

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 16th March 2025 at 7.15pm to be held at The Pavilion, Cholsey for the purpose of transacting the following business.

Members of the public and press are invited to attend all Council meetings.

10th April 2025

Claire Bird, Clerk to the Council

AGENDA

1. To receive apologies for absence
2. Public participation session: to hear questions or comments from members of the public (max. 15 mins)
3. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)
4. To approve the Minutes of the meeting held on 19th March 2025 (Appendix A) and receive update on any Minute items
5. To receive any reports from County and/or District Councillors
6. To note Clerk's report (verbal), in particular:
 - a) To discuss next steps for Annual Community Meeting, 7th June 2025
 - b) To agree whether to amend the Burial Ground Regulations to allow photographs on memorials (Appendix B, Reg. 12.9)
7. To note Estate Manager's report (Appendix C), in particular:
 - a) To agree whether to submit an application to Wallingford Green Gym to construct a dead hedge on the Recreation Ground
 - b) To discuss and approve costs of decontaminating allotment plot SR002A
 - c) To discuss cases of persistent misuse of the Pavilion/Recreation Ground car park
8. To approve Councillor members to serve on a Skate Park Working Group
9. To agree Parish Council representative for the Pavilion Trust going forward *Previously VB, JF*
10. To receive update from the Transport Committee (Cllr Collins), in particular:
 - a) To agree a response to an Oxfordshire County Council consultation on bus services (email received 3rd April 2025)
11. To discuss planning appeal APP/U3100/W/25/3361505, in particular:
 - a) To agree whether to apply for Rule 6 Status
 - b) To discuss how to inform and involve interested residents in the appeal process
12. Finance
 - a) To agree response to grant request from Cholsey 1000 Plus towards Cholsey's May Day/VE Day Celebrations in May 2025
 - b) To agree response to grant request from Cholsey Horticultural Society towards entertainment at the Cholsey Village Show in August 2025
 - c) To agree response to donation request from Oxfordshire Wildlife Rescue
 - d) To approve new payments and note payments received (Appendix D)
13. To consider new planning applications and planning amendments at 10th April 2025

P25/S0689/RM	Submission of reserved matters re. outline planning permission P16/S4275/O (P22/S2257/FUL) relating to appearance, landscaping, layout and scale submitted for approval for Phase 3 (209 dwellings), Phase 3 Land North of A4130 Wallingford Bypass
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14. To note South Oxfordshire District Council planning decisions as at 10th April 2025

P25/S0250/LB	Retrospective listed building consent for rear sunroom (granted planning permission under P20/S1221/HH), 1 Ratcliffe Court Granted by SODC
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15. Items for report or inclusion on next agenda
16. To confirm the date of next Full Council meeting – Annual meeting of Cholsey Parish Council, Wednesday 21st May 2025, 7.15pm, Pavilion, Station Road, Cholsey

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Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 19th March 2025 at 7.15pm at The Pavilion, Cholsey

Present were Cllr J. Finch, Cllr G. Herbert, Cllr J. Hope-Smith, Cllr L. Nixon (Chair), Cllr K. Ofield, Cllr K. Pomlett, and Cllr S. Schäfer

Also present were C. Bird (Clerk); three members of public until 7.30pm; two members of the public to present a proposal regarding the skate park from 7.35pm until 8.10pm

Start time: 7.20pm

End time: 9.15pm

172. To receive apologies for absence

Apologies were accepted from Cllr D. Bamford, Cllr V. Bolt, Cllr J. Collins, Cllr P. Jenkins and Cllr M. Smith.

173. Public participation session: to hear questions or comments from members of the public (max. 15 mins)

Two residents attended to speak about water troughs on the Ilges Lane allotments; one resident attended regarding planning application P25/S0590/HH.

174. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)

There were none.

175. To approve the Minutes of the meeting held on 19th February 2025 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 19th February 2025 and they were signed by Cllr Nixon.

176. To receive any reports from County and/or District Councillors

The District Councillors' report was noted with thanks.

177. To hear a presentation from a local resident proposing further development of the Recreation Ground Skate Park

Two members of the skate park community presented a proposal for further development of the Recreation Ground skate park. The Councillors asked questions and it was agreed to form a working group to investigate the proposal further.

178. To note Clerk's report (verbal), in particular:

a) To discuss next steps in deregistering the Land at Wallingford Road allotments

It was discussed that this land could support approximately 14 full size allotment plots. However it is believed not to have been active as allotments for decades, due to the distance from the village and its location by the bypass at the end of Wallingford Road, which was until recently 60mph. It also does not have a water supply.

It was **resolved** that if deregistering this allotment land is possible, then it will be managed for nature. Deregistering the land will also enable the Parish Council to charge the solar panel company for the access that is being provided across the allotment land to the solar plant.

The Clerk will write to the National Allotment Society to explain the Parish Council's position.

b) To discuss next steps in response to a report by R.Ford on Ancient Local Pathways between Moulsoford and Cholsey

It was **resolved** to support the proposal seeking to restore an ancient path between Moulsoford and Cholsey. It was agreed that this should be taken forward by the Transport Committee, working with Moulsoford Parish Council as appropriate.

c) Annual Community Meeting 2025

Saturday 7th June – the Pavilion hall is available from 11.15AM-12.45PM

It was agreed to form a working group to work on this event. The Clerk will email the Councillors to arrange this.

CHOLSEY PARISH COUNCIL

179. To note Estate Manager's report (Appendix B)

The Estate Manager's report was noted with thanks.

180. To receive update from the Transport Committee (Cllr Collins)

The Clerk reported that Oxfordshire County Council (OCC) has now put speed limit changes in place, and are in the process of implementing parking restriction changes/line re-painting.

Cllr Collins has recently been informed that OCC intends to design and deliver a puffin crossing on Reading Road in 2025/26, subject to their Accessibility and Road Safety Budget being improved.

