

**MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 1ST
FEBRUARY 2017 AT THE COUNCIL OFFICES AT 95 HIGH STREET, KINVER**

PRESENT: Councillor H Williams (Chairman), Mrs L Hingley (Vice-Chairman),
Councillors: Mrs C Allen, IG Sadler, DH Hadlington, D Light, J Irving-Bell, N Other, J Cutler,
Miss V Webb, BR Edwards, Mrs D Geoghegan, G Mander and P Wooddisse

OPENING PRAYERS - Rev. Anne Furness led the Council in prayer.

20. APOLOGIES FOR ABSENCE

Councillor JK Hall sent his apologies due to holiday commitment.

21. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

Councillors N Other and J Cutler declared a pecuniary interest in relation to item 25, as they are both Church Wardens.

22. MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the meeting held on 4th January 2017, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting with the following exception:-

To be added to item 10 - The 3 cameras in the High Street are proposed to be replaced with newer versions.

The map of the Car Park was not attached to the previous minutes, the Clerk is waiting for this map from the legal officer at the District.

23. MATTERS ARISING FROM PREVIOUS MINUTES

23.1 The Kinver sign on Cookley Lane has been stolen again. It has not been thrown in a hedge as far as we can see. The Clerk was requested to submit an insurance claim for the sign. In the meantime replace it with the old metal sign that was removed prior to the new signs being erected.

23.2 Community Speed Watch Kinver

The local coordinator has contacted the Parish Office to inform us that the Community Co-ordinator would like to set up a meeting with the Parish Council and the local Speed Watch Group to discuss purchasing a speed device for the group as at present they do not have one. It was also asked if the Council could delay their decision on flashing speed signs until such a meeting has taken place. Members at the previous meeting had agreed that they would pursue the flashing speed signs as that is a separate issue to the Community Speed Watch.

24. PUBLIC PARTICIPATION

Standing orders were raised to enable members of the public to speak.

Mrs M Rogers reported that she and Mr H Rogers are the Locality 5 Community Connectors, and if anyone needs any help they should be referred to them.

Standing orders were re-instated.

Councillors N Other and J Cutler left the room at this point.

25. TO DISCUSS REQUEST FROM ST PETERS CHURCH, KINVER UNDER SECTION 215 OF THE LOCAL GOV'T ACT 1972 FOR THE APPLICATION OF THE TRANSFER OF RESPONSIBILITY FOR THE CHURCHYARD

We received a request from St Peters Church on the 12th January 2017 to ask the Parish Council under section 215 of the Local Government Act 1972 to transfer the responsibility of the churchyard.

The Clerk has investigated the procedure for dealing with this request, using NALC's legal topic note which states:-

“Responsibility for maintenance of a closed churchyard

(Parishes in England close to the Welsh border should read paragraphs 20 to 22 below first.)

6. Once a churchyard is closed, responsibility for maintenance falls on the parochial church council (PCC) for the parish in which the churchyard lies pursuant to section 215(1), Local Government Act 1972 (hereafter referred to as LGA 1972). The PCC is required to keep the churchyard in decent order and its walls and fences (including gates) in good repair.
7. By virtue of s.215(2) of the LGA 1972, a PCC may at any time serve a written request on the parish council or, in a parish without a council, on the chairman of the parish meeting, to take over the maintenance of the churchyard. Where two or more parishes are grouped under a common council, the request is served on the chairman of the parish meeting of the relevant parish in the group. Subject to s.215(3) of the LGA 1972 (see next paragraph), the council or meeting takes over the maintenance three months after service of the request.
8. Within the three month period referred to above, the council or the meeting can pass on the maintenance responsibility to the district council. The mechanism by which they can do that is by passing such as resolution and then giving notice of that resolution to the district council and to the PCC. At the expiry of the three months (see paragraph 7) the district council must take over the maintenance. If the three months period expires without the council having made such a resolution, however, the district council can no longer be *required* to take over the maintenance of the churchyard although it has the *power* to enter into an agreement to do so pursuant to s.101 of the LGA 1972. Additionally (or alternatively) the district council has the power to make a financial contribution towards the cost of maintenance pursuant to s.214(6) of the LGA 1972.

9. Whilst the statutory minimum period of notice under s.215(2) is three months, longer notice is usually given in practice - with at least twelve months being the norm where extensive repairs are needed. Such notice is required to enable the relevant local authority to budget and precept for any necessary expenditure.
10. If a parish council or chairman of a parish meeting is asked, whether formally or informally, to take over maintenance of a closed churchyard, a request should always be made to see the relevant Order in Council. It sometimes happens that the churchyard in question, although no longer used for burials, has not been formally closed. In such a case, the parish authority is not obliged to take over responsibility, although it may contribute financially to expense of the PCC in relation to maintenance (s.214(6), LGA 1972). In practice, a parish authority would probably be well advised to seek to avoid a formal transfer of responsibility by offering financial assistance under s.214(6). By so doing, the PCC would remain responsible for maintenance with the parish authority helping financially.
11. If a formal request is received from PCC, should the parish authority resolve to hand on responsibility to the district council? There are both advantages and disadvantages in doing. The advantages are –
- a) the parish authority has no functional/management responsibility for the upkeep of the churchyard;
 - b) the parish authority does not have to use its own financial resources for maintenance; and
 - c) the parish authority does not have to employ staff or contractors to carry out maintenance work.
12. The disadvantages are –
- a) the district council may (and probably will) treat the expense of maintenance of the churchyard as a “special expense” under section 35 of the Local Government Finance Act 1992 chargeable only on the council tax payers of the parish;
 - b) the cost of maintenance by the district council is likely to be higher than that which the parish authority would incur because of the relative inefficiency of carrying out a small-scale job with a full-time work force or contractor; and
 - c) the standards and policies of the district council in relation to the upkeep of the churchyard may not be to the liking of the parish authority or to the local inhabitants.
13. On balance, NALC takes the view that the disadvantages are likely to outweigh the advantages and therefore advises member councils and meetings not to pass on

