

BURWELL PARISH COUNCIL

BURIAL GROUND REGULATIONS AND SERVICES

Adopted 24th November 2015

1. General Regulations

The Burial Ground is a lawn cemetery and maintained as a peaceful and welcoming place for everyone to remember their loved ones.

a) It is open daily to the public between the hours of 7.00 am and 9.00 pm or 30 minutes after sunset whichever is the earlier.

Children under 16 years of age are not permitted to enter the Burial Ground unless supervised by an adult. All visitors must keep to the walks, refrain from touching shrubs or flowers and behave with respect for their surroundings.

Dogs are only allowed into the cemetery if under strict control and on a short lead. Owners must clear up after their dog and place faeces suitably wrapped in the litter bins provided.

b) Memorials may not be erected on any grave without the written permission of the Parish Council. A written application must be made, giving all dimensions and materials to be used.

c) The Clerk on behalf of the Parish Council will allocate grave spaces.

2. Right of Interment

The right of interment, erection of memorials and the reservation of grave spaces is exclusive to residents of Burwell Parish or those whose name has been on the Register of Electors within six months prior to the date of death, upon payment of the relevant fee(s) as set out in the scale of charges. At the discretion of the Council these services may be extended to non-parishioners on payment of the appropriate fee.

Should there be any query regarding these rights then the non-resident fee must be paid, refundable if residency is proven and accepted by the Council.

3. Notice of Interment

Application forms for interment, reservation of plots and the scale of fees form part of these regulations and are available from the Council Office.

4. Reservations of Graves and Ashes Plots

a) The purchase of a grave is not permitted. Plots may be reserved upon application to the Clerk and by the payment of the fee for the Exclusive Right of Burial lasting 50 years. This confirms with the purchaser their rights to burial within a defined grave space in the cemetery. The land itself remains the property of Burwell Parish Council. Upon the expiry date the ownership of the grave space will revert to the council if the owner of the Exclusive Right to Burial has expressed no desire to extend the grant period. Families will have the option of extending this grant for a further period of time with an additional payment of a fee.

b) New graves will be allocated in rotation and are not available for selection. The Council does not accept requests for the advance purchase of any type of grave space.

5. Coffins

No body will be allowed to be buried in any grave unless it is placed in a properly constructed coffin.

6. Digging and Reinstatement of Graves, Conveyance and Removal of Materials

It will be the responsibility of the Funeral Directors to arrange the digging of graves and ashes plots. See *separate sheet*.

7. Re-Opening of Graves

When a re-opening of an existing grave is made care shall be taken to ensure that there is no disturbance of any previous burial.

8. Flowers

a) Flowers may be placed on the grave during the first six months following interment pending the erection of a permanent memorial. For safety reasons glass vases are not allowed. Any inappropriate containers or items may be removed at the discretion of the Council. No flowers, shrubs or pot plants may be planted on the ashes plots. Flowers/wreaths etc will be removed when they are dead.

b) No responsibility can be accepted by the Parish Council for the removal of flowers or containers by any unauthorised person.

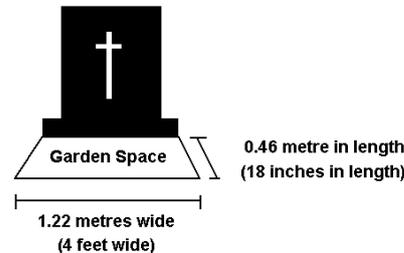
9. Grave Information

a) Memorials will not be permitted to be erected until at least 6 calendar months following interment (to allow for settlement of the ground)

Memorials shall not exceed 900mm (3ft) in height, measured from ground level. Memorials will not be

permitted to be erected until at least 6 calendar months following interment (to allow for settlement of the ground)

Graves in the cemetery will be seeded over following the settlement of the grave. This will be carried out between October and March. The remaining grassed areas must be kept clear at all times and is maintained by council staff. On each grave a garden space is allowed in front of the headstone for individual planting. The maximum size of this is 1.22 meters (4 feet) wide by 0.46 meters (18 inches) in length. The grave owner is responsible for the planting and upkeep of the garden. If it is left unkempt it will be grassed over and the council reserves the right to prune or remove any plant that becomes a hazard or obstruction. The following are not allowed: Kerbstones, fencing or edgings, gravel or glass chippings. The council will remove these items if found on the graves. Only white solar lights may be used.