Councillors were encouraged to participate in the 'Let's Talk' Consultation for OCC's Wallingford Area LCWIP (Local Cycling and Walking Infrastructure Plan) which closes on 24th March.

181. Finance

a) To agree response to 2025/2026 grant request for the Cholsey Village CIC (contribution to employment of Children's Centre staff)

It was **resolved** to make a grant of £22,000 to the Cholsey Village CIC towards the continued operation of the Happy Hub Children's Centre.

b) To agree response to 2025/2026 grant request for the Cholsey Village CIC (contribution to Fun in the Park Summer 2025)

It was **resolved** to make a grant of £1500 to the Cholsey Village CIC towards Fun in the Park 2025.

c) To approve new payments and note payments received (Appendix C)

The payments were approved and signed by Cllrs Ofield and Schäfer.

182. To consider new planning applications and planning amendments at 13th March 2025

P25/S0590/HH	Demolition of garage. Two storey front extension, two storey side extension, second storey rear extension, 76 Station Road It was resolved to make the following comment: This is a significant increase in comparison to the existing property and removes a garage. Policies to address: CNP H7. It is noted that the plan includes an EV charging point. The Parish Council has also noted the neighbour's comments (74 Station Road) and wishes to support these.
P25/S0599/HH	Demolition of garden storage room. Side and rear extensions, ground and first floor. Rear garden outbuilding, 41 West End It was resolved to make the following comment: This is a significant increase in comparison to the existing property and includes what appears to be a gym in the rear of property. Policies to address: CNP H7, including requirement for EV charging point for side extension CNP para 149.
P25/S0711/S73	Variation of condition 2 (Approved Plans) on planning application P24/S1858/HH to reduce the overall floor area; to allow retention of more of the existing building, 8 Rowland Road It was resolved to make the following comment: The application has been amended to reduce the footprint in comparison to the original dwelling. Councillors note that this application has been amended several times and should be closely monitored to ensure adherence to any approval. Policies to address: CNP H7.

183. To note South Oxfordshire District Council planning decisions as at 13th March 2025

P25/S0213/HH	Single storey extension to the rear of recently approved side extension (P24/S2602/HH), 29 Papist Way Granted by SODC
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184. Items for report or inclusion on next agenda

Recent primary school visits re. neighbourhood planning (Cllr Pomlett)

Neighbourhood Plan working group in place (Cllr Pomlett, Cllr Schäfer, two residents with planning expertise)

185. To confirm the date of next Full Council meeting – Wednesday 16th April 2025, 7.15pm, Pavilion, Station Road, Cholsey



CHOLSEY BURIAL GROUND

RULES AND REGULATIONS

First implemented: September 2024

Revised on:

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1. INTRODUCTION

The purpose of this document is to set out the Rules and Regulations which apply to Cholsey Burial Ground, property of Cholsey Parish Council. It provides a useful guide to members of the public who require use of the services available.

All graves will be sold subject to the Rules and Regulations set out in this document (which may be amended and updated by the Council at any time). The rules apply to all areas of the Burial Ground, known as Section 2, Section 3, Section 4 and Section 5.

Should anyone have any queries in connection with the Rules and Regulations set out in the documents, in the first instance they should contact the Assistant Clerk at the Parish Council office, see page 16 for Useful Contacts.

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2. TERMS OF REFERENCE

In this Rules and Regulations document, unless the content otherwise requires, the following terms shall have the meaning given to them below:

“The Council” means Cholsey Parish Council.

“Burial Ground” means the burial areas owned and provided by Cholsey Parish Council – Sections 2, 3, 4 and 5.

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

“Exclusive Right of Burial” / “EROB” means a plot deed granted and issued in accordance with the rules on page 7.

“Memorial” means an object serving as a remembrance and, for the purposes of these rules, includes a headstone, cross, kerbs, slab, landing, edging, chippings, vase, flat memorial tablet, wooden grave markers, temporary grave markers and those memorials permitted under Regulation 12.

“Memorial Rules” means those rules set out under Regulation 12 of this Policy Document.

“Assistant Clerk” means the officer at Cholsey Parish Council responsible for giving permission for burials and authorisation for memorial additions or amendments.

“Estate Manager” means the officer at Cholsey Parish Council responsible for the grounds maintenance at the Burial Ground.

“Rules and Regulations” means this document which sets out the Rules and Regulations of Cholsey Burial Ground, as agreed by Cholsey Parish Council.

“Register of Burials” means a register of all burials in the Burial Ground kept and maintained by the Council

“Right of Burial” means a right of burial granted in accordance with Regulation 5.

“Table of Fees” means the list of fees and charges for burial and memorial services permitted by Cholsey Parish Council

“Interment” means the act of burying a body or cremated remains (ashes)

“Burial Authority form” is the form which provides all relevant information of the deceased, the details for the requested burial, the grave details, details of the next of kin and, once completed, the fees required by Cholsey Parish Council.

“BRAMM” stands for British Register of Accredited Memorial Masons.

“NAMM” stands for National Association of Memorial Masons.

“BS8415” is the nationally recognised British Standard for memorials.

3. GENERAL RULES & GUIDANCE

3.1 Scattering of ashes is not permitted in any part of the Burial Ground.

3.2 No person shall trade any goods or services within the Burial Ground except with the prior written permission of the Assistant Clerk. This is to help protect visitors' consumer rights and to ensure that the bereaved can visit the Burial Ground without fear of being disturbed.

3.3 Dogs are permitted in the Burial Ground but must be kept on leads and their waste be disposed of responsibly.

3.4 Motor vehicles of any kind are not permitted in the Burial Ground except with prior written permission from the Estate Manager. This protects our Burial Ground and the Church grounds from unnecessary damage and avoids disturbance to visitors and wildlife.

3.5 All funeral corteges must remain at the main entrance gates of the site and arrive by the agreed start time.

3.6 The Parish Council staff will work with appointed Funeral Directors and Grave Diggers to ensure efficient operation of the funeral service and interment.

