffic cones/flood signs/broom handles | 229/12/23  26/05/23 |
| EBC | £21.00 | Cem rates Dec | 26/05/23 |
| EBC | £21.00 | Cem rates Jan | 26/05/23 |
| Everflow | £112.08 | Water Jan | 26/05/23 |
| Everflow | £77.31 | Water Feb | 26/05/23 |
| Unity Trust Bank | £41.55 | Charges | 26/05/23 |
| Unity Trust Bank | £16.80 | Manual handling charges | 26/05/23 |
| EBC | £299.00 | Cem Waste 01/01-31/03 | 26/05/23 |

### **Appendix 3 –** Bank Reconciliation

**November 2023 Bank Reconciliation - HSBC Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/22 | - | 14,874.50 | - |
| + total cash book receipts | - | 80,000.00 | - |
| - total Cashbook payments | - | 40,064.00 | - |
| **Cashbook Closing Balance** | - | **54,810.50** | - |
| - | - | - | - |
| **Bank Balance at 04/12/23** | - | **54,810.50** | - |
| - outstanding payments | - | 0.00 | - |
| + outstanding receipts | - | 0.00 | - |
| **Net Balance** | - | **54,810.50** | - |
| - | - | - | - |
| **-** | - | **-** | **Difference: 0.00** |

**December 2023 Bank Reconciliation - HSBC Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/22 | - | 14,874.50 | - |
| + total cash book receipts | - | 80,000.00 | - |
| - total Cashbook payments | - | 70,072.00 | - |
| **Cashbook Closing Balance** | - | **24,802.50** | - |
| - | - | - | - |
| **Bank Balance at 04/01/24** | - | **24,802.50** | - |
| - outstanding payments | - | 0.00 | - |
| + outstanding receipts | - | 0.00 | - |
| **Net Balance** | - | **24,802.50** | - |
| - | - | - | - |
| **-** | - | **-** | **Difference: 0.00** |

**November 2023 Bank Reconciliation - Unity Trust Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/23 | - | 20,760.24 | - |
| Less items related to 22/23 | - | 11,114.11 | - |
| - | - | 9,646.13 | - |
| + total cash book receipts | - | 223,879.78 | - |
| - total Cashbook payments | - | 196,747.78 | - |
| **Cashbook Closing Balance** | - | **36,778.13** | - |
| - | - | - | - |
| **Bank Balance at 01/12/23** | - | **58,834.47** | - |
| - outstanding payments | - | 22,752.34 | - |
| + outstanding receipts | - | 696.00 | - |
| **Net Balance** | - | **36,778.13** | - |
| - | - | - | - |
| **Balance per Cashbook** | - | **36,778.13** | **Difference: 0.00** |
| - | - | - | - |
| Charity Accounts included in bank total: | - | - | - |
| William James | 1,981.09 | - | - |
| S Alcock | 0 | - | - |
| B/W Burial Ground | 48.61 | - | - |

**December 2023 Bank Reconciliation - Unity Trust Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/23 | - | 20,760.24 | - |
| Less items related to 22/23 | - | 11,114.11 | - |
| - | - | 9,646.13 | - |
| + total cash book receipts | - | 223,879.78 | - |
| - total Cashbook payments | - | 196,747.78 | - |
| **Cashbook Closing Balance** | - | **36,778.13** | - |
| - | - | - | - |
| **Bank Balance at 04/12/23** | - | **58,850.89** | - |
| - outstanding payments | - | 22,718.76 | - |
| + outstanding receipts | - | 646.00 | - |
| **Net Balance** | - | **36,778.13** | - |
| - | - | - | - |
| **Balance per Cashbook** | - | **36,778.13** | **Difference: 0.00** |
| - | - | - | - |
| Charity Accounts included in bank total: | - | - | - |
| William James | 1,981.09 | - | - |
| S Alcock | 0 | - | - |
| B/W Burial Ground | 48.61 | - | - |

**December 2023 Bank Reconciliation No 2 - Unity Trust Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/23 | - | 20,760.24 | - |
| Less items related to 22/23 | - | 11,114.11 | - |
| - | - | 9,646.13 | - |
| + total cash book receipts | - | 257,340.31 | - |
| - total Cashbook payments | - | 205,039.21 | - |
| **Cashbook Closing Balance** | - | **61,947.23** | - |
| - | - | - | - |
| **Bank Balance at 31/12/23** | - | **69,929.17** | - |
| - outstanding payments | - | 9,215.85 | - |
| + outstanding receipts | - | 1,233.91 | - |
| **Net Balance** | - | **61,947.23** | - |
| - | - | - | - |
| **Balance per Cashbook** | - | **61,947.23** | **Difference: 0.00** |
| - | - | - | - |
| Charity Accounts included in bank total: | - | - | - |
| William James | 1,981.09 | - | - |
| S Alcock | 0 | - | - |
| B/W Burial Ground | 48.61 | - | - |

### **Appendix 4 -** Grant request from Ockbrook Flood Prevention Team.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of organisation | | Ockbrook and Borrowash Cricket Club | |
| Contact name. role of contact. | | Grants Chair | |
| Telephone number of contact Email address of contact | |  | |
| Is the organisation a registered charity? | | No | |
| Aims and objectives of your organisation. What does your organisation do and how does it benefit the residents of Ockbrook and Borrowash? | | We are a recreational cricket club who actively promote participation at all ages in our sport. We have playing members ranging from 5-60. We run teams, with coaching provided for junior cricket, with the following number of juniors, many of whom live in Ockbrook and Borrowash.  Juniors, boys and girls – 180. We also have 7 senior teams with over 156 over 18’s playing some form of cricket.  In the last year we have started softball cricket for women, 20+ participants, who have previously not played cricket. Many of whom have joined having not played regular sport for many years and are now enjoying the opportunity for sport and in their village. | |
| Amount of Grant requested.  Please make sure you give a full breakdown of what the funding will be spent on | | £500.00  Balls  Practice stumps  Practice safety net  Catchit net | |
| For what purpose or project is the grant required for? | | With the increase in numbers we have seen over the past three years we are in need of further training equipment fir both juniors, seniors and softball. | |
| What will be the total cost of the above project? | | £500.00 | |
| If the total cost of the project is more than the grant, how will the residue be financed? | | N/A | |
| Have you applied for a grant for the same project to another organisation?  If so. Which organisation and how much | | No  N/A | |
| How is your organisation normally funded? | | Membership subscriptions, sponsorship | |
| Who will benefit from the project? | | All club members | |
| Approximately how many of those who will benefit are parishioners? | | Approximately 85-90% | |
| Signed  Dated | | 24-01-24 | |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account **To Follow**

Account number ……………………………………………..

Sort Code …… - …… - ……

Please ensure the following supporting documentation accompanies your application;

* Your most recent bank account statement & details of any other investments/savings;
* Details of your organisation’s officers;
* Any other documentation you feel may help in assessing your application.

7. Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Ockbrook and Borrowash Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Ockbrook and Borrowash Parish Council may pass details onto official organisations where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed

Date 24-01-24

### **Appendix 5 –** PA System for the Remembrance Service.

Quote 1

Sound equipment 6 x Martin Audio x12 loudspeaker £234.50

2 x electro-voice Q1212 amplifier

1 x Yamaha MG1661C USB mixer

1 x Sennheiser G3 single way radio mic system

1 x Telescopic boom microphone stand

1x PC bal box

Logistics 1x delivery/collection/set-up £140.00

Power & distro 1 x 6kVa silenced diesel generator £125.00

Total £499.50 +VAT

Quote 2

Radio microphone 1 x radio microphone system with hand held £25.00

Microphone

Sound Engineer 1 x technician £250.00

Delivery/collection delivery and collection of goods £132.00

6KVA generator Generator capable of powering PA system £120.00

PA system 5 x speaker HK audio pro £125.00

Total £652.00 + VAT

### **Appendix 6 – BALMORAL ROAD CEMETERY REGULATIONS**



**Adopted by Ockbrook and Borrowash Parish Council March 2014.**

**Last amendments and adoption: March 2024**

**Contact details for Balmoral Road Cemetery**

**The Clerk, Ockbrook and Borrowash Parish Council, The Parish Hall, Church Street, Ockbrook, Derby DE72 3SL**

**Email:**[clerk@ockbrookandborrowashparishcouncil.gov.uk](mailto:clerk@ockbrookandborrowashparishcouncil.gov.uk%20)

**Tel: 01332 66400 / 07860 702904**

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* 1. **Introduction**

The purpose of this Policy Document is to set out the Ockbrook and Borrowash Parish Council “in-house” rules which apply to the provision of the bereavement services and to provide a useful guide to members of the public who require the said services.

Please note, the explanatory notes set out in this policy document do not form part of the Rules but have been inserted into the Policy Document in italics so as to explain the provisions and reasons for the Rules.

All graves and ashes plots will be sold subject to the Rules set out in this Policy Document (which may be amended from time to time by the Council), together with any statutory legislation relating to 1) the provision of the services and 2) the management, regulation and control of Council owned cemetery, and issued by central government, and any other competent authority under which the Council is bound to comply.

Should anyone have any queries in connection with the Rules and guidance set out in this Policy Document, in the first instance they should contact the Clerk of Ockbrook and Borrowash Parish Council. Any complaints will be dealt with in accordance with the Council’s Complaints Policy.

* 1. **Terms of Reference and Definitions**

In this Policy Document, unless the context otherwise requires the following terms shall have the meanings given to them below:

“The Council” means Ockbrook and Borrowash Parish Council.

“Cemetery, or Site” means Balmoral Road Cemetery on Balmoral Road, Borrowash, Derby.

“Cremation Regulations 2008” means the cremation (England and Wales) Regulations 2008.

“Exclusive Right of Burial” means an exclusive right of burial granted in

accordance with the rules in these regulations.

“Traditional Grave” - means a grave which is mainly laid to lawn and which complies with rules in these regulations.

“Memorial” means an object serving as a remembrance and for the purposes of these rules include a headstone, cross, vase, flat memorial tablet and temporary grave markers.

“Register of Burials” means a register of all burials in a Cemetery kept and

maintained by the Council.

“Rules” means the Ockbrook and Borrowash Parish Council “in house” rules set out in this policy document.

“Table of Fees” means the list of fees and charges for goods and services

provided by Ockbrook and Borrowash Parish Council.

“The Parish Office” means Ockbrook and Borrowash Parish Council Office, The Parish Hall, Church Street, Ockbrook, Derby DE72 3SL.

“Working Day” means between 9.00am and 15.00 Monday to Friday inclusive but does not include any days which are bank holidays or public holidays,

* 1. **General Rules and Guidance**
     1. Other than as set out to the contrary in this Policy Document or in exceptional circumstances, the opening and closing times of the cemetery is displayed at the entrance to the site and are as follows:

1st May – 30th September 8:30-19:00

1st October – 30th April 8:30-16:00

* + 1. No person shall trade any goods or services within the Cemetery except with the prior written permission of the Parish Office

*To help protect visitors’ consumer rights and to ensure that the bereaved can visit the Cemetery without fear of being disturbed.*

* + 1. Animals are not permitted in the Cemetery other than dogs which must be kept on a lead at all times and be under proper control, owners must pick up any waste from their dogs.

*A review of Parks and Open Spaces (PSPO Order) in 2020 identified that cemeteries are suitable areas for exercising dogs provided they are kept under control and on a lead.*

* + 1. Vehicles (other than funeral cars and contractors’ vehicles) are not allowed in the cemetery except by permission of the Clerk.

*This is due to the limited parking spaces that we have.*

* + 1. Bicycles or any other recreational equipment must not be ridden in the cemetery grounds.

*This helps protect the safety of visitors and our staff.*

* + 1. All funeral corteges must be at the main entrance gates of the site by the agreed booking time. Burials may take place between 9:30 and 14:30 Monday to Friday, excluding Saturdays, Sundays, public holidays and other Local Government statutory holidays.

*It is essential that funerals arrive on time to ensure the efficient operation of the service.*

* + 1. The Council reserves the right to exclude from the cemetery any persons not being mourners or persons directly connected with a funeral at the Cemetery. Such a right may be exercised by the Clerk on behalf of the Council.

*In some cases, it may be necessary to close the Sites to visitors due to an extremely large funeral or on the request of the police or another authority.*

* + 1. If any damage is caused to Cemetery land, walls or premises by any cause whatsoever, the person or persons committing such damage will be held responsible by the Council.

*The Council will always attempt to recover full costs for any damage caused by visitors in order to protect the available budgets for the upkeep, maintenance and improvement of the Cemetery.*

* + 1. No photography or filming shall be allowed within the Cemetery except with the consent of the Clerk. Families or a representative of a family however may photograph an individual Memorial.

*Some visitors may be offended by being filmed or photographed within the Cemetery or whilst attending funerals.*

* + 1. No music (whether live or recorded) shall be played within the Cemetery by any person except with the permission of the Clerk.

*Music can disturb other visitors to the Cemetery. Permission will generally be granted for music to accompany a funeral service.*

* + 1. Dead flowers, spent wreaths or other articles of waste or litter must be placed in the appropriate receptacles provided at the Cemetery. Any

floral items found ‘past their best’ may be removed without notice by

the Parish Council.

*This allows our staff to keep the Cemetery areas tidy for our visitors.*

* + 1. All persons in the Cemetery must take all reasonable care in order to protect their own safety.
    2. Visitors must conduct themselves in a quiet and orderly manner and must keep to the pathways, except when visiting graves.

*This ensures that the Cemetery grounds are used in the manner to which is expected from our visitors.*

* + 1. No games or sport shall be played within the cemetery.

*This ensures that the Cemetery grounds are used in the manner to which is expected from our visitors.*

* + 1. All persons admitted to the Cemetery will be subject to the Rules set out in this Policy Document. Any person infringing the Regulations may be removed from the Cemetery by a member of staff / Councillor of Ockbrook and Borrowash Parish Council.
    2. The Council reserves the right to make any alterations to the Rules as and when required.

*As the service changes and improves it may be necessary to amend the current regulations accordingly or at short notice. Wherever possible when this happens the Council will take all reasonable steps to inform those affected by any changes.*

* 1. **Burial Rules and Guidance**
     1. All initial bookings for a burial (including the burial of cremated remains) must first be made to the Parish Office either by telephone or in person and confirmed in writing as soon as possible thereafter using the Councils specified form.

*This ensures all of our relative processes and procedures can be followed to minimise any problems that may arise.*

* + 1. For all burials a notice of an interment using the Council’s specified form must be delivered to the Parish Office on a Working Day with the associated fees at least four (4) Working Days prior to the interment. *This ensures that the staff of Ockbrook and Borrowash Parish Council have enough notification to review and approve the application form in preparation for the internment.*

.

* + 1. A notice of interment shall be given only on the form provided by the Council and such form shall be duly completed in all respects and be signed by the person applying for the interment.

