




Wilton Town Council

Cemetery Policy

A policy to regulate the management of the cemetery in Shaftesbury Road, Wilton

 The Council Offices
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 [Email the clerk](#)

 [Wilton TC Website](#)

Legal context

Wilton Town Council has adopted this policy in accordance with Section 214 (1) of the LGA 1972 and the Local Authorities' Cemeteries Order 1977.

The purpose of this policy

This policy is intended to regulate the management and use of the council's cemetery in Shaftesbury Road. It sets out the rules, regulations and fees relating to burials and interments. Fees are reviewed annually by the Council and this policy is updated accordingly.

14 May, 2019

Introduction

1. Wilton Town Council manages the cemetery in Shaftesbury Road. It works hard to ensure that the cemetery is maintained to a high standard and that it creates a serene, contemplative space for bereaved families. The cemetery has been in use for over 100 years and has been extended to provide adequate room for burials and interments. At 2019, the Council estimates that the cemetery will be full by 2050, although as burials are now much less common this may be an underestimate. The Council will review the cemetery in 2025 to determine if additional space needs to be acquired.
2. The Council strives to ensure that arrangements for burials and interments are handled sensitively and create no further distress for families and loved ones. Our aim is to make things simple, understandable and stress free.

Rights of burial

3. Persons having rights of burial in Wilton Cemetery are set out below.
 - a) A parishioner (a resident of the parish)
 - b) Any person who owns an exclusive right of burial in the cemetery.
 - c) Any parishioner leaving the parish to be admitted to hospital or a home or for some exceptional circumstance and who subsequently dies there.
 - d) All other cases at the discretion of the Town Clerk, at double the normal fees
4. The Town Clerk's decision under clauses c and d above shall be final.

Fees and charges

5. A list of the current fees and charges is set out in the appendix to this policy. Fees and charges are reviewed and set annually by the council.
6. The allocation of all grave spaces and plots for cremated remains is subject to agreement and the approval of the Town Clerk. Allocation of grave spaces shall be subject to payment of fees applicable at the time of allocation and shall be in force for a period of one hundred years once interment has taken place. All Exclusive Right of Burial grants may be renewed at the prevailing rate.
7. The Council endeavours to keep its fees and charges fair and reasonable. It sets its fees and charges by benchmarking against charges in Salisbury and other local cemeteries.

Applications for Burials

8. No burials shall take place without the prior permission of the Town Clerk.
9. All applications for Burials shall be made in writing to the Town Clerk and the appropriate fees are to be paid to the Town Clerk by the applicant at the same time as the application.
10. Such applications must allow a minimum of 48 hours' notice excluding weekends, Public and Bank holidays.
11. Such application shall state who is to conduct the Burial Service, and if a Minister is required, the applicant shall arrange for the attendance of the Minister.
12. The digging and reinstatement of graves will be the responsibility of the appointed Funeral Director. The grave digger should remove and dispose of any left-over soil once the grave is filled. Any subsequent issues concerning the levelling of the grave must be referred to the funeral director concerned, as this issue is not the responsibility of the Town Council. Please note that when graves are dug, the spoil is placed on a tarpaulin sheet on an adjacent grave. This is a temporary arrangement, and will be rectified as soon as possible.
13. Extreme care must be taken to avoid damage or disturbance of surrounding graves. Any complaints or claim for compensation arising from the work undertaken by grave diggers shall be the responsibility of the Funeral Directors concerned.
14. Nothing shall be erected or planted in the Cemetery or Garden of Remembrance without prior written permission and no raised mounds shall be made.

Memorials

15. No Memorial of any kind shall be erected in the cemetery, nor any inscription shall be cut on any memorial stone, without prior written permission of the Town Clerk. The design and inscription shall be submitted to the Town Clerk for approval before the order for the memorial is placed. All memorial stones or tablets to be erected in parallel rows. The stone mason must remove any waste arising from the cemetery.
16. The application must include a sketch / drawing with measurements and nature of the proposed memorial, along with full details of the proposed inscription. Please note that the kerb stones should not encroach into the adjacent grave space. This is to allow access for grounds maintenance.
17. For the purpose of these regulations a memorial stone is defined as concrete or stone.
 - a) Memorial Stone to be mounted vertically on its base and the top of base is to be set flush with ground level.
 - b) Base to be erected as per Town Council instructions.

- c) Tablet to be set flush with ground level.
 - d) No other monuments will be permitted.
 - e) The Town Clerk reserves the right to require amendments to ensure compliance with this regulation.
18. The applicant or family of the deceased is responsible for care of the memorial. The Town Council cannot accept any liability for any damage unless it is caused by its employees or contractors carrying out maintenance work.
19. Any memorial that is found to be loose must be secured to provide stability. It is the responsibility of the owner to arrange for this to be done. An application to re-fix a memorial must be made to the Town Council before any work is started.
20. Where a memorial has deteriorated or become unstable, the Town Council will attempt to contact the applicant or surviving family by posting a notice or sending a letter to the last known address of the owner in order that repairs can be carried out. Should this not be possible or the relatives fail to act within a reasonable time (6 months) then the Town Council may move any such memorials without further notice.

Vases and flower containers

21. No glass or china vases or containers are permitted.

Re-opening of Graves and Cremation Plots for further interments

22. Permission in writing from the surviving relative or executor must be submitted to the Town Council when a grave is to be re-opened. There shall be no disturbance of any previous burial.

Burial records

23. All Burial Records are kept at the Town Council Office and will be made available, by appointment, to individuals with an established interest who request information from the Town Clerk during normal Council office hours.
24. The council will work to make its burial records and cemetery map available to the public on the internet.

Maintenance of the cemetery

25. The Council will maintain the Cemetery in a good and decent order. The Town Council reserves the right to prune, cut down or remove any shrubs or trees within the Cemetery at any time in order to maintain decent order.
26. The Council will assess risks associated with operating the cemetery and maintain a risk register that shall be reviewed annually.

Modification of regulations

27. Wilton Town Council reserves the right from time to time to make alterations or additions to the foregoing regulations. In reviewing this policy or the fees and charges appended hereto, the council shall seek the views of the local undertakers.