responsibility to a district council when a formal request is received under s.215(2) of the LGA 1972. Where responsibility has been passed on, it cannot formally be passed back to the parish authority, but an arrangement could be made with the district council under s.101 of the LGA 1972 whereby the parish authority exercised the district council's powers, with or without a financial contribution in pursuance of s.214(6) of the LGA 1972."

If the Parish Councillors decide they do not wish to take on the responsibility of the Churchyard, then within the 3 months from the 12th January, they must serve notice on the District Council and the PCC for the District Council to take on the responsibility.

It was proposed by Councillor D Light and seconded by Councillor Miss V Webb, that the request from the PCC to take on the responsibilities of the closed churchyard is refused and passed formally to the District Council.

On a vote this was carried with 8 for, 4 abstentions (2 members were not in the room).

26. UPDATE ON DISCUSSIONS WITH MATHEW ELLIS

Councillor D Hadlington reported the following report from West Mids Police cycle safe Initiative :-

"The meeting in Birmingham was well attended, with forces from as far away as, Leeds, Yorkshire and even Scotland, Conspicuous by their absence was Staffs Police!!

The initiative has proved to be a huge success, not just for cycle safety but road safety for all road users. In the course of carrying out camera surveillance fitted to bicycles, 2 drivers have had licences revoked for failing the eye test, numerous uninsured or not taxed vehicles caught, defective tyres or other dangerous maintenance issues noted, mobile phone users cautioned, etc.

Also other crimes or people the police are interested in were spotted. With approximately 1 cycle awareness patrol a week, on average 80 stops (10 an hour approx) with advice given, 20 NIP's (prosecution intended) with all after taking legal advice accepting their driving was at fault and attended the safety awareness course at a cost of £80 to £100. Only 1 in total has decided to go ahead and be prosecuted, which WMP are looking forward to, as it will more clearly define the line under which prosecutions can be certain to stick.

The current line under which drivers are prosecuted has been defined by the CPS, the Top Magistrate and the Top Barrister as, " Would you expect a learner driver who is taking his test to pass or fail if they were to carry out the manoeuvre as shown in the video of your driving?" Fail? Prosecute. The camera they use , by the way, and recommend. Is exactly the same ones as I use. I'm told that these have better chips in them than even the " Bobby cams" police use. And calibrated / accredited or not, 3rd part evidence is provided by the camera and is admissible in court.

The cost of all of this I'm told is NOTHING. It is cost neutral. The safety course costs all go back in the pot.

A system of self reporting , and computer logging of incidents reported by cyclists, is being developed and it is foreseen that by Sept a complete “ of the shelf” package will be available for all forces to use.

Of note is which countries have the best or worst drivers? Best.... Germany, GB , Australia. All with F1 drivers who have consistently had drivers in the top 5. The WORST..... Australia , GB, Germany!!! Calculated by number of road users to cyclists and the mileage cyclists do, to the number of KISSIS, being Kills or Sustained Serious Injuries. The Netherlands were way down the list with the same number of KISSIS but with 15 times more cycle miles. GB is 7.5 time more dangerous than the Netherlands, you have to double their number of KISSIS then double it again and double it once more to reach GB's total. France and Italy , who have less punitive measures on cycle safety are the best performers. This being proportionate and perceived to the dangers on their roads. Their police have little need to charge motorists as their culture is one which revolves around cycling on the roads, so driver awareness is infinitely better. West Mids Police have the full support of Birmingham City Council and their PCC, and have support from Jaguar Landrover , DHL, and other big businesses. Getting the message over to motorists is still seen as vital, and press features and fliers are seen ways to achieve this. I have written to Biffa, Halfords, NX coaches and Prospect coaches, only 2 have replied. I would like this councils continued support so I can write to the CO OP and others (your suggestions welcome) who it is hoped will agree to having cycle safety livery (Stickers) on their fleets.

Give me five... Keep me alive. Give space....Be safe.

I hope this council could ask the local press for some “ free” features on this. Getting the message across to our Police force too.

GB: 3500 KISSIS an estimated 20,000 unreported close passes, on cyclists alone. Add other vulnerable road users and the figures are 5500 KISSES.

WMP and other Forces see a Bobby on a bike fitted with cameras, out on “the beat” akin to having 5 or 6 patrol officers on the beat. Eyes and ears all around, irrefutable evidence, and making a huge difference to road and community safety.

Safety on our roads is number 1 on all Forces and Councils lists of what do the public want?”

Councillor D Hadlington is speaking to local businesses to work with them to produce a sticker / leaflet campaign to improve awareness for vulnerable road users and he asked that the leaflet and information is passed to the Chief Inspector and Mathew Ellis, this was agreed. Members thanked Councillor D Hadlington for his work on this matter.

