**BURIAL GROUND GUIDANCE & REGULATIONS EFFECTIVE 1st NOVEMBER 2022**

**1. General Rules**

1. Wood Lane Burial Ground is owned by the Parish Council and managed by the Parish Clerk under the direction of the Parish Council. These Regulations are in addition to the Local Authorities Cemeteries Order 1977 and any other regulations currently in force.
2. All funeral arrangements must be made through a recognised funeral director. The Parish Council does not permit burials arranged privately.
3. The Burial Ground is a place of peace and quiet reflection, visitors are welcome during the hours of daylight.
4. No vehicles, other than hearses and those necessary for maintaining the burial ground are allowed.
5. Children must be supervised by a responsible adult.
6. Dogs must be on leads at all times.
7. No games, sports, riding of bicycles are allowed in the Burial Ground.
8. The consumption of alcohol and smoking are prohibited in the Burial Ground.
9. Scattering of ashes is not allowed.
10. Interment of animal remains/scattering of ashes is not permitted.

**2. Administration**

1. The Parish Council is responsible for the administration and ongoing maintenance of the Burial Ground.
2. All funeral / interment bookings and general enquiries must be made to the Parish Clerk.
3. A Register of Burials and a Register of Graves is be kept by the Parish Clerk.
4. Fees are reviewed annually and are available from the Parish Clerk. (Appendix 1)
5. All fees for interments and memorial works must be paid in full to the Parish Council in advance unless there is prior written agreement.
6. The burial / ashes plots are identified by the Parish Clerk and recorded on a plan of the of the Burial Ground and issued to accommodate wishes where possible but with an overriding condition that access to all new plots is maintained
7. Written and electronic records are be kept of all plots for the ‘Exclusive Right of Burial’ and a certificate of right of ownership will be issued by the Parish Clerk on receipt of the relevant fee.
8. Plots for the ‘Exclusive Right of Burial’ are available for 100 years, after which all rights revert to the Parish Council with no refund of any fee paid.
9. An owner of an ‘Exclusive Right of Burial’ cannot transfer such rights to anyone without the consent of the Parish Council which is not unreasonably withheld.
10. If a grave is to be reopened e.g., for the interment of ashes, written permission from the registered grave owner must be given, except where the burial is that of the registered grave owner. Cremation caskets may be placed in ashes plots or burial plots.
11. The purchase of ‘Exclusive Right of Burial’ in advance of need is allowed.
12. Coffins and urns/cremation caskets for burial must be made from bio-degradable materials e.g., wood, wicker etc
13. Burial Plots must be excavated, prepared and filled by contractors appointed in accordance with the provisions of the Local Authorities Cemeteries Order 1977. Surplus soil must be removed.
14. Following the interment and after a period of settlement (usually 12 months), the grave site will be levelled and turfed by the burial contractors and/or Parish Council
15. No grave may be dug without the authority of the Parish Council.
16. Several sets of cremated remains may be interred in a single ashes plot provided that a Certificate for Burial of Ashes for each is given, payment made and previously deposited remains are not disturbed.
17. Biodegradable receptacles must be used for cremated remains.

**3. Interments**

1. Times of interment must be arranged by the undertaker who should contact the Parish Council’s grave digging contractor Dignity, Cremation & Memorial Group. Out of normal business hours interments are allowed but will incur an extra charge which will be recharged at cost.
2. Arrangements for the attendance of a Minister of Religion (if required) must be made by the relatives or the funeral director.
3. The Parish Council accepts no responsibility in connection with the above arrangements.
4. Notice of any interment shall be given to the Parish Clerk at least two full working days before the time of the proposed interment with the exception of death from an infectious disease which must be dealt with according to the medical or coroner’s certificates.
5. The Certificate of the Registrar of Deaths, or Certificate of the Coroner (in the case of an inquest) or, in the case of a still born child, certificate from a Surgeon/Registered/certified Midwife must be received by Dignity, Cremation & Memorial Group prior to the interment taking place.
6. The Certificate for Burial of Ashes issued by the Registrar of the Crematorium must be produced to Dignity, Cremation & Memorial Group before an interment takes place.
7. A signed copy of this agreement must be returned to the Clerk prior to interment

