



# **HUGHENDEN PARISH COUNCIL**

## **BURIAL REGULATIONS**

**Resolved 14<sup>th</sup> February 2017**

**Effective 1<sup>st</sup> April 2017**



- 3.6. Vehicles are permitted in the burial ground but must not exceed the speed limit of 10mph and drivers must obey any instructions given to them by an Officer of the Council. Vehicles must stay on the main driveways and avoid parking in a manner that may cause nuisance or damage to graves or grassed areas. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the burial ground. Pedestrians have priority over vehicles at all times.
- 3.7. Visitors with disabilities or other special requirements should contact the Council Offices for assistance.

#### **4. General Regulations**

- 4.1. No employee of the Council may receive any gratuity or undertake paid private work of any kind in connection with the burial ground either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial ground.
- 4.3. Photography is permitted for personal use only.
- 4.4. All fees for interments or memorial works must be paid in full to Hughtenden Parish Council at least two clear working days before the interment.
- 4.5. The Council will publish a scale of fees and charges annually. Residents of the parish will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of the parish or who lived in the parish for over ten years and moved out of the area less than 24 months before their death.
- 4.6. The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

#### **5. Graves**

- 5.1. Graves are available in the burial ground, which consists of consecrated and unconsecrated sections. The selection of grave spaces shall be at the final discretion of the Council but the wishes of applicants will be met wherever possible.
- 5.2. Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 50 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 5.4. The Exclusive Right of Burial cannot be purchased in advance of need, i.e. graves cannot be pre-purchased or reserved. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the council.
- 5.5. It is the responsibility of the grave owner to notify the Council of any change of address.
- 5.6. In public graves the Council undertakes to leave 10 years before allowing the burial of a person unrelated to the original burial. The Council may allow the burial of related people in the grave before the expiration of 10 years. The Council may also allow the Exclusive Right of Burial to be purchased by a family member before the expiration of the 10-year period.
- 5.7. Memorials will only be permitted on graves where an Exclusive Right of Burial has been purchased. Memorials must conform to the regulations given at 9 below.
- 5.8. The types of grave available are Lawn Graves, Cremated Remains Graves and Children's Graves. Lawn Graves are laid to lawn. Cremated Remains Graves are for the burial of cremated remains only. Children's Graves are reserved for the burial of children under 16.
- 5.9. All graves will be excavated and prepared for interment by the Council or their appointed contractors only. No other person or company may undertake any excavation within the burial ground except with the express permission of the Council. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977. Lawn Graves will be excavated to a double depth of at least 8 feet and Cremated Remains Graves excavated to a double depth of at least 2 feet.

- 5.10. Following the interment, the Council will level the grave and either re-turf or topsoil and seed as appropriate to the season.

## **6. Coffins**

- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc. The council permits shroud burial.

## **7. Booking of Interments**

- 7.1. A provisional booking for an interment may be made by telephone to the Council Offices between the hours of 9.00 am and 5.00 pm Monday to Friday (except bank holidays). No service is available outside office hours.

The provisional booking should be followed by the submission of a completed Notice of Interment (form supplied by the Council) to the Council Offices at least two clear working days in advance of the intended date and time of the interment. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.

- 7.2. In respect of private graves, the Deed of Grant for the Exclusive Right of Burial will be registered in the name of the applicant for the burial indicated on the Notice of Interment and signed by that person.
- 7.3. The exact size of the coffin, casket or container must be given in writing to the Council as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape (e.g. locking bar handles, casket shape, wicker coffin etc.). The Council will then add an appropriate amount to the given size in order to determine the dimensions of the grave to be excavated.
- 7.4. As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade etc.
- 7.5. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.
- 7.6. In the case of a further interment it is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it at least two clear working days prior to the date and time of the funeral.
- 7.7. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices before the interment may take place.
- 7.8. The Council will determine the appropriate fees to be paid for the funeral, which must be paid in full at least two clear working days before the date of interment.

## **8. Interments**

- 8.1. Funerals will normally only be permitted Monday to Friday 09.30 – 15.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to additional cost. Please contact the Council Offices if a time outside of the permitted hours is required.
- 8.2. All funerals will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the grave as appropriate.
- 8.3. The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral if it impacts on another service.
- 8.4. It is the responsibility of the person making the funeral arrangements to organize a Minister or Officiant for the funeral if one is required.
- 8.5. Any floral tributes from the funeral will be placed on top of the grave following backfilling and will remain in situ for 14 days before being cleared by Council staff (unless family have already removed them).
- 8.6. Temporary memorial markers must not exceed 9 inches in height above ground and must not be in the shape of a cross. Temporary memorial markers will only be permitted on a grave where Exclusive Right of Burial has been purchased.