27. TO CONSIDER APPOINTING A PARISH COUNCIL CONNECTOR

The role of the Parish Council Connector is below:-

- The SSCVA help to engage with local groups / organisations to promote and setup facilities for the community.
- They work with local Councils and voluntary / charity groups.
- Their aim is to help people and connect the community together.
- They are looking for a representative from every Parish Council to become the local Parish Council Connector.
- There are also to be 5 Community Connectors one for each Locality, Mrs Margaret Rogers is the Connector for Locality 5.

- The role entails the following:-
 - To promote the Goodlife Website
 - To have a standing agenda item to update the local Council on work that is being undertaken for the role
 - Attend the Lets Work Together sessions at Codsall 4 times per year
 - Link in with other Connectors each week
 - Promote the Good Life through local community events

In addition to the above Maggie Quinn has sent through the following information:-

“The Structure in local communities is as follows:

Good Life Agents –

- Jan Wright - covering the whole of South Staffordshire, linking in with district councillors and parishes as required.
- Liz Minshall – covering Locality 3 – working closely on 2 projects with the county, district and parish councillors, voluntary & community sector and residents.

Community Connectors –

- Volunteers linking in with Community Groups, Non-for-Profit Organisations, Charitable Organisations to assist them in developing their group.

Good Life Parish Connectors –

- A Parish Champion who is a parish councillor or linked closely to the parish council.
- Someone who knows their local area, the local groups and organisations based in the parish or local residents who are active and may be interested in doing more in their community.
- Someone who is willing to be the conduit between these local groups etc. and put them in touch with the Community Connector or South Staffordshire Community Voluntary Action (SSCVA) who support local communities and volunteers and assist them in developing, should they wish to start a local group (e.g. youth group, book club, art club etc) or volunteer their time to help an organisation locally.
- Someone who is willing to promote the Good Life Website to the parish council and local community. Who is willing to ask local groups to check that they are registered on there and see what else is going on in the locally.

The Good Life Parish Connector will be invited to meet with other Parish Connectors and the Community Connectors (probably twice a year) to understand the network of support being built.

The Good Life Parish Connector will not be working alone as there will be other Parish Connectors in neighbouring parishes who can offer support and locality networking . If they choose to meet locally, that is fine and can also be supported by SSCVA.

There will always be a contact point where they can get the support they need. “

The Leisure and Amenities Committee thought that having a Parish Connector would be useful as they types of projects that the Connectors can help with are items such as the Youth Initiative.

The Chairman asked for a volunteer for this position but unfortunately no one at this time was able to take this role on.

The Clerk will contact Mrs Quinn and let her know the decision of the Council.

28. OUTSTANDING MATTERS FROM THE DISTRICT / COUNTY AND COUNTY / DISTRICT COUNCILLORS TO ADDRESS THE COUNCIL ON ANY MATTERS RELEVANT TO THE PARISH

Councillor BR Edwards reported the following:-

- The budgets for the other authorities, have been set with increases of just under 5% for the County / District, and just under 2% for the Police / Fire service.
- The Government have removed the grant for the new Homes, and passed it onto the County towards Social Care.
- The District Council has reorganised their Directors and gone from 5 to 3. The new Chief Executive is now in post, and savings have been made by not appointing a Deputy Chief Executive.

Councillor Mrs L Hingley reported that the District Council are looking at setting up a Lottery, where the profits will be spent on CAB / SSCVA type organisations within South Staffordshire.

29. REPORT OF THE CHAIRMAN

The Chairman reported he attended with the Clerk the opening of the new library.

30. CLERK'S REPORT

The Clerk reported on the following matters –

30.1 Letter re Pavements over the bridge on Mill Lane

A concerned resident has written to complain about the state of the footpaths over the bridge. This has been forwarded to County Councillor Edwards who has contacted the County Council and the Clerk has forwarded their response to the complainant.

30.2 Grant request from FKoS for costs towards a planning application for a bridge over the river Stour linking the canal towpath and Brockleys Walk Park, this was referred to the Finance Committee.

In addition the Group have asked the Council for a letter of support for the project. At this time the Parish Council could not do give their support, if the Council agreed then this could be given after the planning application has been submitted as it would be predetermination

30.3 Locality 5 Police Forum

The date for the next event is Wednesday 24th May 2017 at Wombourne Police Station 5 – 6.30pm.

This was noted.

30.4 Phone box removal

BT have confirmed that the phone box at Potters Cross is to removed, however the one at Edgeview Walk is to be retained. This was noted.

30.5 Update on Play Area damage

The play area has been fully repaired and the following email has been received from PC Bromley:-

“I was in touch with CPS, I spent a good hour on the telephone with them, the result being, that Staffordshire Police youth offending service were unable to give any guidance on the two young boys punishment due to the reckless act and value along with it being in the Public domain.

As such CPS sent me through via email, charges to Court for both boys. Result.

CPS checked and double checked their guidance and had no choice but to charge, so I prepared a full file where the charges would be sent to the boys home address in the post.

At this time I have not been given any Court date.

If the boys were adults, there would be a hearing at Magistrates who would not be able to deal due to the value etc, they would set a date for Crown Court for purpose of custodial sentences, Arson through reckless act carries for an Adult maximum ten years.

So upon the boys first hearing, Mags Court will need guidance from CPS as to which way to go, as CPS have written the crime up as though the boys were Adult, hope you follow.

This was noted

- 30.6 The KSCA are changing their constitution to be in line with current requirements and are reducing the amount of trustees that they have. Therefore as from May, the Parish Council will have 2 seats on the Committee and 1 District Council seat. The County Councillor trustee will be removed. This was noted.