**4. Memorials / Headstones**

1. The ‘Exclusive Right of Burial’ allows for a simple headstone / memorial. On a burial plot this is a memorial with a maximum height of 39” and width of 36” and on cremated remains plot a memorial with a maximum height of 39” and width of 30”. In both cases to be placed at the head of the grave and at the current additional fee.
2. All memorials should be broadly tablet in design.
3. No kerbs are allowed.
4. Headstones/memorials must be constructed of natural materials of a colour, type and texture traditionally used in the burial ground.
5. The headstone may stand on a small base/plinth of a similar material which must be flush with the ground to avoid damage to mowing equipment.
6. Vases are allowed to a maximum height of 18”. These should integral to the headstone and be included in the overall width.
7. Before any memorial is commissioned, erected or works undertaken to an existing memorial, an application must, without exception be submitted to the Parish Clerk for approval by the Parish Clerk on behalf of the Parish Council.
8. The application must include the memorial design, including the material, colour, size and inscription. The Parish Council reserves the right to reject an application for any memorial that it deems unsuitable.
9. On approval by the Parish Council, authorisation will be issued to the responsible memorial mason and the current fee must be paid to the Parish Council before erection.
10. All memorials fixed in the Burial Ground must comply with British Standard 8415 (latest version) and the BRAMM Blue Book (latest version) and should have a certificate of compliance. Memorial masons must be BRAMM accredited and hold a current ‘Fixer Licence’.
11. **The Parish Council has the right to remove any headstone/memorial for which approval has not been sought or where once erected it does not accord with the approval**. In this event it will be removed to safe storage and disposed of after 12 months if it remains uncollected after that time.
12. Further work by any memorial stonemason whose actions do not comply with and result in the circumstances at point xi. above may be declined until concerns are remedied.
13. All memorials are at the sole risk of the owner. The Parish Council will not be responsible for any damage or breakage that may occur.
14. No memorial may be removed from the burial ground without the prior approval of the Parish Council.
15. Any memorial removed in the process of opening a grave is at the risk and expense of the person requiring the grave to be opened.

**5. Memorial Inscriptions**

1. All memorial inscriptions, whether covered by the guidelines below or not, must be approved by the Parish Council prior to instructing the stone mason. The decision of the Parish Council is final.
2. For Guidance: Inscriptions should be simple, reverent, appropriate and suitable for being read by the public over future years.

* e.g., Formal titles Grandmother, Father etc. Informal terms. Thomas ‘Tom’ Cook, Grandmother ‘Nan’ etc.
* Inscriptions may record what a person did “farmer in this village for fifty years” or some feature of his/her character “a much-loved father and grandfather” or “a kind and gentle daughter”.
* Quotations from literary sources, the Bible or other Christian sources, songs and poems, subject to approval, may be used.

1. Inscriptions must be incised or in relief.
2. Dates of birth and death or alternatively date of birth and age must be included.
3. The surname of the deceased may be added discretely on the back of the memorial
4. A Mason’s trademark may be added discretely on the back or base of the memorial.
5. Additional inscriptions may be added to an existing memorial. These must match the style and appearance of the earlier inscription and be approved by the Parish Council and the appropriate fee paid.

**6. Ongoing Care and Maintenance of the Burial Ground, Graves and Memorials**

1. The Parish Council is responsible for the upkeep of the lawns, paths, hedges and trees including the turf over the burial plots i.e., the grave surface.
2. Whilst all reasonable care will be taken in the maintenance of the burial ground the Parish Council cannot be held responsible for any damage or injury whatsoever to or caused by any memorial or associated ornamentation.
3. No responsibility is accepted by contractors to the Parish Council for damage to any item on a grave other than the approved memorial.
4. The maintenance of memorial is the responsibility of the grave owner or family of the deceased
5. The Parish Council reserves the right to make safe any memorial which becomes unsafe or falls in to disrepair by laying it flat inscription uppermost in accordance with its Management of Memorials Policy.
6. In order to maintain the solemnity of the burial ground the addition of items placed on any grave is restricted and, in all situations, must lie within the curtilage of the grave plot.

For guidance:

* Floral tributes placed on top of the grave following interment and backfilling can remain in situ for 14 days before being cleared.
* Except for those immediately following an interment no ornamentation whatsoever is allowed outside the curtilage of the plot which is a width of 36” for a burial plot and 30” for a cremated remains plot.
* Small ornaments/tributes are permitted for a period of three months after interment or earlier if their condition deteriorates or detracts from the visual aspect of the burial ground. Any items left on graves and cremation plots are at the owners’ risk.
* Any additional ornamentation beyond that after interment e.g., vases/ornamentation must be made of non-breakable material firmly anchored i.e., either fixed onto/into the plinth or sunk firmly into the ground and be no more than 12” away from the front of the headstone.
* No unauthorised trees, shrubs or flowers may be planted within the burial ground or on graves. These and any planting which interferes with the maintenance of the burial ground will be removed.
* Fresh flowers/pot plants/artificial flowers should be in good condition and removed when dead or their condition has deteriorated.
* No personal fencing/edging/kerbing of any plot is allowed.
* Where kerbs are currently approved and fitted by a monumental stonemason all ornamentation must conform to these conditions and must sit within the curtilage of the kerbs.

