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Burial Ground Policy

1. Moulton Parish Council is the Burial Authority for the Parish of Moulton and is responsible for the management and maintenance of the Burial Ground, Moulton Cemetery at The Grove, Moulton (Open Spaces Act 1906 s10, Local Government Act 1972 ss214,215).
2. Moulton Parish Council has health and safety responsibilities to its employees, contractors and visitors to the cemetery (Health and Safety at Work Act 1974 s2, s3, Local Authorities' Cemeteries Order 1977). There is also a legal duty on the Parish Council to assess the risks from cemetery structures and work activities and ensure that the risks are controlled. (The Management of Health and Safety at Work Regulations 1999). A detailed risk assessment is attached at Appendix A.
3. Memorial Masons have the responsibility to work in accordance with the Parish Council's conditions and specifications for memorials, as laid down in Moulton Parish Council's Memorial Application Form and must be registered with National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM).
4. Whilst Moulton Parish Council has overall responsibility for the safety of the cemetery, including risks from unstable memorials, it does not own the memorials. The owner of the memorial will be the grave owner. An owner, the Deed Holder or successor in title of a memorial, has the responsibility to maintain it so as not to present a hazard.
5. Annual risk assessments will be carried out by Moulton Parish Council as part of a planned exercise or when a change has taken place. This inspection will include pathways, grave areas, trees, vegetation and buildings.
6. Memorial Headstone Testing will be carried out on a 5-year rolling programme. Testing will be carried out by specialist NAMM or BRAMM trained inspectors who have passed the City & Guilds Certificate of Competence for the safety inspection and assessment of memorials. The inspectors will record all details, such as the age, size and condition of the memorial and will notify Moulton Parish Council of any required works.

7. If, upon inspection, a memorial is considered to pose an immediate risk, the inspector will:
 - Ensure the safety of the public.
 - Instruct that the headstone be laid flat on the grave, inscriptions face up.
 - Erect a sign to warn members of the public of the hazard.
 - Notify the Parish Council, who will contact the memorial owner.

8. If, upon inspection, a memorial is considered to require repair work, Moulton Parish Council will contact the memorial owner, giving details of the defects found and requesting the memorial to be repaired within 3 months of the request date. If after this date no such work has begun, the Parish Council will be at liberty to arrange for repair works to be completed and for the cost to be charged to the registered contact. The Parish Council will use the Burial records contact details for this purpose.

9. In cases where there is no identifiable owner, Moulton Parish Council will act to ensure the hazard is made safe.

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Adopted: April 2022
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