30.7 Publications to note

Churchill and Blakedown Parish Council agendas

30.8 Superintendents report

Oct – January 2017

- We have had 4 new Burial plots (2 of these have been for ashes interments).
- 1 New Tablet installed.
- 1 new headstone installed.
- 1 scattering of ashes
- A request for a wooden memorial has been received, asking that the Burial Ground Committee reconsider this being allowed. This is against the rules and regulations set by this Burial Authority. Members took a vote on the Council’s Rules and Regulations should be adhered to, and this was carried with 9 votes for, 3 against and 2 abstentions. Therefore the application is refused, the Clerk will write to the deed holder and let them know the Parish Councils decision.

- We have written to 2 deed holders, one to ask them not to keep cutting around the edge of the headstone, the second to inform them the headstone is tilted row is now complete for cremated remains by the water tap and the new path. Although the row is not right up to the turning circle the stones will be too close to the path edge if we continue along there.

Outstanding items for Comber Ridge

To look at the Rules and Regulations, to simplify some of the pages (amendments proposed in red). The rules as attached as Appendix 2 to these minutes were agreed.

31. COMMITTEE REPORTS

31.1 Leisure and Amenities Committee meeting of the 18TH January 2017

The minutes of the above meetings, having been circulated, were **Received**, there were no Recommendations made to the Parish Council.

31.2 Planning & Development Committee Meeting of the 25TH January 2017

The minutes of the above meetings, having been circulated, were **Received**, the following Recommendations in item 6 of those minutes were made to the Parish Council.

This was agreed.

Councillor D Hadlington formerly resigned from the Planning Committee on the grounds that the Vice Chairman of the Parish Council and of the Planning Committee voted against the Parish Council's recommendation in relation to the Grey House Planning Application.

It was noted that different rules apply to the District Council's Planning meetings, but this does highlight the issue of District Councillors sitting on local planning committees.

32. ACCOUNTS FOR PAYMENT

The accounts as set out as appendix 1 to these minutes were accepted.

33. REPORTS FROM MEMBERS ON OUTSIDE BODIES

Councillor Mrs D Geoghegan attended a meeting of the Twinning Association, they have several new members and are planning a trip to Mer in May. It was noted that Councillor P Wooddisse is the second representative and was not informed of the meeting. There had been no formal invitation to the meeting only a chance encounter with someone on the group that informed Councillor Mrs D Geoghegan of the meeting. The Clerk will write to the Group and pass on the contact details again.

34. ITEMS FOR FUTURE MEETINGS

If there are any additional items for the next agenda these need to be with the Clerk by Monday 20th February 2017.

Library grant

Speed limit on Church Road and signage

35. DATES OF THE NEXT MEETINGS

Finance and General Purposes Committee
Planning and Development Committee
APM
Parish Council
Leisure and Amenities Committee

8th February 2017
22nd February 2017
1st March 2017 (6.30pm)
1st March 2017
22nd March 2017

All meetings to start at 7.00 p.m.

DRAFT

Appendix 1 to the minutes of the Parish Council meeting held on the 1ST February 2017

Accounts for payment 1st February 2017

<u>Chq No</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
100861	R H Electrical	Removing Xmas lights	1150.00
100866	SCC	Van Lease	326.84
100867	British Telecom	Phone / fax and broadband	533.04
100868	Edge IT Systems	Edge support accounts software	501.60
100869	QVS	Christmas light bulbs	176.40
BACS	Safe and Sound	Health and Safety risk assessment	92.00
100870	Petty Cash	January	84.93
BACS	Pure Shine Windows	Windows cleaned	16.00
Total			2880.81

<u>Chq No</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
100871	Archer Safety signs J R K Computer	Signage for Shoppers car park	109.74
100872	Supplies	Stationery	28.68
100873	Kinver Edge Farm Shop	Car Park works at KSCA	60.00
100874	Kinver Edge Farm Shop	Opening toilets	80.00
100875	OCL	Supplies	24.49
100876	P & S Contracts	Edges at Comber Ridge	1487.50
100877	R H Electrical	Christmas Lights repairs	300.00
100878	R H Electrical	Garage works	3360.00
100879	SCC	Pensions for January	1501.89
100880	Swops	Dec fuel account	115.93
100881	Viking Direct	Stationery	31.03
100882	Wicksteed J R K Computer	Repair to climbing net	9591.46
100883	Supplies	Supplies	100.14
100884	Archer Safety signs	Sign for KSCA Car park	64.14
100885	D Hadlington	Travelling expenses for Police meeting and cycle safety	74.75
Total			16929.75

List of Monthly Direct Debits

DD	SSDC	Comber Ridge Rates	35.00
DD	SSDC	Office rates	300.00
DD	Utility Warehouse	95 High Street Gas and electricity	176.52
DD	Utility Warehouse	Kinver Edge Toilets	10.57
DD	Utility Warehouse	High Street Toilets	14.52
DD	Utility Warehouse	Mobile phone	32.10
DD	Salaries	February	4514.23
DD	Inland Revenue	January	1079.77
DD	Postage		106.00
DD	Siemens	Annual franker charges and scales	181.64
DD	Midshires	Copier charges and printing	281.39
Total			6731.74
Total Expenditure			26542.30

Receipts

Burial Fees	750.00
Toilet Income	49.20
VAT	2053.83
Total Income	2853.03

COMBER RIDGE

BURIAL GROUND AND GARDEN OF REMEMBRANCE

RULES AND REGULATIONS



February 2017

KINVER PARISH COUNCIL

Jennifer S Spaul
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MESSAGE FROM THE CHAIRMAN OF THE PARISH COUNCIL

Thank you for choosing our beautiful hillside setting of Comber Ridge as the final resting place for your loved one.