*It is a statutory requirement that a burial cannot take place without the consent of the burial authority.*

* + 1. No alteration to a notice of interment is permitted unless;
* a written request for any such alteration has been submitted to the Parish Office and
* such alteration has been agreed by the Clerk.

*Only alterations to arrangements can be accepted in writing prior to the burial date, this ensures there can be no misunderstandings if verbal alterations only are given.*

* + 1. The person responsible for the interment shall make all the necessary arrangements with the minister or other person intended to officiate at the interment, including the payment of the minister’s fee.

*Ockbrook and Borrowash Parish Council do not provide a minister or officiate as part of its service.*

* + 1. The person responsible for the interment shall make all the necessary arrangements with the Funeral Director for the grave / ashes plot to be dug including the payment of the sexton’s fee.

*Ockbrook and Borrowash Council do not provide a Sexton but will specify which sexton can dig graves / ashes plots at the cemetery.*

* + 1. Burial and ashes plots, the general rule is that only 1 set of remains is allowed to be interred per plot purchased, families can pre-purchase an unused plot next to the existing plot if they so wish.

*This is to comply with the legislation that interred remains cannot be disturbed without an exhumation order.*

* + 1. Fees for all cemetery services will be determined by the Parish Council, these are available from the Clerk. The Parish Council reserves the right to revise these fees and charges at any time. All fees and charges are to be paid to the Clerk before any interment takes place.
    2. Scattering of ashes is permitted upon application to the Clerk. A registrar’s certificate of disposal and the appropriate payment must accompany all applications for scattering of ashes.

*It is unlawful to scatter any remains within the cemetery without first gaining permission from the Parish Council who manage and own the land.*

* 1. **Grave Selection & Purchase of Exclusive Rights of Burial**
     1. An Exclusive Right of Burial allows the purchaser of such a right to burial in an agreed grave or ashes space. A grave or ashes plot which is subject to an Exclusive Right of Burial may not be opened and no one may be buried there without the owner’s permission.

*The person purchasing the grave has the right to select a grave / ashes space in advance of the burial subject to making an appointment with the Parish Office.*

* + 1. Once the appropriate fee has been paid an Exclusive right of Burial will be granted for a period of no more than 100 years beginning with the date upon which the grant is made, and upon such terms and conditions as the Council deems appropriate. Upon expiry of the Exclusive Right of Burial the ownership of the grave / ashes plot will revert to the Parish Council if the family or owner has expressed no desire to extend the grant period. The Council may extend the period of such a grant for up to a further 100 years from the date upon which the extension is granted. The fee for an Exclusive Right of Burial is set out in the Table of Fees.

*Under the current legislation, an Exclusive Right of Burial may only be granted for a certain length of time.*

* + 1. An Exclusive Right of Burial does not constitute any ownership of land. It is purely the right to have a burial in a selected grave / ashes plot.

*The rights are granted on the understanding that the owner of those rights complies with the rules set out in this Policy Document, in particular any such rules which are applicable to the particular type of grave / ashes plot to which the Exclusive Right of Burial relates. For example, if an Exclusive Right of Burial is granted in respect of a Grave, then the grant holder will be required to comply with the Rules relating specifically to Graves.*

* + 1. The purchase of burial rights is not in any way the purchase of the land in which the grave / ashes plot lies, it is essential that the public are aware that the grave is sold on a lease basis and that the only rights with that lease are the rights to a burial in the grave and to place a subsequent memorial.
    2. On the purchase of the Exclusive Right of Burial a Deed of Grant shall be issued to the person by whom or on whose behalf the said exclusive Right of Burial is purchased.
    3. The purchase of the Exclusive Right of Burial in any grave / ashes plot includes the right to erect and maintain a memorial on that space subject to the regulations concerning memorials.

*This allows for a memorial to be placed on a grave / ashes plot without need for additional rights to be granted.*

* + 1. The holder of the Exclusive Right of Burial may surrender his/her right at any time in respect of the grave space / ashes plot where the said right has not been exercised (i.e. where no burial has taken place). In all cases the fee repayable will be that of the original fee paid to purchase the Exclusive Right of Burial.

*Some people purchase a grave in advance but then later decide it is no longer required. As the grave is unused it is permissible for the Council to sell the right of burial to another person.*

* 1. **Transfer of Exclusive Right of Burial**
     1. An Exclusive Right of Burial to a grave / ashes plot may be transferred by deed or bequeathed by will.
     2. In cases where the owner of the Exclusive Right or Burial (“the grant holder”) is still alive the transfer may be done by completion of a Deed of Assignment. A Deed of Assignment is available from the Parish Office. This form should be completed and signed by the grant holder and the person taking ownership of the said right and submitted to the Parish Office together with the original Deed of Grant. A new Deed of Grant will be then issued to the new holder of the said right. This service is free of charge.

*This is the recognised legal way of transfer of grave rights where the grant holder is alive.*

* + 1. Where the grant holder is deceased, and provided that the Exclusive Right of Burial has not been specifically left to another person, then upon production of a will or letters of administration the Exclusive Right of Burial may be legally transferred to the person in possession of the Letters of Administration or the beneficiary of the residue of the estate under the terms of the grant holder’s will.

*The grave rights form part of the estate of the deceased and can thereby be transferred to the appropriate person upon proof being submitted to the Parish Office.*

* + 1. In cases where the grant holder is deceased and there is no will or Letters of Administration available then the Exclusive Right of Burial may not be transferred to another person until a Statutory Declaration has been completed and ensuring that any other person equally entitled counter signs the Statutory Declaration. A statutory declaration must be witnessed by a Solicitor or a Commissioner for Oaths.

*This is a legally recognised way of dealing with this issue.*

* 1. **Plan of Cemetery**
     1. In accordance with current legislation the Council keeps and maintains plans showing all used grave spaces and those graves or grave spaces to which special rights appertain (i.e. an Exclusive Right of Burial). Such plans are kept at the Parish Office and are available for inspection, free of charge on any day that the Parish office is open. *This is a legal requirement as well as an operational requirement of the service.*
  2. **Register of Burials**
     1. All burials carried out in the Cemetery are recorded in a Register of Burials. The Registers of Burials are kept in the Parish Office and are available for inspection by appointment on any one working day at the Parish Office by any person free of charge.
     2. If requested, searches of the Register of Burials can be made by the Clerk and a certified copy of an entry or entries relating to any grave space or interment in the Register of Burials will be provided, free of charge.

*This is a legal obligation of the Burial Authority to keep and maintain records of burials in the Cemetery and the current legislation permits the Council to charge a fee for a search of the Register of Burials and to provide certified copies of entries of the said register.*

* 1. **Burial Procedure**
     1. Before a grave space / ashes plot which is subject to and Exclusive Right of Burial can be opened, the written consent of the owner of the Exclusive Right of Burial, or their legal representative, must be submitted to the Parish Council together with the original Deed of Grant. If the Deed of Grant has been mislaid/ lost a sworn statutory declaration relating to the loss of the original Deed of Grant will be required.

*The Parish Council must be satisfied that the person requesting the burial is the person legally entitled to the Exclusive Right of Burial.*

* + 1. In cases where the person intended to be interred was the owner of the Exclusive Right of Burial immediately before his death, the Council if requested by the person giving notice of the interment, has the power to order that the grave space be re-opened for the interment of the deceased owner without obtaining the consent of his or her executor or other representative.

*The registered grave owner has a legal right to be buried in any grave space they own the rights to.*

* + 1. All bodies brought to the Cemetery for burial shall be contained in a suitable coffin. All cremated remains must also be held in a suitable container. The coffin or suitable container must be clearly marked for identification purposes and include the full name and age of the deceased.