3.7 The Council reserves the right to exclude from the site any persons not being mourners or persons directly connected with a funeral at the Burial Ground during a funeral service or interment.

In some cases, it may be necessary to close the site to visitors if a large funeral is expected, or at the request of the Police or another authority.

3.8 If any damage is caused to the Burial Ground land, walls or premises by any cause whatsoever, the person or persons committing such damage will be held responsible by the Council.

3.9 No professional photography or filming will be allowed in the Burial Ground except with the written consent from the Parish Council.

3.10 Employees of the Council shall not be allowed to execute any private work within the Burial Ground. Staff shall not personally accept any form of payment or gratuity from members of the public.

If you require works within the Burial Ground please contact the Parish Council office.

3.11 Music is not permitted to be played in the Burial Ground without prior written permission from the Parish Council.

3.12 Dead flowers, spent wreaths or other articles of waste or litter must be placed in the bin at the entrance gate or taken away. Any items found to be "past their best" may be removed without notice and disposed of by Parish Council employees. This allows us to keep the areas tidy for all visitors.

3.13 All persons in the Burial Ground must take all reasonable steps to take care in order to protect their own safety. Any children under the age of 16 must be accompanied by a responsible adult.

3.14 Visitors must conduct themselves in a quiet and orderly manner and must keep to the paths, except when visiting graves.

3.15 All persons admitted to the Burial Ground will be subject to the Rules and Regulations set out in this document. Any person infringing on the regulations will be removed from the Burial Ground by a member of staff or Councillor from the Parish Council.

4. BOOKINGS

4.1 Any initial booking for a burial (including burials of cremated remains) must first be made to the Assistant Clerk of the Parish Council either by telephone, email or in person and confirmed in writing as soon as possible thereafter using the form referred to in point 4.2 below.

4.2 For all types of burial a Cholsey Parish Council specific Burial Authority form must be fully completed and returned to the Assistant Clerk who will check the details and give written permission (usually by email) if the booking is accepted. The form must be signed by the person requesting the interment and delivered to the Assistant Clerk at least 5 working days prior to the burial.

This is to allow enough time to check the records and mark the grave. Cholsey Parish Council will try wherever possible to facilitate burials on the date and time requested but this is dependent on the provision of statutory documentation and staff availability to carry out the necessary checks and preparatory work.

4.3 It is a legal requirement that a burial of any type can only be carried out with the consent of Cholsey Parish Council, the burial authority, and with permission from the grave owner named on the EROB.

If the deceased is named as the grave owner, then they already have the legal right to be interred in the burial plot but the ownership will need to be transferred to the next legally rightful owner before any memorial can be erected. See Regulation 6.

4.4 All fees will be provided at the time of booking and detailed by the Assistant Clerk on the authorised Burial Authority form. Payment must be received before any interment takes place or the service will not be permitted.

In most circumstances the Funeral Director will pay the fees on behalf of the bereaved.

4.5 The person responsible for the interment shall make all the necessary arrangements with the Reverend or other person intended to officiate at the interment.

4.6 If a service in St Mary's Church is required before a burial, the persons organising the funeral should contact the Church office directly.

5. EXCLUSIVE RIGHTS OF BURIAL – BURIAL PLOT OWNERSHIP

5.1 An Exclusive Right of Burial (EROB) allows the purchaser of such a right to burial in an agreed grave space. All grave spaces in Cholsey Burial Ground require an EROB to be issued.

5.2 No one may be buried in a grave space without the permission of the owner, that is the person named on the EROB.

5.3 If the deceased is the person named as the owner then it is possible for them to be buried in the grave space. The legal ownership should then be transferred, see Regulation 6.

5.4 The person/s purchasing a grave space can reserve a space in the Burial Ground (subject to availability) but they are not able to choose a specific burial plot. When they are to be buried, the next plot in line will be opened.

5.5 An EROB may be granted for a period of no more than 75 years, beginning on the date on which the grant is made and upon such terms and conditions as the Council deem appropriate. The fee for an EROB to reserve a plot is available from the Parish Council office or can be found here cholseyparishcouncil.gov.uk/burials

5.6 An EROB does not constitute any ownership of land. It is purely the right to have a burial in a specific grave. The rights are granted on the understanding that the owner of the grave complies with the Rules and Regulations set out in this document. It is important that the public are aware that a grave is sold on a lease basis and that the only rights with that lease are to a burial in a specific grave and to place a subsequent memorial.

5.7 On the purchase of the EROB a paper deed will be issued to the person/s by whom or on whose behalf the EROB is purchased.

5.8 The purchase of the EROB for any grave includes the right to erect and maintain a memorial on that grave space subject to the regulations concerning memorials in Regulation 12.

5.9 The holder of the EROB may surrender his/her right at any time in respect of the grave or grave space where the said right has not been exercised i.e. where no burial has taken place and no memorial has been placed on the grave. In all cases, the fee repayable to the owner will be that of the original fee paid to purchase the EROB.

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 Parish Council to sell an EROB to another person.

6. TRANSFER OF EROB

6.1 An EROB may be transferred by deed or bequeathed by Will.

6.2 In cases where the owner of the EROB is still alive, the transfer may be done by completion of a Deed of Assignment. This is available from the Council office. The form should be completed and signed by the current EROB holder and the person taking ownership then submitted to the Parish Council office, together with the original EROB. A new EROB deed will then be issued to the new owner.

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

6.3 Where the owner of the EROB is deceased, and provided the ownership hasn't been specifically left to another person, then upon production of a Will or Letters of Administration, the EROB may be legally transferred to the person in possession of the Letters or Administration or named as the beneficiary of the residue of the estate on the grave owner'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 Assistant Clerk at the Parish Council office.

6.4 In cases where the owner is deceased and there is no Will or Letters of Administration available then the EROB may not be transferred to another person until a Statutory Declaration has been signed by the applicant wishing to apply for a burial, memorial or further inscription. The Statutory Declaration requires any other any other person/s equally entitled to counter sign it and it must be witnessed by a Solicitor or Commissioner for Oaths.