As you might know, the Comber Ridge Burial Ground is owned, managed and maintained by the Parish Council for the sole benefit of the residents, and past residents, of the Parish of Kinver and their immediate families. We are non-profit making and our costs are met partly from the interment fees we charge but, in large, part from the Council Tax payments of parish residents.

Local Councillors take a keen interest in the Burial Ground. We look on it as a part of our local community and try our very best to keep it in good condition. As the years pass, we hope that you also will come to regard it as a very special place.

Few of us like Rules and Regulations. However, if we are to keep the Burial Ground in good order these are very necessary and I attach a copy for you to keep. I realise that now might not be the best time to ask you to read them. However, when you feel able to do so, it would be helpful if you could study these Rules and Regulations so as to understand what we are trying to achieve at Comber Ridge. In doing so, it will help us to maintain this unique Burial Ground for the benefit of us all and for future generations.

Thank you.

H Williams
Henry Williams
Chairman
Kinver Parish Council

AN INTRODUCTION TO COMBER RIDGE BURIAL GROUND

Welcome to Comber Ridge. Thank you for choosing or thinking of choosing this lovely place for your loved ones.

Kinver Parish Council, in managing the Burial Ground seeks to achieve a sense of peace and tranquillity, so greatly valued by those who have loved ones interred here.

To achieve this we must apply some rules and regulations whilst remembering that Comber Ridge is not a city cemetery; nor is it a busy urban churchyard. It is a consecrated, grass covered, rural hillside burial ground. There is also an area not consecrated, for those who prefer that. Those who visit there enjoy that sense of peace, order and tranquillity that these Rules and Regulations are designed to maintain.

We ask you, therefore, to remember that –

To help with maintenance, we like to keep grave areas tidy and uncluttered. What one person might find to be as acceptable, grave adornments, can prove to others a distressing distraction – especially at times of recent bereavements.

Additionally, if we are to maintain the burial ground to a good standard, there needs to be some restriction both on the sizes of headstones and tablets used and as to what may be placed on graves and cremation plots. Details of these restrictions are given in the following Rules and Regulations. The Parish Council reserves the right to remove from grave spaces any items that do not comply with these Rules and Regulations, or are otherwise unsuitable in its view.

As in life, even so in death, only consideration for the needs of others will ensure that we achieve the result that best serves our community overall. We ask you, therefore, to read and observe these Rules and Regulations in that spirit. In doing so, you will assist us in maintaining the ambiance of Comber Ridge.

COMBER RIDGE BURIAL GROUND RULES AND REGULATIONS

Unless stated otherwise below, the terms “grave and “interment” apply equally to coffin burials and to the burial of cremated remains (ashes). They do not apply to the scattering of cremated remains, which is covered by a separate section in these regulations.

The Right to be Interred at Comber Ridge

The fees charged for interments meet only a portion of the cost of running and maintaining the burial ground. A significant amount of the cost is met by the council tax paid by residents of the Parish of Kinver. Accordingly, the right to interment applies strictly only to those who were residents, or one time residents, of the Parish of Kinver. Provided always that sufficient space remains within the plot in question, the right extends also to the immediate family of such a person, the immediate family comprising strictly the wife, husband or long time partner, sons and daughters of the person establishing the initial right to interment. Only one interment per deceased person is permitted within the burial ground.

Note: For the avoidance of doubt, the right to interment does not extend to the mother or father of the person establishing the right to interment.

Allocation of Individual Interment Plots (Sequential Burial)

Sequential Burials

Comber Ridge Burial Ground was designed to be of a natural but orderly appearance so as to complement the great natural beauty of the surrounding countryside. In order to achieve this objective a policy was adopted to have open plan grassed burial areas throughout. So as to maintain these grassed areas in good condition at a reasonable cost and to maintain the overall appearance of the Burial Ground, a policy of “Sequential Interments” has been adopted both for coffin graves and for graves containing caskets of cremated remains.

The term “Sequential Interments” means that grave spaces are allocated in sequence as requests to inter are received. In this way rows fill up progressively and the Burial Ground develops in a progressive and orderly manner – rather than piecemeal with individual graves dispersed over wide areas. Unfortunately, this means that it is not permitted for plots to be reserved in advance and individual purchasers of the exclusive rights to inter, cannot be given a choice as to the precise location of the grave space allocated. It is appreciated that families might wish ideally to be allocated plots adjacent one to the other. Unfortunately, this policy prevents that being achievable. However, the policy is set having regard to the best interests of the Burial Ground and its clients overall.

In the case of any one deceased person, all of the remains shall be presented for interment and shall be interred in the same plot at the same time.

Capacity of Grave Spaces

A maximum of three interments is permitted in any coffin grave. Practical considerations make it prohibitive for such graves to be dug to any greater depth. Clearly, the depth to which a grave is dug for the first coffin dictates whether it will be possible for the family to use the grave space again for one or two further interments in the future. For that reason, it is very important that bereaved families make their intentions for future interments in the grave space clear to their Funeral Director in the period prior to the first interment. The application form, submitted at the time of the initial purchase of the exclusive right to inter, contains a specific question on this matter and it is important that it is completed clearly. This is the responsibility of the bereaved family and their Funeral Director and errors made in the depth of the first interment cannot be rectified once that interment has taken place.