- 8.7. It is the responsibility of the grave owner to remove a temporary memorial marker within 12 months of the date of interment or when a memorial tablet has been placed if sooner. After 12 months, or once a memorial tablet has been placed, temporary memorial markers will be removed by the Council without notification to the grave owner and with no right to compensation.
- 8.8. The scattering of cremated remains is NOT permitted.

## **9. Memorials**

- 9.1. The Council has adopted a Management of Memorials Policy dealing with current and future memorial installations, safety inspections to ensure that all memorial tablets are safe. Masons carrying out work in the burial ground must comply with the Council's Management of Memorials Policy.
- 9.2. All memorials fixed in the burial ground must comply with British Standard 8415 (Latest version) and the BRAMM Blue Book (Latest version).
- 9.3. Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.
- 9.4. Memorials other than those fixed by a BRAMM accredited memorial mason are not allowed. Fences may not be erected around a grave nor may the space defined in any way. Planting is confined to the planter at the head of Lawn Graves and flower beds designated to Cremated Remains Graves. No plants or objects may be placed on the length of the grave.
- 9.5. Before any memorial tablet may be placed or works undertaken to an existing memorial tablet, an application must be submitted to the Council Offices on the appropriate form supplied by the Council. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible memorial mason.
- 9.6. Memorials must be constructed of natural stone, suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable. A drawing showing the form and dimension of the proposed memorial tablet and particulars of the material to be used, together with the proposed inscription, font and size of lettering, must be submitted to the Council Offices on the appropriate application form.
- 9.7. At Lawn Graves, one rectangular memorial tablet may be laid flat and level on a grave subject to prior approval by the Council and granting of a permit. The memorial tablet must not exceed 27 inches x 18 inches (portrait). The memorial tablet may have the facility for a small flower or plant container to be let into the tablet. Where no facility exists for a flower or plant container in the tablet then a flower/plant container may be free standing on the memorial tablet. In addition, at Lawn Graves only, a flower/plant container not exceeding 18 inches x 9 inches may be free standing or let into the ground at the head of the memorial tablet. No crosses or religious symbols are permitted even as temporary grave markers. It is recommended that memorial tablets are not placed on new Lawn Graves until sufficient time has passed to allow the grave to settle, usually 9 – 12 months.

## **10.**

- 10.1. At Cremated Remains Graves, one rectangular memorial tablet may be laid flat and level on a grave subject to prior approval by Council and granting of a permit. The memorial tablet must not exceed 15 inches x 12 inches (landscape). The memorial tablet may have the facility for a small flower or plant container to be let into the tablet. Where no facility exists for a flower or plant container in the tablet then a flower/plant container may be free standing on the memorial tablet. No religious symbols are permitted.
- 10.2. The memorial mason must inscribe the company name only on the reverse of the memorial tablet towards the base in lettering not more than 1 inch high. No trademark, telephone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1 inch high.
- 10.3. Memorial masons must remove all arisings from the burial ground after their work and leave the area in a tidy condition. All spoil must be moved to an agreed designated place. It is not possible for memorials to be stored at the burial ground prior to re-fixing following a burial. All such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.

## 11. Care of Graves and Memorials

- 11.1. All memorials are placed at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls in to disrepair and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials and will notify the grave owner, at the last registered address, of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to carry out the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.
- 11.2. Grave spaces must be kept in a neat and tidy condition and all litter must be removed from the site.
- 11.3. All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owner's risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk or damage, may give offence to other visitors to the burial ground, which interfere with the Council's maintenance of the site or do not comply with Regulations. Grave owners are permitted to place personal items only on the memorial tablet and not on surrounding grass or flower beds. Grave owners are requested to adhere to this rule to enable maintenance of the grass areas without risk of damage to any personal items.
- 11.4. The use of synthetic flowers, glass jars, bottles, plastic containers, battery or solar powered lights, balloons, windmills, wind chimes and fragile items are strictly prohibited and may be removed by the Council without notice or right to compensation.
- 11.5. At times of special occasions, the Council will allow additional flowers/wreaths to be placed on memorial tablets for a maximum period of 4 weeks. The Council will remove any flowers/wreaths/items which are not placed on memorial tablets and which obstruct grounds maintenance activities such as grass cutting and weeding of flower beds without any right to compensation.
- 11.6. During the Christmas period, the Council will allow additional flowers/wreaths to be placed on memorial tablets from 1<sup>st</sup> December to 31<sup>st</sup> January. After this time, the Council will remove all festive tributes.
- 11.7. Only suitable planting such as annual bedding or small shrubs are permitted to be planted in the flower beds adjacent to graves in the Cremated Remains Grave section and in the planters adjacent to memorial tablets of Lawn Graves. No trees, conifers, shrubs, flowers or plants of any kind are permitted to be planted over graves or in grassed over areas. The Council will remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work without any notice or right to compensation.