6.5 A fee set by the Parish Council will be charged for this service.

7. PLAN OF BURIAL GROUND

7.1 In accordance with current legislation, the Council keeps plans showing all used and reserved grave spaces. These plans are kept in the Parish Council office and are available for inspection, free of charge, at an agreed time by appointment only.

8. REGISTER OF BURIALS

8.1 All burials carried out in the Burial Ground are recorded in the Register of Burials. This is kept in the Parish Council office and is available for inspection, free of charge, at an agreed time by appointment only.

8.2 If requested, searches of the Register of Burials can be carried out by the Assistant Clerk and a certified copy of an entry or entries relating to any grave space or interment will be provided.

A fee will be payable prior to searches, the Assistant Clerk can provide fee details.

9. BURIAL PROCEDURE

NOTE: At least 7 working days notice must be given prior to an interment and the completed Burial Authority form must be given at least 5 working days before.

9.1 Written permission from the Cholsey Parish Council office must be given before any burial, please see Regulation 4.

9.2 The appropriate fees are to be paid before any interment is carried out.

9.3 Prior to a burial being undertaken, the green certificate for burial or certificate of cremation must be provided to the Assistant Clerk for completion.

These are legal documents that must be submitted prior to any burial and which are then sent to the Registrars after a burial. Should a valid reason be given for the absence of either of these documents, and on confirmation from the Registrars Service, it is possible to facilitate a burial once a completed standard declaration has been provided.

9.4 The Assistant Clerk will mark the grave at least 2 working days before the burial date and inform the grave digger of the grave's location

9.5 A grave space can only be opened by a fully accredited grave digger and only Cholsey Parish Council can give permission for a grave to be dug.

9.6 All bodies brought to Cholsey Burial Ground for burial must be contained in a suitable coffin, cremated remains must be held in a suitable container. They must be biodegradable and fit within the permitted grave space, see Regulation 10. The coffin or container must be clearly marked for identification purposes and specify the full name and age of the deceased.

It is a possible that a Council officer or councillor will attend a burial service and check the name plate prior to burial.

9.7 The person arranging the funeral, or his/her representative, are responsible for ensuring they have sufficient persons to transfer coffins from the vehicle/Church and lower into the prepared grave.

9.8 The person arranging the funeral, or his/her representative, must mark the grave with a simple temporary grave marker immediately following the burial detailing the deceased's full name and date of burial. This is to ensure the grave can be identified until a permanent memorial is permitted and fitted. See Regulation 12 for information regarding memorials.

Example:



9.9 In cases where a new plot is being opened, the Assistant Clerk will prepare and sign an EROB deed and deliver to the appropriate family member for safe keeping after the burial. *Please note Regulation 5.*

10. GRAVE SPACE REGULATIONS & GRAVE AFTERCARE

Note: refer to diagram #1 at the end of this document.

10.1 Grave spaces in the Burial Ground shall be in accordance with the following measurements:

Underground - Full adult coffin grave space 120cm/4ft wide x 240cm/8ft long

Underground – Full ashes grave space 50cm/20in x 50cm/20in long

In order to effectively layout and plan spaces in the Burial Ground, it is necessary to provide a maximum dimension for each grave space. Should a larger space be required, a request to the Assistant Clerk should be submitted.

PLEASE NOTE THAT THE ABOVE MEASUREMENTS ARE DIFFERENT TO THE MAXIMUM PERMITTED MEMORIAL SIZES, SEE Regulation 12.

10.2 It is not possible for anyone to choose a specific grave space for a new plot, this is always the next available space in line.

10.3 It is the responsibility of the persons organising the funeral to make sure a sufficient grave space is dug (in line with the above regulations) in order to admit the coffin size specified on the notice of interment.

10.4 A grave shall be suitably matted, dressed & made safe prior to a burial taking place.

10.5 Graves are to be excavated at a maximum of double depth 195cm/6.5ft deep, to allow for a maximum of two burials in each plot.

10.6 The position of the head and the foot of a grave space shall be as designated by the council.

In order to manage the layout of the Burial Ground, Cholsey Parish Council will decide on the location of sections and graves within those section.

10.7 After each burial, a layer of warning tape shall be placed into the grave 6 inches above the last coffin buried so as to provide a guide of the depth of the last coffin in the event that there may be future excavations in the grave space.

This ensures that previous burials are not disturbed during the reopening of existing graves.

10.8 The area on top of the grave, other than a headstone, must be left to grass or low planting and only within the permitted measurements. Any space around the permitted area should not be touched or maintained by anyone other than Council staff or contractors.

Above ground – Coffin grave space 75cm/30in wide x 200cm/80in long

Above ground – Ashes grave space 50cm/20in wide x 50cm/20in long

NOTE: Kerbs and slabs are not permitted for any new burials since June 2023.

GRAVE AFTERCARE

10.9 The Council will manage the aftercare and maintenance of the Burial Ground as they see fit. This includes levelling, turfing, seeding areas within the area of the Burial Ground as required.

The Council employ staff and contractors to carry out grounds maintenance duties as required. Although families may choose to tend to their own graves, major works e.g. pruning trees, should be requested through the Parish Council office.

10.10 Any planting on a grave space shall not overgrow the permitted area of the **above ground** grave space, see Rule 10.8.

10.11 Should a grave become overgrown, untidy or start to look neglected, in the view of Cholsey Parish Council, the person/s named on the EROB will be written to giving a 14-day notice period to tidy up the grave. If, after that time, the grave still remains untidy then the Council will instruct an employee or contractor to remove what is necessary.

11. BURIAL OF STILLBORN CHILDREN AND FOETAL REMAINS

11.1 No interment of a stillborn child shall be permitted unless the Registrar's Certificate for Disposal or the Coroner's Order for Burial is deposited with the Assistant Clerk before burial. This is a statutory requirement.