b) No headstone or any other memorial shall be placed in the Burial Ground and no additional inscription shall be made on any stone or other memorial without first obtaining consent from the Clerk in writing and upon payment of the appropriate fee. Such consent will only be given if the proposed memorial and inscription complies with the requirements of these regulations and is acceptable to the Council. The Parish Council reserve the right to remove any unauthorised memorial. The Parish Council will not be responsible for any costs incurred, these will be charged back to the family, undertaker or stonemason responsible.

c) A memorial may be in the form of a headstone or cross and must be placed at the head of the grave, the plot number must be engraved at the foot of the reverse side of the headstone or cross.

d) All memorials shall be installed by an accredited monumental mason to comply with British Standard 8415. It is recommended that a mason is selected who is registered with NAMM or BRAMM.

e) A memorial shall be constructed of Granite, Marble, Nabracina or Natural Stone but not of reconstituted stone, brick, plaster, wood, bath, caen or other soft stone. The Council reserves the right to approve all applications. **Full details of memorials**, measurements and inscription must be submitted at the time of application.

f) The Parish Council must be informed and the work approved before any memorial is removed from the Burial Ground for repair, modification or additional inscription.

g) The applicant or the family is responsible for the care of the memorial. No liability can be accepted by the Council for damage unless it is caused by its employees.

h) The Cloister of Remembrance is available for the erection of plaques in memory of those whose ashes are buried either in the ashes plots, or lodged elsewhere. A single plaque should measure 250 x 100mm (10" x 4") and a double plaque 250 x 200mm (10" x 8"). Plaques should match those existing. Full details of the plaque and inscription must be submitted at the time of application. Application to install a plaque should be made as for any other memorial.

10. Deteriorating Materials

Where a memorial has deteriorated the Council will attempt to contact the applicant or surviving family in order that repairs can be carried out. Should this not be possible or the relatives fail to act in a reasonable time (six months) then the Council may remove any such memorials without further notice.

11. Health and Safety

It is the responsibility of all employees, visitors and contractors attending the Burial Ground to take reasonable care of both their own and other people's safety, and to co-operate with the Parish Council, as Burial Authority, on safety matters. The Councils Health and Safety Policy and Policy for Burial Grounds are available from the Parish Office.

12. Revision of Rules

A review of the regulations, services and charges will be made when deemed necessary and the revisions made public.

For Funeral Directors

Digging and Reinstatement of Graves

a) It will be the responsibility of the funeral directors to arrange the digging of graves and ashes plots. A body shall not be interred in a grave in such a manner that any part of the coffin is at a depth less than three feet below the level of the surface of the ground of the grave space, nor shall the cremated remains of a body be interred in a grave in such a manner that any part of the casket is at a depth of less than one foot below the level of the ground of the grave space. The minimum depth of a grave shall be five feet for one interment and seven feet for two interments. *N.B. It should be noted that the above-mentioned depths are liable to be checked after digging and if found to be insufficient the interment will not be permitted to take place. This may particularly affect second burials if it is found that the original grave was not dug to a sufficient depth. In such cases a fresh grave may be allocated.*

b) Mechanical diggers may only be used when authorised by the Clerk. Reinstatement must be to the satisfaction of the Parish Council. Turf is to be carefully lifted and stacked and topsoil to be piled. On reinstatement subsoil is to be compacted as hard as possible with topsoil and turf replaced so that the finished result is a **level lawned burial ground after settlement.**

Conveyance and Removal of Materials

All tools and equipment required for the digging, erection or reinstatement of graves or memorials shall be conveyed to the site in such a manner as to ensure that a minimal amount of damage is caused to the surroundings. Care must be taken to avoid damage to roadways, paths or grassed areas in the Burial Ground. All equipment, materials and spoil must be removed from the Burial Ground immediately on completion of work and at no expense to the Council. If after receiving seven days' notice in writing from the Clerk, the person responsible fails to comply with this regulation the Parish Council will clear the site and cost of such clearance will be passed to the person responsible. All work in connection with memorials and reinstatement arising there from shall be carried out to the satisfaction of the Council (see paragraph 5).