*To properly respect the deceased and also prevent distress that may be caused to other visitors or staff it is essential that the body of the deceased person is properly covered. Cremated remains will only be accepted in a suitable container prior to burial or scattering within the grounds.*

* + 1. The date and time of an Interment shall be approved by the Clerk.

*It is essential that times for burials are approved in order to ensure the smooth operation of the service.*

* + 1. Prior to the burial being undertaken, the Registrar’s Certificate for Disposal or Coroner’s Order for Burial must be handed to the clerk with the application for internment at least 4 working days prior to the internment.

*These are legal documents that must be submitted prior to the burial being allowed to take place.*

* + 1. All funerals will be met by the Clerk of the Parish Council. No interment will be allowed to proceed unless accompanied by the Clerk. A check of the name plate will be made against the statutory paperwork prior to any interment being permitted.

*This ensures that the correct coffin is buried in the correct grave.*

* + 1. The person arranging the funeral or his/her representative shall ensure that they have sufficient persons to transfer the coffin from the vehicle to the grave side and lower the coffin into the grave. In all cases this should be a minimum of 4 persons for the burial of an adult.

*It is the responsibility of the funeral director or the person making the funeral arrangements to ensure enough people are present to transfer the coffin from the hearse/vehicle to the grave side and lower the coffin to the base of the grave.*

* 1. **Grave Preparation and Backfilling**
     1. The responsibility for organising grave digging at the cemetery will rest with the Funeral Director.
     2. All excavation works and backfilling of graves will only be undertaken by the Council’s approved sexton, who is trained to a recognised and accredited standard and is the Council’s appointed contractor. Ockbrook and Borrowash *Parish Council will only allow competent and qualified sextons to excavate graves / ashes plots. As a Health and Safety issue it is not possible to allow any other person to excavate any grave space within the Cemetery.*
     3. Grave spaces in the Cemetery shall be in accordance with the following measurements:-

Full Adult grave space - Maximum of 8ft long by 4ft wide.

*In order to effectively lay out and plan the Cemetery it is necessary to provide a maximum dimension to each grave space. Should a larger grave space than this be required a request to the Clerk should be submitted.*

* + 1. Graves shall be excavated to a maximum depth of 7ft and a minimum depth of 5ft.

*This is so that the Council can comply with the current legislation in this regard.*

* + 1. The positions of the head and the feet of a grave space in the Cemetery shall be as designated by the Council.

*In order to manage the layout of the cemetery, the Council will decide on the location of sections and graves within those sections.*

* + 1. A grave shall be of sufficient width and length to admit a coffin to the size specified on the notice of interment.

*It is the responsibility of the person making the funeral arrangements to provide accurate measurements of the coffin size to ensure the correct size grave is prepared.*

* + 1. A grave / ashes plot shall be suitably matted and dressed prior to an interment taking place.

*In order to provide an aesthetically pleasing environment.*

* + 1. The sexton will attend each interment to ensure that the grave / ashes plot is safe and will fill in the grave / ashes plot immediately after the interment has taken place.

*This ensures the safety of visitors to the cemetery.*

* + 1. At the discretion of the Clerk and where safe and possible to do so the Parish Council will allow family backfilling to take place under the supervision of the Sexton. In the event of a family wishing to backfill the grave after the service, details must be included on the original notice of interment.

*Some families find this an appropriate way to pay their final respects to the deceased. In all cases the Sexton will be present to oversee and supervise the backfilling and provide assistance where necessary.*

* 1. **Infectious Diseases**
     1. The body of a person who has died of a dangerous infectious disease shall require a certificate which sets out details such as confirmation that the coffin containing the body has been thoroughly sprayed with disinfectant after having been screwed down and that adequate precautions have been taken to his satisfaction against the spread of the disease.

*This is to protect the Health and Safety of visitors and staff.*

* + 1. For the purpose of this Rule the term “dangerous infectious disease” includes plague, cholera, smallpox, typhus fever, enteric fever (including typhoid and paratyphoid fevers), scarlet fever and diphtheria, and such other infectious diseases as the Area Health Officer may determine from time to time to require such precautions.

*These are the current list of dangerous infectious diseases; this may be added to by the Chief Medical Officer at any point.*

* 1. **Grave Aftercare**
     1. The Council will manage the aftercare and maintenance of the Cemetery grounds as they see fit. This includes levelling, turfing or seeding areas within the Cemetery as required.

*Under Article 4 of the Local Authorities’ Cemeteries Order 1977 the*

*burial authority has a duty to keep a cemetery in good order and repair.*

* 1. **Graves**
     1. All graves in the cemetery from 1st June 2014 are to be lawn type. *This is to ease the pressure on the grounds maintenance team and to keep the maintenance costs down.*
     2. Other than a headstone placed on the foundation at the head of the grave no memorialisation (and for the avoidance of doubt this includes kerbs, fencing, chippings, plantings or borders of any description) is permitted on a lawn grave. The Parish Council reserves the right to remove these, at any time, without notice being given.

*Lawn graves are required to be clear of any material to allow for regular and easy maintenance*.

* + 1. Any Memorial placed on a lawn Grave is subject to the Memorial Rules.
  1. **Cremated Remains Interment.**
     1. Plots for the provision of cremated remains are available at Balmoral Road Cemetery.

*There is a dedicated cremated remains section.*

* + 1. Cremated remains may also be interred in any other full-size grave where an Exclusive Rights of Burial has been granted provided that the owner of the Exclusive Right of Burial has given the necessary permission to inter in that grave.

*Burials of cremated remains are available in any grave or a full-size adult grave if required.*

* + 1. Cremated remains must be held in a container suitable for burial. The container must have the full name of the deceased clearly visible.

*Suitable identification of the deceased person is essential to ensure the correct remains are interred in the correct grave.*

* + 1. No burial of cremated remains will be permitted unless a copy of the Certificate of Cremation from the crematorium where the cremation took place, is delivered to the Council Office, together with the necessary completed notice of interment and the prescribed fee.

*This is to comply with current legislation.*

* + 1. Cremated remains will be interred in their containers no bigger than 30” by 30”. Double cremation plots are available next to each other, please contact the Parsh office for more details.
  1. **Application of the Rules to certain graves in existence prior to the coming into force of the Policy Document.**
     1. Ockbrook and Borrowash Parish Council acknowledge that there may be some graves within the Sites which were already in existence prior to the coming into force of this Policy Document and which will not comply with the Rules set out in this Policy Document. In some circumstances the Council reserves the right to use its discretion to waive some or all of these Rules with respect to such graves on the condition that such graves are well kept and maintained by the owners of the graves and/or their families/heirs.
     2. The following rules will also apply to any such graves:-

Any such grave will be regularly inspected by the Council;

Should any grave become untidy or neglected in the view of the staff of the Council, where possible, we will notify the registered grave owner that the grave has become untidy or neglected and/or contains any unauthorised memorials, and if following a month after the notification the grave has not been properly maintained/repaired or made tidy or within the said one month timescale the grave owner, family or next of kin have not notified the Council that they will maintain/repair and/or make tidy the grave within the next 5 days, then the necessary works will be carried out by the Council.

*This ensures that neglected graves are restored to a neat and tidy appearance for the benefit of all of our visitors and the grounds staff who maintain the areas.*

* + 1. Once any items are removed and any works carried out on the grave the future management/maintenance of the grave space will fall under the Rules set out in this Policy Document and no further discretion on the part of the Council as to waiving such Rules will be applied.