11.2 The body of any stillborn child brought to the Burial Ground for burial must be enclosed in a suitable, biodegradable receptacle.

To properly respect the deceased, and also to prevent distress that may be caused to other visitors or staff, it is essential that the body of any deceased child or foetus is properly covered.

11.3 Burial of stillborn children or foetal remains is permitted in any privately owned grave space, subject to permission being granted by the Parish Council.

Note: in a full sized grave space a cradle may be prepared at the bottom of the grave to permit an additional two full burials at a later date.

11.4 Memorials for burials of stillborn children or foetal remains are subject to the Rules and Regulations set out under Regulation 12.

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12. MEMORIALS – TYPES, RULES AND REGULATIONS

12.1 A completed application for a permit must be submitted to Cholsey Parish Council BEFORE any memorial or permanent fixture is erected on any grave and permission must be granted by the Parish Council beforehand. An application can be downloaded here: <https://cholseyparishcouncil.gov.uk/burials> or obtained from the Parish Office. The form also provides further guidelines. Forms must be sent to assistantclerk@cholseyparishcouncil.gov.uk

12.2 An application can only be made by the person/s named on the Exclusive Rights of Burial document as they are the legal owner of the grave.

12.3 Kerbs & slabs are not permitted on new burial plots, this includes gravel and chippings. This decision was voted for by full council in June 2023.

12.4 Memorial benches & trees are not permitted in the Burial Ground without prior approval from the Parish Council. An application form and policy information can be found here: <https://cholseyparishcouncil.gov.uk/burials> or obtained from the Parish Office.

12.5 A memorial must be dignified and made entirely of natural stone or wood.

12.6 For a coffin grave space, only a head stone or cross will be considered. It must be positioned at the head end of the grave space, in line with adjacent monuments, or where marked by the Council. Maximum dimensions, **including the base, are 75cm wide x 75cm high**. Any new headstone or cross must be inscribed on the back with the grave number details. These dimensions are as of 1st June 2023. Refer to diagram #1 at the end of this document.

12.7 For a cremated remains grave space, only a horizontal tablet set level with the ground, or a “desk” tablet will be considered. Maximum dimensions, **including any base, are 45cm wide x 50cm high (desk style) x 45cm deep (horizontal tablet style)**. Any new horizontal cremation tablet must be inscribed on the bottom edge with the grave number details. Any new desk style tablet must have this information inscribed on the back. These dimensions are as of 1st June 2023.

12.8. Inscriptions will only be permitted in black, white, grey, brown, silver or gold.

12.9. Black and white photos of the person/s interred can be printed on ceramic plaques within memorials by an accredited stone mason, subject to permission from the Parish Council. The maximum permitted size for such plaques is 100mm x 100mm.

12.10 No maker’s name or other advertisement of any kind may be shown on any memorial.

12.11 The maker and fitter must be BRAMM registered.

12.12 No homemade memorials or surrounds are permitted.

12.13 A memorial can only be erected once the required fees have been paid to the Parish Council and a fitting date has been agreed by the Estate Manager. Our current fees can be found here: <https://cholseyparishcouncil.gov.uk/burials>

12.14 The upkeep and maintenance of any memorial within the Burial Ground remains the responsibility of the person/s named on the Exclusive Rights of Burial deed.

12.15 If a memorial needs to be removed by a stone mason for professional cleaning or maintenance, this can only be requested by the person/s named on the EROB. They would then need to get permission from the Assistant Clerk for agreed dates and times to remove it and re-fit it.

12.16 The Parish Council take no responsibility for damage caused to memorials or other items placed on graves. The Burial Ground is a public space open to other visitors, members of the public, contractors and wildlife and endures all kinds of weather. A memorial mason will be able to advise of any insurance options available to the grave owner.

12.17 The maker/stonemason must check with the Assistant Clerk and agree a date and time for fitting the memorial. This is to ensure no other services or maintenance activities in the Burial Ground or Church are disturbed.

12.18 All memorials (including those being re-fixed after a further burial has taken place) are only to be fixed in line with BS8415:2018, the nationally recognised standard for memorials. This states the minimum requirements for the fitting of memorials and ensures they are safely fitted by the recognised standards of today.

12.19 All memorials installed must be granted a “Guarantee of Conformity” by the mason who installed it, guaranteeing it has been made to the best standard set by NAMM at the time of installation and should last for a minimum of 30 years. This guarantee should be given to the person/s ordering the memorial. 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 guarantee, fix the memorial to the current standard at no cost.

MEMORIAL & BENCH SAFETY INSPECTIONS

Historically there have been a number of accidents in cemeteries around the UK due to unsafe memorials, some of these incidents have resulted in fatalities. Whilst memorials are the responsibility of the registered grave owner, Cholsey Parish Council has a responsibility for ensuring the Burial Ground is a safe site for both staff and contractors to work in and for the public to visit.

12.20 All memorials over 60cm/24in in height will be inspected by trained staff at least once during a 5 year rolling period to assess its safety. This will be done through both a visual assessment and a hand wobble test to determine if there is any movement in the memorial and to what extent.

12.21 Once inspected, the memorial will fall in to one of three categories:

Category 1 – Memorial is unsafe and poses a risk. It will require immediate attention to make safe and protect the public from possible harm.

Category 2 – Memorial is safe but there are minor concerns and it should be reassessed in 12 months time to ensure it hasn't deteriorated further.

Category 3 – Memorial is safe and should be re-inspected in 5 years time as part of the next round of inspections, or as part of any other check e.g. when checking memorials around a planned burial ahead of excavation.

12.22 Staff undertaking the inspections will record the details of every memorial and their assessment of it. These details will be recorded electronically at Cholsey Parish Council and kept on file. The details recorded will include:

- * Date of inspection
- * Name of inspector
- * Grave identification details (section, row & number)
- * Safety category (as above, 1, 2 or 3)
- * Details of any actions taken.