The same principles as set out immediately above apply also to interments of caskets of cremated remains. However, in these cases, the maximum permitted number of caskets in any individual grave space is two. Again, bereaved families must make their intentions for future interment in the grave space clear to their Funeral Director in the period prior to the first interment – and again there is a specific question on this matter on the application, which they must ensure is completed clearly.

For the avoidance of any doubt in the future, it is important that the deed to each interment plot (whether for coffin or casket interments) is endorsed with information as to the depth of the original interment and, therefore, the capacity for further interments within that individual grave space.

Conditions relating to the Specially Designated Area for the Interment of the Remains of Children

The Burial Authority has set aside a special area for the interment of the remains of children. The special fee structure for the Interment of “Infants and Young Children” as set out in the table of fees and the following conditions apply to interments in this specially designated area –

The special area of interment for children be defined as providing single capacity graves available for the interment of stillbirths and children up to and including the age of 12 years

Irrespective of whether an individual grave within this special area contains a cremated remains casket or coffin interment, the only approved form of memorial shall be a headstone of a kind and dimensions as defined in the Burial Ground Rules and Regulations. There shall be no compulsion on any family to use the special area for the interment of the remains of children and those wishing to inter such remains in traditional coffin or cremation casket areas shall be free to do so upon payment of the full charge appropriate to those other areas. The qualification (in relation to family residency etc) for interment within the children's area shall remain that defined in the Burial Ground Rules and Regulations for interment within the Burial Ground in general.

Maintenance of Interment Plots

Following an interment and once the ground has settled, the Parish Council will arrange for the area of the grave to be restored to provide a level surface and for it to be seeded with grass. This seeding must be allowed to establish so as to provide a grassed area over the surface of the grave space and the surface level must not be disturbed. The perimeter of the grave space must not be marked out in any way. No artefacts or flowers etc. may be placed on the grassed areas of the grave space and any floral tributes/plants must conform to the provisions of these Rules and Regulations.

The above shall not preclude the placing of the floral tributes on the grave surface immediately following the interment and prior to the seeding of the area. The Parish Council will leave these initial floral tributes in the care of the relatives of the deceased for a period of 4 weeks, after which tidying of the area will take place in preparation for the grass seeding to be carried out. This process might involve the removal of floral tributes from plots.

The purchasers of the exclusive right to bury are asked to keep their plots in general good order – but they are neither required nor permitted to cut the grass on or around their individual plots.

It is a key element of the overall design plan for the burial ground that grave spaces shall be grassed and the Parish Council arranges for the grassed areas to be mowed regularly throughout the growing season. In order that the burial ground can be maintained effectively, it is essential that the following Regulations be followed relating to what is permitted on grave surfaces.

Dimensions, Materials and Inscriptions for Headstones to Coffin Graves in section H

In order to facilitate maintenance of the grassed areas, there is a limit on the dimensions of headstones and plinths in respect of coffin grave spaces. Such headstones must be 750 mm (2ft 6ins) high and between 600mm (2ft) and 450mm (1ft 6ins) wide. Headstones must be between 150mm (6ins) and 75mm (3ins) thick. Each headstone must be mounted on a plinth which must not project more than 180mm (7ins) in front of nor 100mm (4ins) behind the headstone. The overall height from the ground of the combined plinth and headstone must be no more than 850mm (2ft 10ins).

Headstones/plinths must be mounted on a foundation slab, which must be set flush into the ground. Such foundation slabs may not exceed surface dimensions of 900mm (3ft) by 450mm (1ft 6ins) and have a minimum thickness of 65mm (2½ ins).

All headstones laid within the burial ground shall incorporate a "Ground Anchor" system complying with "Best Industry Practice".

Within each plinth may be a recess to take only one single flower vase or pot. Any flowers/plants to be placed on the grave must be accommodated in that recess. Any additional vases / pots / trinkets placed on the grave will be removed by the grounds staff.

Headstones must not carry photographs, holograms or other such similar devices. The surfaces of headstones must be of a matt nature and must not be of a polished, specular, reflective or honed nature. This is particularly important and is to avoid the headstones becoming sources of glare when viewed from Kinver Edge.

Whilst the Parish Council does not wish to prescribe the inscriptions on individual headstones, such inscriptions should contain only the name(s) of those interred, relevant dates and a simple tasteful message such as “Rest in Peace” or “Always in our Thoughts” etc, together with any approved graphics.

Inscriptions shall be understood to cover anything displayed on the headstone including all graphics (for example, Badges, symbols religious or otherwise, scenes, or other depictions). Any such graphics proposed must be shown on the application and approved specifically in advance by the Burial Ground Superintendent. Graphics so approved may not be highlighted or coloured in any way but must remain in their natural engraved state.

The wording on headstones to include the name(s) of those interred, relevant dates and a simple tasteful message such as “Rest in Peace” or “Always in our Thoughts” etc may be left in their natural engraved state or highlighted in gold or black, but may not be highlighted in any other colour (including white)

Any proposed wording on headstones going beyond the simple nature of the kind described in the preceding paragraph may be used only if approved specifically by the Burial Ground Committee.

All headstones and plinths, in addition to meeting the above specifications, must be approved in advance by the Parish Council and must be of one of the following materials –

Limestone

Fine grained Sandstones

Slates

Granites

If it is not desired to have a headstone, one single flower vase only may be left at the head of the grave to receive floral tributes. In such circumstances, no floral tributes, other than those that can be contained within this vase, may be left at the graveside. The single flower vase must not be made of glass / ceramics or china.