1. All graves must be kept in a neat and tidy condition.
2. **The Parish Council may remove any items from a grave plot, including those in existence before this review of the rules and regulations that are likely to cause risk, damage or offence to other visitors, any which have become worn and in poor condition and/or interfere with the maintenance of the burial ground.**

**7. Benches**

1. No benches may be placed in the burial ground without prior consent of the Parish Council.
2. As part of consenting the design, materials and location of the bench will be agreed in advance.

For guidance:

* Of sound wooden construction and ‘park bench’ in style matching other benches on the plinths.
* All benches must remain natural wood in colour
* Fixed to the ground
* Benches are not permitted on the lawned areas
* Any inscription to be agreed using similar guidance to that for memorials
* Installation arranged by the undertaker.

1. There should be no additional adornment on or planting around the bench.
2. Anyone wishing to place a bench must contact the Parish Clerk

**Benches installed without permission or not in accordance with the permission granted will be removed.** In this event it will be removed to safe storage and disposed of after 12 months if it remains uncollected after that time.

**The Parish Council reserves the right to amend these regulations and to deal with any**

**circumstances or contingency not provided for in the regulations as necessary.**

**The decision of the Parish Council will be final in all cases.**

I understand and agree to the above terms and conditions:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Print name and company** | **Signature** | **Date** |
| **Family** |  |  |  |
| **Undertaker** |  |  |  |
| **Monumental Stonemason** |  |  |  |

**Appendix 1 Table of Fees**

FROM 1st NOVEMBER 2022

The following fees apply where the person to be interred or in respect of a pre-purchase the owner of the plot is, or immediately before his/her death was:

* a resident of the Parish of Treeton defined as being on the electoral roll or
* had long ties with the Parish of Treeton to the satisfaction of the Clerk and Chair of the Parish Council or
* in the case of a still-born child where one of the parents is or at the time of the interment was a parishioner.

**In all other cases fees will be doubled** except where the exclusive right of burial in the grave in question was acquired with residency status for the person to be interred.

The fees only include the digging of the grave, any Ministers' fees are payable direct to the minister performing the service.

**INTERMENTS.**

For the interment in a grave in respect of which an exclusive right of burial has not been granted:

**Burial Plots**

|  |  |
| --- | --- |
| A still-born child, or of a child/young adult whose age at the time  of death did not exceed 18 years | No charge |
| A person whose age at the time of death exceeded 18 years. | £1,500.00 |

The above fees indicated apply where the interment is at a depth not exceeding 6 feet.

Where interment is at a depth of 7'9" an additional fee at cost shall be payable. (i.e., grave for 3 people and currently an additional cost of £100).

**Cremated Remains Plots**

|  |  |
| --- | --- |
| A still-born child, or of a child/young adult whose age at the time  of death did not exceed 18 years | No charge |
| A person whose age at the time of death exceeded 18 years. | £700 |

The above fees are for burials during usual business hours, an additional fee at cost (currently £481)

will be charged for a weekend burial

**Exclusive Right of Burial in an Earthen Grave**

|  |  |
| --- | --- |
| For the exclusive right of burial in perpetuity in an earthen grave | £500 |
| For the exclusive right of burial of cremated remains in an earthen. | £300 |

The fee for an exclusive right of burial is deductible against the fee for the first interment

Exclusive rights of burial are granted for a period of 100 years, if a burial does not take place within that period the rights revert to the Parish Council with no refund of any fees paid.

**MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS.**

For the right to erect or place on a grave in respect of which the exclusive right of burial has been granted:

|  |  |
| --- | --- |
| Headstone, vase, tablet or book -the fee includes the first inscription | 50.00 |
| For each inscription after the first | 30.00 |

**Measurements (effective 1.11.22)**

* For full graves the maximum width is up to 36” and height up to 39"
* For cremated remains plots the maximum width is up to 30" and height up to 39"
* Kerbs are not permitted on any grave
* Vases - 18” in height

Measurements are inclusive of all fittings.

The reasons for limiting dimensions are space, to ensure the longevity of all memorials, manage to health and safety risks from tripping and toppling requirements and to be in keeping with others in the burial ground. The Parish Council wishes to take all reasonable steps to avoid the need to lay flat unsafe memorials in future years.

**Design**

All memorials should be broadly tablet in design. The Parish Council does not permit statues e.g., angels, crosses etc to ensure the longevity of memorials and future health and safety.

Materials - granite, stone, marble and of naturally occurring colours the reason is to be in keeping with the others in the burial ground.

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