12.23 Should a memorial be identified as a Category 1 and be deemed as unsafe, the inspection staff will take immediate action to make the memorial temporarily safe or cordon it off until permanent repairs can be made by the grave owner. A photo of the memorial will also be taken before any action is carried out. These actions will be based on a number of factors considered by the inspection staff and may include:

- * Laying the memorial flat – in most cases this will invariably be where a memorial can be laid down on the plot or within an existing kerb set so as not to cause a new trip hazard. A warning sign will be placed near the memorial.
- * Staked and banded – The memorial will be fastened tightly to a wooden post which will act as a temporary support. The banding will also hold a warning sign. The stake and band will be re-inspected every 12 months to ensure neither have deteriorated.

*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 placed around a memorial or group of memorials.

* Removal – in extreme cases it may be necessary to remove a memorial from a grave and place in to 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 unsafe memorials, they are intended to reduce or remove the risk of a memorial causing harm or damage to someone.

12.24 If a memorial fails the safety inspection, Cholsey Parish Council will endeavour to contact the grave owner to inform them of the temporary actions taken and the actions required by them to make the memorial permanently safe. Correspondence will only be sent provided that the registered grave owner is not recorded as being buried 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 no less than 12 months.

12.25 The registered grave owner has the responsibility to ensure the memorial is made safe through it being re-fitted to the current BS8415 standard and works must be carried out by a BRAMM registered memorial mason. The memorial should be fitted using NAMM accredited anchors. Do-it-yourself repairs will not be permitted. All costs associated with organising a memorial to be repaired or made safe, including the reversal of any works undertaken by Council staff, remain the responsibility of the grave owner.

12.26 Any memorial that fails the safety inspection and that has been installed within the last 6 years, the Parish Council will contact the memorial mason directly to request repairs be made to ensure it is fully compliant with BS8415. *The “stability guarantee” of a memorial is the responsibility of the memorial mason, they may provide a longer guarantee but the legal standard period that must be covered following the installation is 6 years.*

12.27 Should grave owners fail to take action within 12 months then the Council will look to apply a semi-permanent solution to make the memorial safe. This will involve either laying it flat or sinking the memorial in to the ground, or other suitable action.

12.28 Benches in the Burial Ground will be inspected once a year. If they are deemed unsafe, the Council will cordon off the bench and put up a warning sign. Where possible, they will write to the owner and ask them to remove, fix or replace the bench (subject to the relevant permit). If the bench hasn't been made safe within 3 months of inspection, it will be removed and disposed of. Any memorial plaque, if possible, shall be removed from the bench, recorded and kept safe at the Parish Council office.

UNAUTHORISED MEMORIALS

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.

12.28 Should any unauthorised items be placed on or around any grave, or any memorial put in place that contravenes the rules, the grave will be photographed and, where possible, the owner will be written to. If the items are not removed within 3 months then the Council will remove them and store them for a period of 1 month. After that time the items will be destroyed.

12.29 The Council, in its capacity as a burial authority, is legally entitled to recover the cost it may incur in removing any unauthorised item or memorial from the person/s to whose order the item or memorial was placed or, within 2 years of the placing, from the personal representative of such a person.

12.30 Memorials or decorations hung in trees or hedges will be removed and destroyed.

Diagram #1

Coffin burial plot & memorial dimensions:

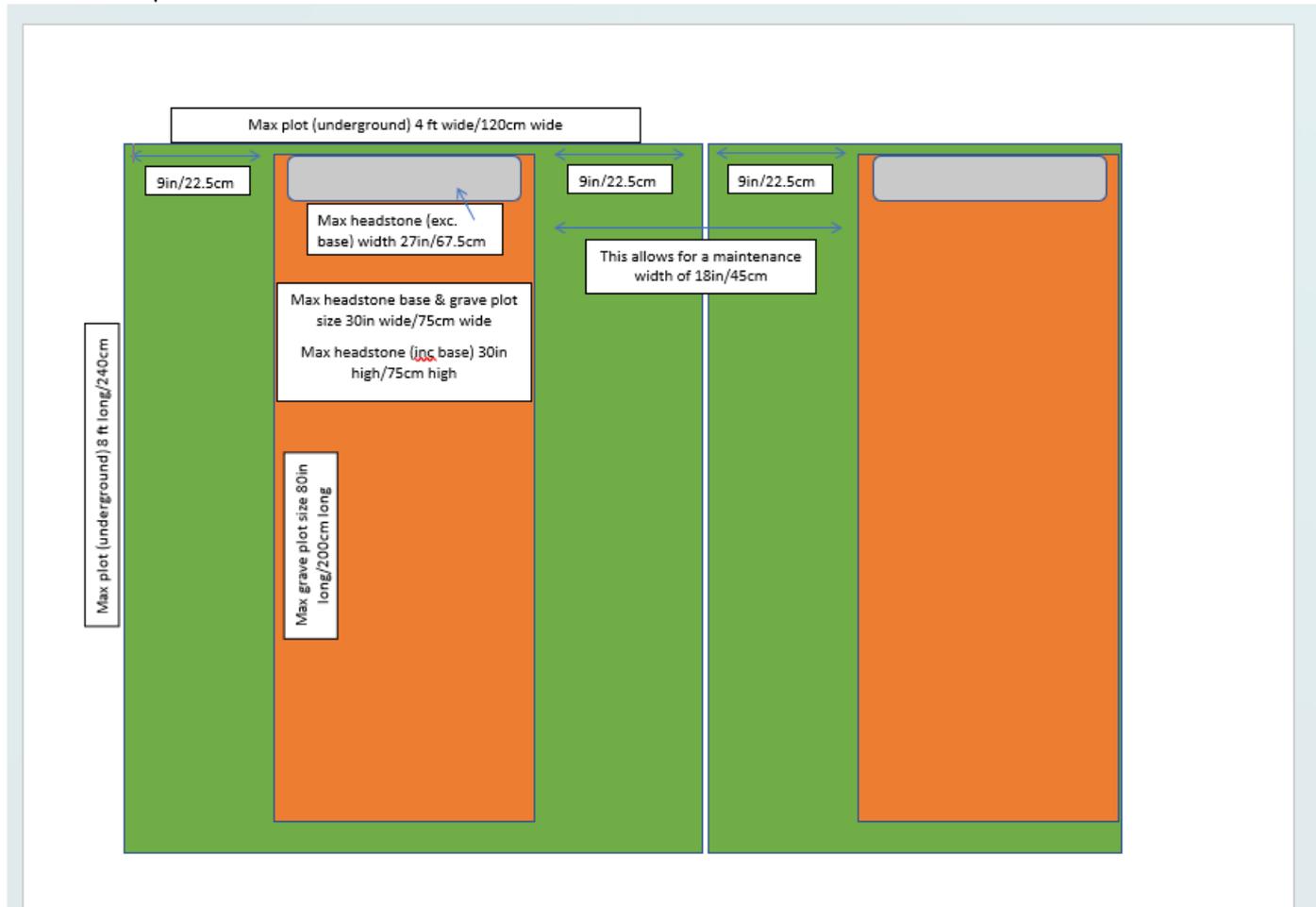
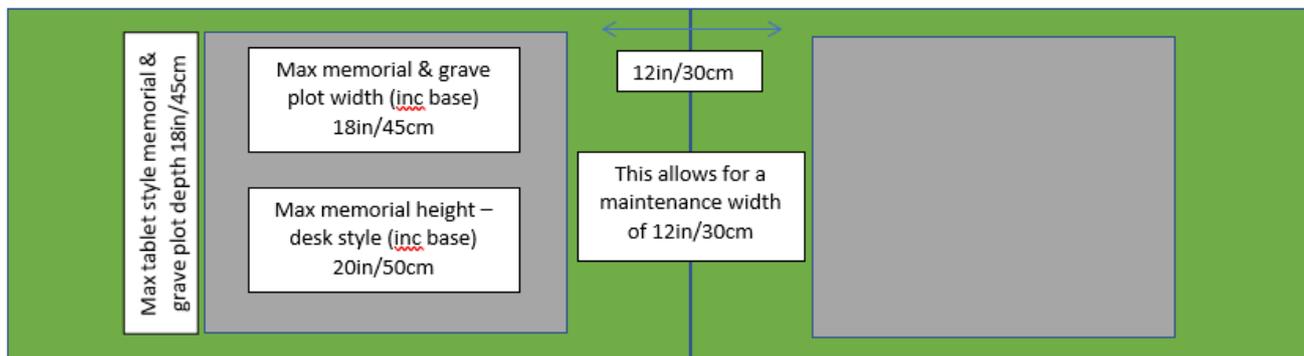