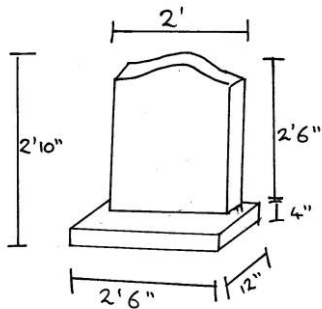
No kerbstones, railings, markers or any similar device may be erected around the grave space.

If purchasers of the exclusive rights to bury have any doubts as to the acceptability of the stone which, they wish to use – or doubts upon any other matters; they should ask their Stone Mason/Funeral Director to seek advice from the Parish Council’s Burial Ground Superintendent. It is important that this is done to avoid abortive expense to themselves at a later date should, for example, the Council not be able to accept their first choice of stone or any aspect of the inscription planned thereon.

Dimensions, Materials and Inscriptions for Headstones to Coffin Graves in section J only

In order to facilitate maintenance of the grassed areas, there is a limit on the dimensions of headstones and plinths in respect of coffin grave spaces. Such headstones must be a maximum

height of up to 750 mm (2ft 6ins) and between 600mm (2ft) and 450mm (1ft 6ins) wide. Headstones must be between 150mm (6ins) and 75mm (3ins) thick. Each headstone must be mounted on a plinth which must not project more than 180mm (7ins) in front of nor 100mm (4ins) behind the headstone. The overall height from the ground of the combined plinth and headstone must be no more than 850mm (2ft 10ins).



Maximum dimensions shown (not to scale)

Headstones/plinths must be mounted on a foundation slab, which must be set flush into the ground. Such foundation slabs may not exceed surface dimensions of 900mm (3ft) by 450mm (1ft 6ins) and have a minimum thickness of 65mm (2½ ins).

All headstones laid within the burial ground shall incorporate a “Ground Anchor” system complying with “Best Industry Practice”.

Within each plinth may be 2 recesses to take flower vases or pots. Any flowers/plants to be placed on the grave must be accommodated in those recesses. Any additional vases / pots / trinkets placed on the grave will be removed by the ground staff.

Headstones must not carry photographs, holograms or other such similar devices.

Whilst the Parish Council does not wish to prescribe the inscriptions on individual headstones, such inscriptions should contain only the name(s) of those interred, relevant dates and a simple tasteful message such as “Rest in Peace” or “Always in our Thoughts” etc, together with any approved graphic.

Inscriptions shall be understood to cover anything displayed on the headstone including any graphic (for example, Badges, symbols religious or otherwise, scenes, or other depictions). Any such graphic proposed must be shown on the application and approved specifically in advance by the Burial Ground Superintendent.

The wording on headstones to include the name(s) of those interred, relevant dates and a simple tasteful message such as “Rest in Peace” or “Always in our Thoughts” etc may be left in their natural engraved state or highlighted in gold / black / silver / brown, but may not be highlighted in any other colour (including white)

Any proposed wording on headstones going beyond the simple nature of the kind described in the preceding paragraph may be used only if approved specifically by the Burial Ground Committee.

All headstones and plinths, in addition to meeting the above specifications, must be approved in advance by the Parish Council and must be of one of the following materials –

Limestone

Fine grained Sandstones

Slates

Granites

If it is not desired to have a headstone, one single flower vase only may be left at the head of the grave to receive floral tributes. In such circumstances, no floral tributes, other than those that can be contained within this vase, may be left at the graveside. The single flower vase must not be made of glass / ceramics or china.

No kerbstones, railings, markers or any similar device may be erected around the grave space.

If purchasers of the exclusive rights to bury have any doubts as to the acceptability of the stone which, they wish to use – or doubts upon any other matters; they should ask their Stone Mason/Funeral Director to seek advice from the Parish Council's Burial Ground Superintendent. It is important that this is done to avoid abortive expense to themselves at a later date should, for example, the Council not be able to accept their first choice of stone or any aspect of the inscription planned thereon.

Memorial Tablets on Plots containing Cremated Remains

Such commemorative stone tablets must be approved in advance by the Parish Council and must be laid flat in the approved position on the plot.

Each tablet may contain a recess to take one single flower vase/pot only. Any flowers/plants to be placed on the grave must be accommodated in one recess, placed on the tablet itself. Flowers/plants must not be placed on the grassed surface of the grave area.

Commemorative tablets are limited in size to 450mm (18ins) by 380mm (15ins) and must be mounted on a foundation slab fitted flush to the ground and with surface dimensions of 480mm (19ins) by 410mm (16ins).

No kerbstones, railings or any similar device may be erected around the grave space.

Additions/Amendments to Inscriptions on Headstones/Memorial Tablets

Headstones to coffin graves (and memorial tablets to plots containing cremated remains) may from time to time require additions or amendments to their inscriptions. This will usually be where additional interments within the grave space have occurred and it is wished to reflect this in the inscription.

However, this regulation applies generally to all changes made to inscriptions - even where the change is made without the need to remove the headstone/tablet from site. The term inscription covers graphics as well as wording (see page 4 of these "Rules and Regulations").

The following procedure shall apply also to any request to clean and/or re-gild or re-furbish a headstone or memorial tablet, whether or not the headstone/tablet needs to be removed from site for the process.

Before a headstone/memorial tablet is removed from site and/or any change is made to the inscription, written permission must be obtained from the Burial Ground Superintendent who will supply the appropriate application form for this purpose. A charge will be levied for such applications.