*This ensures that the problems of unauthorised memorials do not recur in the future and ensures the grounds are kept in a neat and tidy condition.*

* + 1. The Rules extend to cremated remains where any unauthorised memorialisation becomes neglected.

*This allows for the Authority to deal with any grave space regardless of its type should it become neglected.*

* 1. **Memorial Rules and Guidance**
     1. It is important to allow a new grave to settle before placing a memorial headstone.

*Due to the high-water table in Balmoral Road Cemetery the Parish Council will not allow a headstone to be installed within the first year after the burial.*

* + 1. No Memorial is to be installed in the Cemetery unless authorised by the Council.

*It is essential for the Council to manage Memorials placed within the Cemetery.*

* + 1. An application for a permit to carry out Memorial works may be made by the owner of the Exclusive Right of Burial in respect of a grave or ashes plot; if the owner of the Exclusive Right of Burial is deceased, the transfer of rights must occur prior to the Memorial being permitted.

*This ensures the correct person is applying for memorial works.*

* + 1. The permit application form must be completed fully and include:
* a detailed plan of the proposed Memorial
* the dimensions of the memorial
* A drawing of the proposed memorial
* A copy of the proposed inscription
* details of the proposed fixing method.

An application will only be processed upon receipt of the correct fee.

*This ensures our staff can ensure the proposed memorial is within the regulations and will be fixed to an approved industry standard.*

* + 1. The permit application must clearly state the section of the cemetery in which the grave is situated together with the grave number.

*This ensures the memorial is going on the correct grave and the proper person is authorised to instruct the work.*

* + 1. All such permit applications are to be submitted to the Council Office. Once checked, and, if authorised, confirmation will be forwarded to the stone mason allowing the work to commence. The clerk should be notified when the works are complete.
    2. The upkeep and maintenance of any Memorial within the Cemetery remains the responsibility of the person to whom a permit to place the Memorial was given or his or her heir.

*All Memorials remain in the ownership and are the responsibility of the grave owner or his/her family.*

* 1. **Memorial Types**
     1. The following types of Memorials are permitted in the Cemetery subject to compliance with any associated rules, as a minimum must show the name of the deceased, the date of death and on the back the plot number and the stonemason’s name;
        + Headstone or Cross
        + Vase,
        + Flat Memorial Tablet
        + Cremated Remains Plaque
        + Baby Memorials
        + Wooden Grave Marker
        + Wooden Cross
        + Temporary Grave Marker
     2. Memorials for graves shall be restricted to the placing of a monumental vase or the erection of a headstone not exceeding a height of 4 foot (including the base). The base must not exceed a height of 9 inches, width of 30 inches and a depth of 12 inches.

*To ensure safety within the cemetery and ensure they do not encroach onto other graves it is essential to prescribe a maximum size for new memorials.*

* + 1. Any memorials covering multiple grave spaces may be to a maximum width of 7’ per double grave. Wider memorials may be considered in consultation with the Council.

*This allows for families wishing to have a larger Memorial over a number of family-owned graves to do so.*

* + 1. Vases shall not exceed 10-inch square by 10 inch in height and will be placed at the head of the grave only.

*To ensure safety within the cemetery and ensure they do not encroach onto other graves it is essential to prescribe a maximum size for new memorials.*

* + 1. Ashes plaques / tablets are permissible on any ashes plot and shall not exceed 18 inches square by 6 inches in height.
    2. Temporary grave markers / wooden cross markers are permissible on any grave space for a period of no more than 12 months.
  1. **Memorial Materials**
     1. Memorials made of any type of natural material are permissible in the Cemetery provided that it complies with the approved NAMM standard and is fixed to the grave by a registered BRAMM fixer.
     2. Wooden crosses must be fitted securely into the ground but do not have to be secured, this is a national approved method.

*Wooden Crosses do not pose the same sort of danger as other traditional memorials.*

* 1. **Operational Times for Memorial Works**
     1. The erection of, cutting of inscriptions on, or professional cleaning of, Memorials shall be carried out between the opening hours of the cemetery, Monday to Friday.

*Works can only be undertaken during normal operational hours to ensure safety within the site.*

* 1. **Stability Guarantee Period**
     1. All Memorials from the date of installation must be subject to a ‘Guarantee of Conformity’ granted by the mason who installed the Memorial. Such a guarantee is given to confirm that the Memorial has been fixed to the best standard set by NAMM at the date of fixing and should last for a minimum of 6 years. If at any point during the life of the Memorial it becomes loose or unstable and this cannot be attributed to ground conditions or disturbance, the mason should, under the terms of the said guarantee, refix the Memorial to the original standard at no cost to the grave owner or the Council.

*This is a standard guarantee that must be given to any person arranging a Memorial in any site.*

* 1. **Memorial Safety Testing**
     1. Any memorial purchased and erected on a grave space is owned by the registered grave owner and it is that person or persons who are ultimately responsible for its upkeep and maintenance.

*Historically there have been a number of accidents in cemeteries around the UK, some of which have resulted in fatalities, due to memorials being unsafe. Whilst the memorials are the responsibility of the registered grave owner Ockbrook and Borrowash Parish Council have a responsibility for ensuring that its cemetery is safe for both staff to work in and for the public to visit.*

* + 1. Memorial Fixing

All memorials over 24.5 inches (625 mm) in height must be fixed to, and fully compliant, with the current British Standard (BS8415). This also extends to ANY memorial over 24.5” (625 mm) that is being re-fixed following an interment or removal for any other reason.

* + 1. The key requirements are that memorials must be fixed to an approved and suitable foundation and must be further secured using an approved locking or anchoring system.
    2. Note that any refixing or repair works to memorials must be completed by a BRAMM (or other equivalent scheme) registered memorial mason. Temporary works to make memorials safe and remove the risk of danger will be undertaken by trained Ockbrook and Borrowash Parish Council staff.
  1. **Memorial Inspections**
     1. All memorials over 24” in height in all cemeteries will be inspected by trained staff at least once during a rolling 5-year period to assess their safety. This will be done through both a visual assessment and a basic hand test to determine if there is movement in the memorial and to what extent. The individual undertaking the assessment will make the decision on the memorials’ overall safety based on a dynamic risk assessment for which they have been trained.
     2. Once inspected each memorial will fall into one of three categories, detailed as follows:
* Category 1 – Memorial is unsafe and poses a risk and will require immediate attention to make safe and/or protect from the public.
* Category 2 – Memorial is safe but there are minor concerns, and it should be reassessed in 12 months’ time to ensure it has not deteriorated further.
* Category 3 – Memorial is Safe and should be re-inspected in 5 years as part of the next round of inspections or as part of any other check that may occur, for example when checking memorials around a planned burial ahead of excavation of the grave.

