

Cemetery Regulations

Brigstock Parish Council

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Cemetery regulations

1. These Regulations are made by order of the parish council for the proper management of its Sudborough Road cemetery
2. The Regulations replace any previous ones published by Brigstock parish council

Interpretation

3. Unless otherwise stated the following words and expressions shall mean:-
 - a) "The Council" – Brigstock Parish Council.
 - b) "Cemetery" – any of the cemeteries now or in the future provided by the Council.
 - c) "Grave" – a burial place formed in the ground by excavation
 - d) "Council Representative" – the Clerk/Cemetery Warden appointed by the parish council.
 - e) "Memorial" – any monument, tomb, gravestone, tablet, flat stone, headstone, coping stone, kerb or border stone, rail, chain, palisade, vase or other memorial; and includes any inscription placed thereon.
 - f) "Owner" The original purchaser and/or their descendants

Notice of Interment (Burial)

4. Notice for interment or burial shall be given to the Council Representative
5. The Notice of Interment is accepted only during the hours being between 9.00am and 4.30pm on weekdays and 9.00am and 12 noon on Saturdays.
 - i) Notice of Interment must be given at least two clear days in advance of the day proposed for burial together with all fees and charges incurred.
 - ii) the Council reserves the right to determine the time and date of the burial, the allocation of space for the grave and the depth to which the grave will be dug.
6. The grave may be dug only by a grave digger employed or authorised by the Council.
7. Before the burial can proceed, the Registrar's Certificate for Disposal or, when an Inquest has been held, the Coroner's Order must be given to the Council's representative. (This may be on the day of burial)
8. If mourners wish to have a burial service, they must make their own arrangements.

9. The deceased must be buried in a coffin made of wood or some other biodegradable material.
10. Only Council Officers or people authorised by the Council may subsequently disturb the earth or turf above any grave.
11. Any memorial must comply with the regulations listed under the separate headings below as appropriate.

Exclusive Rights of Burial

12. The Council may grant Exclusive Rights of Burial in any grave space, on payment of the appropriate charge and in accordance with any conditions as the Council may apply.
13. Exclusive Rights of Burial can be assigned or passed on to another person on the production of the Burial Deed or other appropriate evidence from the person owing those rights.
14. On request by the Council, the holder of the exclusive right of burial shall produce proof of ownership (Burial Deed) at any time.

Memorial

15. A memorial may only be erected with the consent of the Council and in accordance with the regulations and conditions applying to the Cemetery. **From January 2018 only headstone (no full surround) will be allowed in the cemetery. From July 2020 no memorial can be erected until 12 months after the burial.**
16. An application to erect a memorial must be made in writing to the Council, together with a detailed drawing, showing dimensions and the proposed inscription.
17. A permit to allow the erection of a memorial will be issued by the Council upon payment of the appropriate fee.
18. Memorials may be fixed or erected on any working day during normal working hours (8.00am – 4.00pm) excepting, Sunday and Bank Holidays.
19. The whole of the memorial must be of the best natural material such as granite or hardwood. Other than bronze, no metal will be permitted. Soft stone, fireclay, composite materials and softwoods will not be allowed.
20. All memorials, when completed shall be the sole responsibility of the owner at all times, with no liability to the Council. The Council shall not be responsible for any damage to memorials.
21. The upkeep and good repair of the memorial shall be the responsibility of the owner and will be undertaken at the owner's expense.
22. All memorials must be installed in compliance with British Standard in force at the time of memorial installation.

23. If a memorial is considered by the Council to be in disrepair, it will give reasonable notice to the owner, not being less than 28 days to have the necessary repairs done.

In cases where the disrepair presents a risk to public safety then steps will be taken to remove the danger without any prior notice being given, all reasonable efforts will then be made to notify the owner/responsible person what action has been taken.
24. In the event that an owner cannot, after reasonable enquiries, be traced the Council may:-
 - a) display a notice in a conspicuous position in the Cemetery;
 - b) publish the notice on two successive weeks in one or more local newspapers, such notice having the same effect as if it were given to the owner on the date of first publication.
25. If repairs are not done in a reasonable time, the Council may take possession of the memorial and remove it.
26. No memorial or part of a memorial, once installed may be removed from the Cemetery except with the express approval of the Council.
27. All rubbish, stone or other surplus or waste materials must be removed forthwith by the person carrying out the work.
28. Any damage caused during such work must be made good as soon as reasonably possible, to the satisfaction of the Council.
29. All works undertaken within the Cemetery shall have regard to the nature of the site and be undertaken with decorum. Work will cease during burials or other ceremonies where appropriate.
30. Benches and Seats. Any bench or seat must have the permission of the parish council before installation and the design must also be approved. The maintenance of the bench will remain with those responsible for its erection.

Inscriptions/Additional Inscriptions

31. Inscriptions on memorials must be approved by the Council, and on receipt of the appropriate fee.
32. Each memorial must have the section and number of the grave space cut plainly in letters and numerals 1 inch (25mm) on the side edge of the memorial, so as to be visible for purposes of plot identification at the expense of the person erecting the memorial.