Once the work is completed, the headstone/memorial tablet may be returned to site only after inspection by the Burial Ground Superintendent has warranted that the works completed have corresponded with those for which approval has been given.

Works to headstones/memorial tablets on site may take place only with the express written permission of the Burial Ground Superintendent and are subject to the same application form procedure as described above.

Flowers placed on Graves

The following Rules relate to graves containing interred coffins and to those containing cremated remains.

It is acceptable for floral tributes to be of either fresh or artificial variety. If fresh flowers are chosen then varieties such as roses, sweet williams, geranium and iris are advisable since they appear to be the least attractive to rabbits. However the variety of flowers chosen is a matter for the personal preference of the donor. In lieu of cut flowers, one plastic pot plant may be left as a floral tribute.

All floral tributes including artificial flowers or a plant must be contained within the recess provided in the plinth/tablet where such a recess exists or otherwise on the plinth/tablet itself. No flowers or plants may be stood on the grave surface. However, these must be of an unbreakable material (no glass or ceramics) due to the potential of them breaking and causing injury to grounds staff. No other tributes or adornments may be left within the grave area.

The Parish Council does take steps to discourage the presence of rabbits. However, it must be remembered that with Comber Ridge being a rural hillside burial ground, the presence of rabbits is a natural occurrence.

In the interests of the good order of the burial ground overall, the Parish Council reserves the right to remove floral tributes (including pot plants) when they become spoiled, decayed or otherwise unsightly and/or where they do not comply with these Rules and Regulations. Similarly, the Parish Council reserves the right to remove from graves any items that do not conform to these Rules or Regulations or are otherwise thought by the Parish Council, at its sole discretion, to be unsightly or unsuitable.

Insurance of Graves, Headstones, Plinths, Memorial Tablets, Vases, Flowers etc

None of the above items is covered by the Parish Council's insurance policy and the Council can accept no liability whatsoever for any damage to, loss or theft of, these items or for the result of any instability or falling of headstones etc. Those purchasing the exclusive right to bury must maintain such items in a sound and stable condition at all times and are advised strongly to effect their own insurance cover for such items.

The Responsibility of Funeral Directors

The Funeral Director must be satisfied that the grave is correctly prepared and ready 24 hours before the interment of a coffin is due to take place. For a cremated remains plot, this should be prepared 1 hour before the interment takes place. All Rules and Conditions in the Local Cemeteries Order 1977 are to be observed. Funeral Directors must ensure that any operatives working on their behalf in the burial ground observe all statutory safety requirements and all appropriate safe working guidelines/practices.

The Scattering of Cremated Remains

As an alternative to coffin burials and the interment of cremated remains, the Council offers a service of scattering cremated remains in a garden of remembrance. Those selecting this service must appreciate that it does not include the provision for any tangible memorial to be erected at the last resting place of the deceased – nor does it permit floral tributes to be brought to the area of scattering. Furthermore, the area set aside as the garden of remembrance is not consecrated ground.

The Rules and Regulations specific to this form of committal are as follows –

The right to have Ashes scattered in the burial ground is restricted to those who were residents, or one time residents, of the Parish of Kinver. The right extends to the immediate family of such a person, the immediate family comprising strictly the wife, husband or long time partner, sons and daughters of those who so qualify.

Note: For the avoidance of doubt, the right does not extend to the mother or father of the person concerned.

All scattering of Ashes is strictly by prior appointment with the Burial Ground Superintendent and subject to the Certificate of Cremation being provided in advance to the Superintendent thus enabling the right as set out above to be verified.

Ashes are to be scattered by the Burial Ground Superintendent (or his representative) only, and only within the area designated by the Council. (i.e. behind the Chapel within Comber Ridge East.)

The fee charged for this service is additional to any other fees/charges in relation to Ministers of Religion or Funeral Directors (see below)

The ashes are scattered over a sufficiently wide area so as to provide no specific point of interment or resting place in any individual case and no memorial is permitted in the area of scattering.

However, there is provision for a plaque to be fixed to the side of the waterworks building near to the area where ashes are scattered.

Note: any family wishing to have a bespoke resting place, which can be accompanied by a memorial marking the plot, should consider a conventional interment plot for cremated remains or a burial plot.

A record is kept of the names of the deceased whose remains have been scattered and the date of scattering in each case, there being no additional fee for this service.

There is no objection to the presence of a Minister of Religion at the scattering of Ashes in order that a brief address might be given or prayers offered – but responsibility for such, and for any associated disbursements due, are the responsibility of the family of the deceased.

Any arrangements for the presence of a Funeral Director when Ashes are to be scattered, and any associated fee, also is the responsibility of the family of the deceased.

General

In considering any approvals which the Parish Council needs to grant under these regulations, it will be guided by – but not necessarily limited by – the guidelines relating to the Management of Churchyards and Burial Grounds as issued by the Diocese of Lichfield.

In Conclusion

At first sight, these Rules and Regulations might appear formidable. In fact, they comprise a simple common sense approach to maintain the character of the burial ground and make for the effective maintaining of the area. The Burial Ground Superintendent will be happy to deal with any problems or difficulties that might arise where the solution is not immediately apparent from the application of these Rules and Regulations.

If any areas of dissatisfaction remain after consultation with the Burial Ground Superintendent, these should be referred to the Chairman of the Parish Council at the address set out below for discussion at the next Parish Council meeting as they are the Burial Authority –

Kinver Parish Council Offices
95 High Street, Kinver, South Staffordshire DY7 6HD
February 2017

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