*The Council has a legal obligation to ensure that the Cemetery is safe to both visit and work in. To be satisfied that this is the case it is essential that Ockbrook and Borrowash Parish Council carry out regular inspections of Memorials in the Sites in a bid to avoid injury or death to any of its staff or visitors.*

* + 1. Staff undertaking the inspections will record the details of every memorial and an assessment of its safety using the categories above. These details will be recorded onto the Bereavement Services administration system. The details will include:
* Date of Inspection
* Name of Inspector
* Grave Identification (Section and Number)
* Category of Memorial (1, 2 or 3)
* Details of any Actions Taken
  + 1. Actions Post Inspection

Should a Memorial be identified as a Category 1 and fail the inspection staff will need to take immediate action to make that memorial temporarily safe or cordon it off until permanent repairs can be made by the grave owner. These actions will be based on a number of factors and the best solution will be administered by the Clerk based on their assessment of the memorial and the surrounding area. These actions may include:

* Laying the memorial flat – In most cases this will invariably be where a memorial can be laid down on or within an existing kerb set so as not to cause a new trip hazard. A warning sign will be placed near to the memorial.
* Staked and Banded – The memorial will be fastened tight to a wooden post which will act as a temporary support. The banding will also hold a warning notice. The stake and band will be re-inspected every 12 months to ensure neither have deteriorated.
* Monolith Conversion – This involves digging out a depth roughly one third of the overall height of the memorial from the last joint in order that it can be sunk into the ground and made safe. The memorial will have a suitable material wrapped around the part under the ground and a memorial warning notice will be added to the grave. Due to foundations, it may be necessary for the memorial to be moved slightly forward into the grave space to avoid existing foundations.
* Cordoned Off – In some cases it may be necessary to cordon off a particular memorial or an area containing a number of memorials due to their safety. Warning signs will be attached to any cordon placed around a memorial or group of memorials.
* Removal – In extreme cases it may be necessary to remove a memorial from the grave and place it into storage if none of the above options are suitable.

*All of the above are regarded as ‘Temporary Fixes’ and should not be seen as a permanent solution to deal with an unsafe memorial and are intended to reduce or remove the risk of a memorial causing harm or damage to someone. Prior to taking any of the actions above the memorial will be photographed and details recorded of any existing damage or issues.*

* + 1. Very large memorials, those over 8’ (2.5M) will be visually assessed and if any concerns are recorded the memorial will be cordoned off and if it is safe and possible to do so Ockbrook and Borrowash Parish Council staff will carry out works to ensure the memorials are safe. If we are not able to make the memorial safe arrangements will be made for a specialist contractor to undertake an inspection and provide a detailed report including costs and options to make safe.
    2. Informing Grave Owners.

We will endeavour to contact the grave owner where any action has been taken due to a memorial failing a safety inspection. Correspondence will only be sent providing that the grave owner is not recorded as being in the grave or if it is apparent that the registered address no longer exists. For any memorials over 50 years of age no correspondence will be sent but a notice will be left on the grave space for a period of not less than 12 months.

*Ockbrook and Borrowash Parish Council will make every effort to contact grave owners, however if the grave owner is deceased or the burial was over 50 years ago in our experience it is unlikely that any response will be received therefore no correspondence will be sent out.*

* + 1. For any memorial that fails an inspection that has been installed within the previous 6 years we will contact the memorial mason directly to request repairs be made to ensure the memorial is fully compliant with BS8415.

*The stability guarantee of a memorial is the responsibility of the memorial mason and they may provide a longer guarantee period, 6 years is the standard legal period that must be covered by the installation.*

* + 1. Grave Owners Responsibilities

The registered grave owner has a responsibility to ensure the memorial is made safe through being properly re-fixed to the current BS8415 standard and works must be undertaken by a qualified and BRAMM (British Register of Accredited Memorial Masons) registered Memorial Mason.

*Do it yourself repairs by families will not be permitted, memorials must be fixed to the current best standard of the day by a licensed memorial fixer. All costs associated with organising a memorial to be repaired, including the reversal of any works undertaken by Ockbrook and Borrowash Parish Council staff, remain the responsibility of the grave owner.*

* + 1. Should grave owners fail to take any action within a reasonable time then we will look to apply a semipermanent solution to the memorial, this will involve either laying the memorial flat or sinking the memorial into the ground (monolith conversion) or other suitable action.

*We need to maintain the Cemetery to a high standard and will always try to avoid taking any action that may impact on the general ground’s maintenance of site.*

* 1. **Memorial Liabilities and Insurance**
     1. Any memorial placed on a grave space remains the property of the owner(s) of the Exclusive Right of Burial. The owner is therefore responsible for ensuring the memorial remains in a safe condition.
     2. The Parish Council can take no responsibility for any damage, accidental or otherwise, to any memorial within its cemeteries. Therefore, any person arranging for the installation of a memorial must consider appropriate insurance that will cover repair or replacement of a memorial should it become damaged in the future.

*It has to be understood that memorials are exposed to all types of weather and maintenance in the site. Memorial Masons will fix to the best standards of the day however future occurrences such as bad weather may result in memorials becoming damaged or destroyed beyond repair. Your memorial mason will be able to advise of insurance options available to you.*

* 1. **Unauthorised Memorials**
     1. Should any unauthorised items be placed on or around any grave (and for the avoidance of doubt this includes ornamental items, glass items and other memorabilia) or any Memorial put in place contravene the Rules the grave will be photographed, the unauthorised items shall be removed and placed into storage by the Council for a period of up to 6 months, after which they may be destroyed. No notice will be given to the owner of the Exclusive Right of Burial.

*Pursuant to the Local Authorities’ Cemeteries Order 1977 no tombstone or other memorial may be placed in a cemetery without the permission of the officer appointed for that purpose by the burial authority. If permission has not been granted the burial authority is permitted to remove the memorialisation from the site.*

*It is essential that the burial sections are maintained to the agreed standard for the benefit of all of our visitors. It is unfair for one or two families to furnish their graves with articles outside of the Rules which can cause distress to others when alternative options are available. It is not always possible to notify the grave owner of the need to remove unauthorised memorialisation, particularly if the grave owner has moved and has not informed the Council. It is for this reason; we hold any items that are removed and destroy them after 6 months without necessarily giving notice.*

* + 1. The Council, in its capacity as a burial authority, is legally entitled to recover the cost it may incur in removing any unauthorised tombstone or other Memorial from the person to whose order the tombstone or Memorial was placed or within two years from the placing of the tombstone or memorial, from the personal representative of such a person.

*All memorials installed within the Cemetery must be approved by the Council by the granting of a permit. If any memorials are erected outside of the Rules or without proper permission, they may be removed and destroyed.*

* 1. **Floral Tributes.**
     1. It is common for there to be a regular amount of floral tributes left within the cemetery. The council are not responsible for the type or condition of any floral tributes left by visitors.
     2. Floral tributes are expected to be removed from graves where a burial has taken place between 14 and 21 days after the burial date by the family. Should any families wish to remove and keep the floral tributes themselves they are advised to do this within 14 days of the burial date.
     3. Articles such as windchimes, cards, pictures, flags etc. are not permitted to be placed on any tree, bench or other similar feature within the cemetery.

* 1. **Exhumation**
     1. The removal of buried / cremated remains after interment requires a license for permission from the Secretary of State at the Ministry of Justice.
  2. **Memorial Benches**
     1. Memorial benches are allowed in the cemetery, and the appropriate forms can be obtained from the Parish Council office.
     2. Once the form has been completed and the fee paid the Clerk will determine if the bench is acceptable. If it is acceptable the Clerk and applicant will agree to the placement of the bench.
     3. It is the responsibility of the owner to get the bench to the cemetery.
     4. The Parish Council will provide the plinth for the bench to be attached to.
     5. The bench must be maintained whilst it is in the cemetery. Bench checks will be done twice a year, if the Clerk deems the bench to be dangerous on health and safety grounds contact will be made with the owner, if the bench has not been improved it will be removed and held for a year then it will be disposed of.
     6. No memorial benches are to be installed at the cemetery without the permission of the Clerk.
  3. **Alterations to Regulations.**
     1. The Parish Council reserves for itself the power to make alterations from time to time to these regulations and the schedule of fees and payments.
     2. Any amendments made to the regulations / fees shall have the effect of cancelling all previous regulations and fees agreed by the Parish Council.
  4. **Agreement of the Owner of Exclusive Rights of Burial for burial plots and memorial regulations**

Each funeral director will be responsible for providing the applicant with a copy of these regulations, these must be returned signed with the application fees and relevant certificates.