The memorial firm supplying or erecting the memorial may, with the owner's consent, carve an appropriate inscription on the rear or edge of the memorial, or attach a plate of a size not exceeding 1 inch (25mm) by 2 inches (50mm) on the rear or edge of the memorial in a discrete position near the base of the memorial.

33. Where an unsatisfactory inscription has been cut, or cut without prior approval, the grave owner may be required to have it removed and the memorial made good at his/her own expense.
34. Additional inscriptions can only be added with the consent of the plot owner by production of the necessary documentation.

Special Conditions

34. **Sudborough Road Cemetery Management**

The Cemetery shall be managed according to the following regulations:-

- i) Other than headstones, crosses and vases etc referred to in these Regulations, no other memorials are permitted on the graves in the new cemetery extension.
- ii) It will not be permissible to lay flat stones over graves.
- iii) The area of the plot/grave can be personalised by means of planting directly into the ground or by means of plants grown in pots where the pot is no more than 6 inches high above ground level.
- iv) Where an existing grave is edged by a solid kerb it will be permissible to cover the plot with stone chippings of brown, dark green or white in colour. This type of covering is not allowed where chippings are not completely contained.
- v) Memorial vases etc as already allowed for within the rules and regulations may be used on the grave surface.
- vi) No plants used to personalise a grave shall be allowed to grow in excess of 24 inches in height from ground level.
- vii) No artificial flowers, wreaths etc shall be allowed to permanently remain on a grave as only natural planting is allowed to personalise a grave.
- viii) The level of any grave surface shall not be built up so as to raise it above the normal ground level around it.
- ix) Memorials erected in the cemetery must be erected vertically, in line with the headstones of adjoining graves, in a position at the head of the grave. Headstones or crosses must not exceed the following dimensions:-
 - a) 30 inches in height (760mm)
 - b) 24 inches in width (610mm)
 - c) 4 inches thick (75mm)
 - d) 33 inches (840mm) above the height of adjoining ground (where a mounting plinth is used)

- x) A vase of natural stone or granite or enamelled metal only may be placed directly in front of the headstone, provided it is set in a stone or precast concrete block, recessed to receive the base of the vase.

The following dimensions must not be exceeded:-

- Base Slab:
 - a) 12 inches wide (300mm)
 - b) 12 in depth (300mm)
 - c) 4 inches in height (100mm)
- Vase:
 - d) 8 inches in height (200mm)
 - e) 10 inches in width (250mm)
 - f) 10 inches in depth (250mm)
 - g) 10 inches in diameter (250mm)

The top of the base slab shall be flush with the adjoining ground.

- xi) The Council will maintain the grassed area and will plant and maintain, as appropriate, trees, shrubs and plants. The Council may remove any plants, shrubs, wreaths, jars, vases or any other objects placed on graves not in accordance with these regulations.

Good Conduct and Management

- 35 Where a grave is personalised, it is the individual's responsibility to properly maintain it, including the cutting of grass and weeding within any edging and immediately around the outside of the edging to every boundary, to the edge of adjoining graves where such boundary exists.
- 36 If in the Council's opinion, a personalised grave is not maintained then a "responsible person" will be given notice to remedy the situation within 28 days, in the event that a responsible person cannot be contacted a discreet notice will be placed on the grave asking that works be undertaken within 28 days of the date of that notice.
- 37 In the event of no action being taken the Council will act to maintain the grave in the most cost effective manner, which will usually be returning it to a grassed condition, removing all items of personalisation. No attempt will be made to keep any plants alive that are removed and such will be disposed of immediately, any memorials, edgings etc removed will be kept for a further period of 28 days prior to disposal.
- 38 No animals (except assistance dogs) will be allowed in the Cemetery. (Grazing may be authorised by the Parish Council)

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- 39 Responsibility for any injury or damage caused in the Cemetery as a result of work done in constructing or erecting, repairing, altering or removing any memorial will be borne by the person carrying out the work or on whose behalf the work is done.
- 40 No motor vehicles or cycles (with the exception of invalid carriages, wheelchairs) are allowed access to the Cemetery.
- 41 Flowers, potted plants, wreaths etc will be allowed to remain on a grave for up to four weeks after a funeral. If after that time there has been no obvious sign of personalisation of a grave then such items will be removed by the Council. Therefore, anything to be kept for sentimental or financial reasons should be reclaimed from the grave within four weeks of a funeral.
- 42 Wreaths etc placed on graves at Christmas time will be left until the end of the following January with the same conditions regarding removal applying as in the above item.

Opening Hours

- 43 The cemetery is open to the public every day from dawn till dusk.

Fees

- 44 A table of fees for interment, exclusive right of burial, placing of a memorial etc is available from the Cemetery Warden Clerk to the parish council and on the parish website.

Variation

- 45 The Council reserves the right to vary, alter or revoke any of the foregoing regulations at any time.

Addendum

- 46 **As from June 2015 no new plots will be available for sale in the OLD part of the cemetery.**

Contact

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Signed by Chair

Date

Signed by Clerk

minute reference