Diagram #2

Ashes burial plot & memorial dimensions:



USEFUL CONTACTS

Cholsey Parish Council

E: assistantclerk@cholseyparishcouncil.gov.uk

W: cholseyparishcouncil.gov.uk

T: 01491 652255

St Mary's Church

E: admin@stmaryscholsey.org

T: 01491 651812

Funeral Directors:

Chadwicks Funeral Service

W: chadwicksfuneralservice.com

T: 01491 378382

Memorial Masons:

Rayfield Stone

W: www.rayfieldstone.co.uk

T:01491 902101

Reeves Memorials Ltd

T: 01865 251231

Set in Stone Didcot Ltd

www.setinstonedidcot.co.uk

01235812500

DRAFT

Estate Manager's Report to Parish Council April 2025

Allotments

1 plot became vacant at Cholsey Meadows site and 2 plots at Station Road site on 31st March 2025, with all plots on Ilges Lane having now been taken. I am continuing to allocate plots to people on the waiting lists.

I have had a few enquiries about allotment plots and the waiting list for each site as follows:

Cholsey Meadows – 7 Ilges Lane – 4 Station Road – 8

Invoices for the 2025/2026 annual rent have been sent to tenants.

Cholsey Community Orchards

The group of volunteers continue to maintain St George's community orchard.

I have met with a volunteer, who has single handedly, looked after the community orchard on Cholsey Meadows allotment site. It has been agreed that the maintenance person will mow pathways through both community orchards once a month to enable visitors to the orchards to walk around. I will be arranging a meeting for the volunteers to meet with a fruit tree expert from Brightwell-cum-Sotwell, to give advice about looking after fruit trees in a community orchard.

The Forty

The mowing of the footpath through the Forty will begin this month with a volunteer making the first cut to map out where the footpath is to go, to avoid recent planting, and he and the maintenance person will be mowing every 2 weeks as necessary.

Growing Better Together

Community Allotment

The wood has been delivered to build 3 more raised beds and the polytunnel will be delivered soon.

It will be necessary to assemble volunteers to erect the polytunnel.

A seed swap is being organised for Sunday 27th April at the community allotment, with marshmallows and bacon sarnies, so this means that the deadline for the raised beds and polytunnel will need to be completed.

Recreation Grounds and Play Areas

Mowing of the playgrounds has begun and the Recreation ground, Whitehead Meadow and Jubilee Field will begin this month.

Cholsey Meadows Play Area

No update

Recreation Ground Play Area.

No update

Hedges

Sunday 16th March and a group of volunteers gathered at the community allotment on the Ilges Lane site and managed to plant approx. 200 of the hedging whips along the boundary of the site and East End estate as part of the management and rejuvenation of the hedge.

Hedging whips were also planted along one side of the community allotment.

The maintenance person has also planted hedging whips into some gaps in the Parish Hedges.

I have been asked about the hedge between the boundary of Station Road allotment site and Station Road. Due to lack of maintenance, it is not thriving. Unfortunately, it is not a project that Wallingford Green Gym could take on.

A member of Wallingford Green Gym asked me if they could take on a project to build a dead hedge and I have suggested this type of project would be ideal to screen off the corner of the recreation ground where the waste green material is put from the management of the estate. We would need to apply for this project and it would be completed next year.

