

# CEMETERY POLICY



## 1. INTRODUCTION

The cemetery is a place of peace and quiet reflection which is consecrated and divided into burial and cremation sections. However, it is also a workplace. Visitors to the cemetery are welcome, but please respect the special nature of the site and always keep to the paths unless visiting a grave. For the purpose of this document BAPC are the Burial Authority.

- Please refrain from parking within the cemetery grounds if signage is displayed advising of a funeral.
- No vehicle will exceed 5mph inside the cemetery grounds and must not obstruct paths or driveways. The Parish Council will not accept any responsibility for loss or damage to any vehicle brought into the cemetery.
- The Burial Authority reserves the right to exclude public from the cemetery on such occasions they deem necessary.
- Games, sports, riding of bicycles, skateboards, roller blades or similar are not allowed in the cemetery grounds.
- No consumption of drugs or alcohol may take place within the cemetery grounds, and anybody under the effects of such substances will not be admitted.
- Children are welcome in the cemetery but must be supervised by a responsible adult.
- Family pets visiting the cemetery must be kept under control and dogs must be always kept on a short lead.

Any person creating a nuisance or disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the cemetery ground immediately and may be the subject of subsequent legal action.

## 2. PURCHASE OF EXCLUSIVE RIGHTS

Exclusive Right of Burial in a grave space or cremation plot may be purchased on payment of the charges in operation at the time of purchase but remain the ownership of the Parish Council. A Right of Burial gives only a right to inter a body and no control over the surface of the grave.

It is the responsibility of the purchaser to inform the Parish Council of any changes of address.

The purchase of burial or cremation spaces may be permitted to non-residents at the discretion of the Parish Manager and / or Burial Clerk.

## 3. RIGHT OF INTERMENT

The right of interment in Frolesworth Road Cemetery is exclusive to parishioners of the Parish, or to anyone having some claim on the Parish, upon payment of the appropriate fee as set out in the scale of charges. At the discretion of the Parish Manager and / or Burial Clerk, non-parishioners may be interred in the Cemetery subject to payment of the appropriate fees for non-residents as decided by the Parish Council.



#### 4. NOTICE OF INTERMENT

Notice of Interment is to be given to the Parish Manager and / or Burial Officer at least 48 hours (exclusive of Saturday, Sundays and Bank Holidays) before any interment, except in special circumstances.

No interment can take place prior to 9am or after sunset without special permission.

All fees in connection with the interment must be paid to the Parish Manager and / or Burial Clerk at the time the Notice of Interment is given, except in special circumstances.

#### 5. CERTIFICATES

A disposal certificate from the Register of Deaths, or where appropriate from the coroner, must be provided to the Parish Manager and / or Burial Clerk with the notice of interment or within 48 hours of the interment taking place.

Copies of the signed Notice of Burial form and copy of the Deed of Grant must also be provided.

#### 6. PLACE OF INTERMENT

All new graves spaces will be allocated by the Parish Manager and / or Burial Clerk, but the wishes of applicants about the location of new graves will be considered.

The digging of the grave is to be arranged by the Funeral Director and carried out to the satisfaction of the Parish Manager and / or Burial Clerk.

***No mechanical diggers are permitted at Folesworth road Cemetery for the excavation of graves.***

All caskets must comply with current regulations.

Broughton Astley Parish Council provides three different types of plots:-

- a. Burial plots which are the main area of the cemetery and are available for both burial and the interment of cremated remains.
- b. Cremated remains plots – which are only available for the interment of cremated remains.
- c. A dedicated babies and children burial section for the burial of babies under the age of 1 years and for cremations up to 10 years of age. Burials for children over 1 years of age will be in the main cemetery.

#### 7. BURIAL PLOTS – ADDITIONAL REQUIREMENTS

- a. Single depth graves
- b. Double depth graves (two coffins)
- c. Cremated remains are permitted to be interred prior to a burial if the casket is buried at double depth.
- d. Two cremated remains per grave space are permitted after the burial plot is fully occupied.