I agree to abide by the above regulations and have received, read and agreed to abide to the Balmoral Road Cemetery Regulations

Grave/Plot number ………………………………………………………………………….

Name …………………………………………………………………………………………

Address ………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Signed

(Can only be signed by the owner of the Exclusive Rights of Burial)

Date………………………………………………………..

Document to be signed in duplicate – 1 for retention of owner of the plot and 1 to be returned to Ockbrook and Borrowash Parish Council.

**Appendix 1**

Ockbrook and Borrowash Parish Council

The Parish Hall, Church Street, Ockbrook, Derby DE72 3SL

**Application to Erect a Memorial**

Name of Deceased…………………………………………………………………………………………………………………

Name of current OWNER of the grave space……………………………………………………………………

Signature of applicant …………………………………………………………………………………………………….­­­­­­....

Dated ………………………………………………………………………………………………………………………………

Address of Current owner .................................…………………………………………………………………..

……………………………………………………………………………………………………………………………………………

Grave/plot number……………………………………………………………………………………………

Name of Stone Mason……………………………………………………………………………………………………..

Stone Mason address ………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………

**Memorial**

Ockbrook and Borrowash Parish Council are now registered with BRAMM, all memorials are required to be erected to British Standard 8415. Any memorial fixers working under the BRAMM scheme must have a current fixer license.

Type: Headstone / Cremation Tablet / Vase.

Material: ……………………………………………………………………………………………………………………………

Dimensions: Headstone: ………………………… Base………………….. Vase………………

Installation/fixing Details…………………………………………………………………………………………………….

Please indicate if: Initial inscription / Additional inscription.

Design of Memorial Inscription

**Signature of stone mason ……………………………………………… Dated ……………………………………**

**Appendix 2**

Ockbrook and Borrowash Parish Council

The Parish Hall, Church Street, Ockbrook, Derby DE72 3SL

**Notice of Interment Form.**

Please complete **CAREFULLY** and **ACCURATELY** using **BLOCK CAPITAL.**

|  |
| --- |
| **New Grave/Plot** (purchasers’ name) |
| **Address** |
|  |
| **Pre-Purchased** (name of owner) |
| **Address** |
|  |
| Is the deceased the owner of the Exclusive Right of Burial YES/NO |
| Deed Number |
| Following the interment, the grave must be legally transferred to a **new owner**. The Clerk to the Council can help with this process. However, it is necessary to know who the legal owner is likely to be. Please compete the name and address below. For Further information contact the Clerk on 01332 664100/07860 702904 |
| Name |
| Address |
| Phone |
| **BURIAL DETAILS** |
| Full name of deceased Mr/Mrs/Miss/Ms Male/Female |
| Occupation Marital Status |
| Date of Death Age |
| Grave Number/interment Plot |
| Name of Grave Digger(s) arranged  Grave digging is organised by the Funeral Director for this Cemetery. |
| Date of burial/interment Arrival time at cemetery |
| Last permanent address of deceased |
| Address where death occurred |
| If a minor, please provide name and residence of parents |
| Name of Minister Contact number |
| As owner of the above-mentioned burial plot, I confirm that the details I have given are correct. |
| **CONTACT DETAILS OF GRAVE/ PLOT OWNER/ APPLICANT** |
| Name |
| Address |
| Telephone email address |
| Signature Date |
| **CONTACT DETAILS OF FUNERAL DIRECTOR** |
| Name |
| Address |
| Telephone email address |
| Signature Date |

Please make cheques payable to Ockbrook and Borrowash Parish Council.

Please show the name of the deceased and grave/plot number on the reverse of the cheque.

### **Appendix 7 –** Tree Request- Recommendations from Fox Landscaping.

**What tree has the smallest root system?**

Trees with small root systems are often those that are slow-growing or naturally small in stature. Some trees with relatively small root systems include:

* Dogwood (Cornus species)
* Japanese Maple (Acer palmatum)
* Crape Myrtle (Lagerstroemia species)
* Star Magnolia (Magnolia stellata)
* Serviceberry (Amelanchier species)

**Which evergreen tree has non-invasive roots?**

When considering evergreen trees with non-invasive roots, it’s essential to choose species that won’t disrupt nearby structures or pavement. Some evergreen trees with relatively non-invasive roots include:

* Holly (Ilex species)
* Thuja or Arborvitae (Thuja species, especially ‘Emerald Green’)
* Italian Cypress (Cupressus sempervirens)
* Pine (Pinus species, especially Eastern White Pine)
* Spruce (Picea species, especially Norway Spruce)

**What trees can be planted close to a house?**

When planting trees close to a house, it’s crucial to select species that have non-invasive root systems and won’t grow too large, potentially damaging the home’s foundation or roof. Some suitable trees for planting near houses include:

* Serviceberry (Amelanchier species)
* Dogwood (Cornus species)
* Japanese Maple (Acer palmatum)
* Ornamental Cherry (Prunus species, especially ‘Kwanzan’ or ‘Yoshino’)
* Crape Myrtle (Lagerstroemia species)
* Witch Hazel (Hamamelis species)

### **Appendix 8 –** Tree Survey Quotes.

Quote 1

Carry out a tree condition survey for the Parish Council. The survey will include tree species, height, age, condition, work recommendation, priority ratings, site map and photographs where necessary.

**£2004.00 inc VAT**

Quote 2

I would undertake a survey of the trees on site, assess any likely risk and make recommendations regarding any remedial work required. The location of any trees requiring remedial work would be plotted by eye on an aerial photograph of the site and, where necessary to assist identification, they would be also attached with a numbered aluminium tag. Any trees not requiring work would be omitted from the report. I would provide a report, in PDF format, and a tree survey schedule which would specify any remedial work necessary and be detailed as follows -

**Species** - The species identification would be based on visual observations and the common English name of what the tree appeared to be would be listed.

**Height** – Approximate height measured in metres.

**Age Class** - Yng - Young tree age less than 1/3 life expectancy

Mid - Middle age trees 1/3-2/3 life expectancy

Mat - Mature

O/M - Over Mature

Vet - Veteran

**Condition** – A - Good

B - Moderate

C - Poor

D - Very poor/Dead

**Recommendations** – prioritised remedial tree management works to address any identified hazard would be included in the schedule. In order to make best use of resources priorities would be allocated on the basis of:

**o High Priority (H)** – large defects, located in areas of high usage, which are likely to fail in the short term and require attention as soon as can be practically arranged.

**o Moderate Priority (M)** – lesser defects but do require remediation.

**o Low Priority (L)** – Any works in the interests of sound arboricultural/silvicultural practice.

**£895.00**

Quote 3

* Carry out a walkover survey to inspect trees at each site.
* Undertake a visual inspection from ground level of all mature trees. Tag and record details of individual trees that require tree works, risk management or have features that will require monitoring.
* Provide information sufficient for the purposes os arranging necessary works and for tree risk management.

We will provide:

* A tree survey of each site to enable the identification and location of all recorded trees.
* Tree survey data- recorded and tabulated into a schedule.
* A report outlining our findings and proposing management of the trees.
* Prioritised recommendations for works to assist the Parish Council in making decisions in relation to undertaking work in relation to tree risk management.
* A Valid tree risk-benefit management strategy to provide guidance on future tree management to ensure any risks identified as unacceptable are managed appropriately.