Trees

No update

Pavilion Car Park

The contractor will be excavating and constructing the right side of the Pavilion car park the week beginning Tuesday 6th May 2025. This will probably take a similar time, 2 weeks, and will not clash with Bluebird's 6-a-side tournament.

Parking on the Pavilion car park

There are a few cars which are parked on the car park and owners then walk to station, the cars being parked there all day.

I have in the past placed a very polite notice on the car that 'the car park is for users of the Pavilion or the grounds' only.

It is now becoming obvious that there are a number of persistent parkers as my polite notices are not having any effect.

Please can you decide if you wish me to continue with polite notices or if you wish to take persistent illegal parking further and how?

Date of meeting....16/04/2025.....

Signatures of authorising councillors:

Payments made between meetings

Payments made between meetings			
Roots plants	Cherry trees for Recreation Ground	£280.00	Authorised by Clerk on 12/03/2025
Etsy	Guards for cherry trees	£647.92	Authorised by PC Chair via email on 13/03/2025
Ebay (A.Clerk expenses)	Stakes for trees	£49.99	Authorised by Clerk on 13/03/2025
OALC	2025/26 membership	£1,026.50	Authorised by Full Council, 08/05/24 (minute 18a) and 18/9/24 (minute 81c)
Amazon	Ties for cherry trees	£9.99	Authorised by Clerk on 17/03/2025
AWBS	Compost for cherry trees	£78.60	Authorised by Clerk on 17/03/2025
Ornamental trees	Irrigation rings for cherry trees	£105.00	Authorised by Clerk on 17/03/2025
SLCC	Clerk training	£108.00	Authorised by Clerk on 18/03/2025
Amazon	Stationery	£11.98	Authorised by Clerk on 20/03/2025
Vistaprint	Allotment signage	£86.98	Authorised by Clerk on 19/03/2025
Screwfix	Rope for CHEC	£14.97	Authorised by Clerk on 24/03/2025
Castle Water	Water - Burial Ground	£0.56	Authorised by Finance Committee via email on 24/03/2025
AW Mobbs (Enviro Coord expenses)	Stakes for cherry trees	£51.84	Authorised by Finance Committee via email on 24/03/2025
Power Team Accountants	Monthly payroll	£59.40	Authorised by Finance Committee via email on 24/03/2025
ASAP	Monthly IT support & email provision	£227.52	Authorised by Finance Committee via email on 24/03/2025
J.Drewe	Annual hedge coppicing (2nd year of 3)	£1,914.00	Authorised by Finance Committee via email on 24/03/2025
Lawncare	Chainsaw & fuel	£560.90	Authorised by Finance Committee via email on 24/03/2025
Post office	Postage	£3.50	Authorised by Clerk on 27/03/2025
Amazon	Watering can	£8.50	Authorised by Clerk on 27/03/2025
AWBS	Compost for CHEC group	£78.60	Authorised by Clerk on 27/03/2025
Maintenance Person expenses	Mileage	£39.60	Authorised by Finance Committee via email on 31/03/2025
Whealers (Oatpoint)	Fitting of new defibrillator	£156.00	Authorised by Finance Committee via email on 31/03/2025
Hawthorn	Monthly pest control	£168.00	Authorised by Finance Committee via email on 31/03/2025
Printed.com	Banners for CHEC group	£190.53	Authorised by Finance Committee via email on 31/03/2025
Shield	Monthly dog & general waste collections	£265.19	Authorised by Finance Committee via email on 31/03/2025
Babylon Plants	Station Garden plants for CHEC	£117.30	Authorised by Clerk on 31/03/2025
Premier Polytunnels	Polytunnel for Community Allotment	£909.00	Authorised by Full Council on 26/06/2025 (minute 49a)
Cyclone Works	Smoothie bike for CHEC	£1,044.00	Authorised by PC Chair & Finance Committee Chair via email 31/03/2025

Ox Shed	Refund for cherry tree overpayment	£10.00	Authorised by Finance Committee via email on 03/04/2025
ASAP	Monthly IT support & email provision	£227.52	Authorised by Finance Committee via email on 03/04/2025
J.Drewe	March 2025 grass cutting	£804.49	Authorised by Finance Committee via email on 03/04/2025
Cholsey Village CIC	Donation for Fun in the Park	£1,500.00	Authorised by Finance Committee via email on 03/04/2025
Cholsey Village CIC	Donation to The Happy Hub	£22,000.00	Authorised by Finance Committee via email on 03/04/2025
Amazon	Stakes for allotment signage	£33.99	Authorised by Clerk on 03/04/2025
Rialtas	Annual fee for finance software	£352.80	Authorised by Finance Committee via email on 09/04/2025
Rialtas	Annual fee for allotment software	£318.00	Authorised by Finance Committee via email on 09/04/2025
Rialtas	Annual fee for 3 cloud users	£1,216.80	Authorised by Finance Committee via email on 09/04/2025
MKM building supplies	Wood for Community Allotment and new noticeboards	£323.10	Authorised by Finance Committee via email on 09/04/2025
		£6,144.07	
Automatic payments			
Virgin media	Monthly telephone & broadband	£82.94	
Grundon	Monthly waste collection - Burial Ground	£64.99	
Nest	Monthly staff pension	£147.24	
Staff wages	Mar-25	£4,578.73	
Gap HR	Monthly HR support	£56.40	
	TOTAL	£4,930.30	
Payments for agreement			
	TOTAL	£0.00	
Income received			
Cholsey Village CIC	Telephone & broadband invoice payment	£119.40	
Cherry Tree sponsors	Various local sponsons	£1,170.00	
Vendor hire	Monthly invoice	£40.00	
Burial/memorial fees	Since last meeting	£1,095.00	
Mend the Gap	Grant received	£1,500.00	
South Oxfordshire District Council	First half of precept	£105,986.50	
	TOTAL	£109,910.90	
Income expected			
CIL income expected	April payment	£1,525.75	
	TOTAL	£1,525.75	