## **8. CREMATED REMAINS – ADDITIONAL REQUIREMENTS**

- a. Graves for the interment of cremated remains only, must have a minimum depth of 50cm (1ft 8”) above the casket.
- b. Not more than two interments of cremated remains may be made in any plot 60cm x 60cm (2ft x 2ft). Interment of cremated remains may be either side by side or the caskets placed on top of each other provided the first casket is buried to sufficient depth.
- c. Cremated remains caskets are restricted in size to 30cm x 23cm x 18cm (depth) (12” x 9” x 7”).

## **9. BURIAL and CREMATION PLOTS – GRAVESTONES, MONUMENTS AND INSCRIPTIONS**

The installation of wooden crosses is only allowed as a temporary measure not exceeding a period of six months, after which time a written notice will be sent to the deed holder to remove it. If this is not done, it will be removed by the Parish Council if an application has not been received for the installation of a permanent memorial.

Consent from Broughton Astley Parish Council, through the Parish Manager and / or Burial Clerk, shall be obtained before any memorial is erected or any inscription placed on a proposed or existing memorial. All memorials erected in the cemetery must be made from natural quarried stone, in keeping with the surroundings and the design approved by the Parish Manager and / or Burial Clerk prior to erection.

A drawing and full description showing the form and dimensions of the monument, and a copy of any intended inscription shall be submitted to the Parish Manager and / or Burial Clerk for consideration and written approval obtained.

The Parish Council shall not be responsible for the cost of removal or replacement of any unauthorised memorial. Any memorial erected in the Cemetery must be erected following the most recent National Association of Memorial Masons (NAMM) guidelines.

No planting of any kind is permitted in the burial and cremated remains area of the Cemetery.

The fees for placing gravestones, monuments and inscriptions are contained in Appendix A attached.

## **10. SCATTERING OF ASHES**

A new dedicated area has been created at the cemetery for the scattering of ashes. Permission will need to be required and associated fees paid prior to any scattering. Please contact the Parish Office for further information.



## 11. MAINTENANCE, SURROUNDING AND TRIBUTES

Every grave and memorial must be kept in good order and repair by the owner.

- Graves ornaments and tributes must not obstruct grounds maintenance work and not be placed in the maintenance border around each memorial stone.
- Grave ornaments and tributes must not encroach on a neighbouring plot.
- No glass is permitted including vases at Frolesworth Road Cemetery.
- Wreaths and flowers are the responsibility of relatives, but any dead or unsightly flowers may be removed by the Parish Manager and / or Burial Clerk or delegated person. However, Christmas wreaths will be removed no earlier than 31 January.
- Water taps and waste bins are placed throughout the cemetery for your use.
- Full length planting of a grave is not permitted, Planting of trees and shrubs within the cemetery except in designated areas and with prior permission of the Clerk and / or Burial Clerk.
- No fences, kerbs and graves surrounds are no longer permitted.

***The Parish Council reserves the right to remove prohibited articles without notice.***

All new graves will be seeded/turfed at the Parish Council's expense after settlement of the grave surface as and when weather conditions are conducive to laying turf. In some cases, this may be several months after the interment.

All memorials are erected at the sole responsibility of the owner and the Parish Council shall not be held responsible for any damage caused 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 Parish 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 3 months from the date of the notification letter to carry out the necessary repairs.

If the grave owner does not arrange for the repairs to be made, the Parish Council may remove the memorial in place in safe storage.

The Parish Council is bound by the conditions of the Local Authorities Cemeteries Order 1977. It has a legal duty under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and Occupiers Liability Act 1957 to ensure that its burial grounds are safe places for maintenance operatives and visitors.

## 12. CONTACT DETAILS

Parish Manager / Burial Clerk  
Broughton Astley Parish Council  
Parish Office  
Station Road  
Broughton Astley  
Leicestershire  
LE9 6PT  
[admin@broughton-astley.gov.uk](mailto:admin@broughton-astley.gov.uk)