**£1400.00**

### **Appendix 9**

**TO: James Dawson, Leader EBC**

**Gary Smith, Officer EBC, Director of Environmental & Community Services**

**Ockbrook and Borrowash Parish Council fully support Harrington Green residents in getting a fair deal for losing their green field via land disposal sale. We agree the following S106 and S104 requests are not unreasonable and should be enacted upon. We also agree that as a Parish Council we will work closely with Erewash Borough Council to ensure best outcome.**

**Harrington Green Residents Thoughts on S106 and S104 Issues**

As a group we would like to see any planning application address the following S106 issues. We do understand that Section 106 items are part of the planning application and need to be relevant in three areas:

* Needs to be necessary
* Needs to be relevant
* Needs to be reasonable

We feel after consultation with OBPC Graham Markwell, who is a retired architect, that each of our concerns meet all three criteria. We realise that it is the applicant that will be responsible for ensuring these concerns are addressed and they may choose not to. This is why we are liaising with you now so that it can possibly be intimated to the successful applicant, so we and they avoid any delays through the planning application process via objections…

**S106**

1. Traffic and Parking Survey with mediation included.
2. If it is going to be flats then parking will be a major issue and mediation needs to be included.
3. Environment is an issue with residents. What is buried there causes great concern. Also, the brook bank is starting to break up as well. We would expect a robust environmental impact survey that would include both what is buried under the soil and the break-up of the bank.
4. Lighting on green space that is left so residents can walk there at night feeling safe. Although this could be seen as an S104 issue (and it may well end up being that and won’t know until we see what is being proposed) we feel that it will most likely be an S106 issue for various reasons.
5. Improvement to road junctions nearby taking corners off so not at 90 degree angles, emergency access around the area especially fire trucks.

We would expect Section 106 restrictions on any development.

**S104**

1. Improvement to Deans Drive play area and equipment.
2. Improvement to drainage issues of Deans Drive football pitch area
3. New MUGA on agreed area on Erewash side without taking away football pitch on Erewash side as that pitch does not suffer drainage issues like Parish Council side. We would propose that new MUGA be put by car park near Scout hut.
4. Garden and seating area on Harrington, Prior Way and Devonshire area.
5. A fenced off dog run to eastern side of tarmac path from Ashbrook Centre.

# **Appendix 10 -** CORRESPONDENCE RECEIVED. – UP TO 26/01/24

Emails/letters received from members of public:

* Request for the allotment hedges to be cut before spring -Fox Landscaping have confirmed this is down to be done in February. (1)
* Update on the food bank removing their donation box in the Parish office from the end of February, as they will be using their financial reserves to supply the food. (2)
* Copied into emails and letters to DCC regarding potholes in Ockbrook and the damage done to the grass verges. (3)
* Request for the parish council to store village archive information – confirmed it could be stored in the office. (4)
* Request for information on the hedgehog surrounds – information forwarded.(5)
* Copied into emails to EBC regarding their land and it being moved to green belt status. (6)
* Informed that the Memorial wreaths had been blown away, they had collected them and rearranged them. (7)
* Request to use Deans Drive for an 11-a-side football team – informed them that a team already uses our part of the park. (8)
* Request for information on the Gordon Lacey Hall – informed them it belongs to the church, and they should contact Rev Tim Sumpter. (9)
* Regarding access to houses on Ladysmith Road – forwarded to the allotment committee and Cllr G Maskalick. (10)
* Informed that Mr. Christmas tree provides an installation service and would the Parish Council consider talking to him about that for next year – Mr. Christmas tree called the Clerk to inform her of this and is more than happy to provide this service for us. (11)
* Request for a copy of the update on the Clerks request to DCC as to why the culvert upgrade on Cole Lane was rejected, this was on the correspondence list for December meeting – information forwarded. (12)
* Request for some sandbags – picked them up. (13)
* Requests for copies of minutes – all forwarded. (14)
* Regarding the charity accounts. (15)
* Request for information on who owns Ladysmith Road and Elm Street allotments – information forwarded. (16)
* Hall hiring enquiries, updates and issues – in the process of getting the water boiler fixed. (17)
* Allotment enquiries and updates. (18)
* Interment, updates and EROB transfer enquiries. (19)

Other emails received:

* 2commune update on discontinuation of the website service. (20)
* Cuttlefish update- the providers of the website to 2commune will continue running the service exactly the same as 2commune – accepted. (21)
* Numerous emails from Stanley and Stanley Parish Council:
  + Organising a meeting on the removal of the concurrent functions – forwarded to Councillors. (22)
  + Minutes of the meeting. (23)
  + Copy of letter to sign and return – unable to do this as they wanted it back before our next Parish Council meeting and the Parish Council would have needed to agree to it being signed. (24)
* Hydro-Logic Services - confirmation of credits added to our text service. (25)
* East Midlands Airport airspace change stage 2 – sent to Councillors. (26)
* Derbyshire Police – Notice board poster and special constable council tax discount information. (27)
* Cleaners annual leave for 2024 - Clerk to cover in her absence. (28)
* Spondon RBL – request for information as to if their cheque had been banked – banked on the 12th. December 2023. (29)
* Professional applier of grants – informing us of their service and costs – filed as an option for help when there are grants to apply for. (30)
* Vectare – request to speak at a future meeting regarding the 9/9a bus service – request accepted for the end of public speaking with the possibility of joining the march meeting. (31)
* Derby and Sandiacre Canal Trust – copied into their email regarding manhole 1001. (32)
* WHP Telecoms LTD – pre-consultation - forwarded to Councillors. (33)

Emails received from EBC:

* Planning applications/amendments/appeal decisions:
  + ERE/0124/0024 Denton, Bare Lane, Ockbrook – Single storey extensions to front, rear and side dwelling, external alterations to elevations and addition of render.(34)
  + ERE/0124/0004 17 Yew tree Avenue, Ockbrook – Single storey rear, two and single storey side and two storey front extensions and associated external alterations. (35)
  + ERE/1223/0022 71 The Ridings, Ockbrook – Single storey side extension and internal alterations. (36)
  + ERE/1223/0004 18 Holme Farm Close, Ockbrook – Erection of new bungalow to rear of the garden. (37)
* Youth and Community Engagement worker – forwarded to Councillors J Fraser Burton and G Maskalick. (38)
* Sandiacre neighborhood plan 6-week consultation. (39)
* Media release – Long Eaton cinema and nightclub to be replaced by homes and commercial units. (40)
* Core strategy review – forwarded to Councillors. (41)
* Ordinary meeting, forum and planning meeting agenda/minutes. (42)

Emails received from DCC:

* Derby local plan newsletter. (43)
* Update on the Clerks request for the road markings on Victoria Avenue to be remarked – now completed. (44)
* Update on the Clerks request for the Collier Lane flooding issues to be looked into - Stated it has been investigated and is unactionable. (45)
* Update on the Clerks request to investigate the returning large puddle on the Victoria Avenue slip road – stated it has been investigated and is unactionable. (46)
* Community event for residents affected by flooding – sent to Councillors and put on the website and Facebook. (47)
* Link to the DCC website regarding potholes. (48)
* Community news x 3 – on website and Facebook. (49)

Emails from DALC including Januarys newsletter – Forwarded to Cllrs (50)

Numerous emails received from NALC - forwarded to Cllrs. (51)

SLCC updates and news bulletins. (52)

ICO updates. (53)

Rural action newsletters. (54)

Mentall Matters newsletter. (55)

Neighbourhood Planning newsletter – forwarded to Councillor A Dunn. (56)

Magazines:

* Clerk and Council Direct. (57)
* The Clerk. (58)