

CEMETERY POLICY – RULES AND REGULATIONS

1. Layout

The Cemetery which is consecrated is divided into Burial and Cremation sections, with each plot numbered accordingly.

Burial Plot (single 5ft – double 7ft):

- No more than two coffins may be interred in one grave. If the intention is to have two burials in one plot then the first must be interred at double depth, second at single depth and this would constitute a fully occupied grave.
- The Parish Council will permit the interment of ashes prior to a burial if the casket is interred at double depth and this is due to the size of our burial plots at Frolesworth Road Cemetery. The Parish Council will mark their records to show where in the grave they are positioned (i.e., head of grave, left- or right-hand side) once written confirmation is received from the Gravedigger.
- If the ashes interment is to be followed by a full coffin burial, the ashes must not be disturbed without lawful authority and an exhumation licence from the Ministry of Justice or a Faculty from the local Diocese if the grave is consecrated would be required. It is for this reason we will only allow the interment of ashes in a burial plot if they are buried at double depth as all burials, whether full body or ashes, are protected against disturbance under Section 25 of the Burial Act 1857.
- It is also permitted to allow up to two cremated remains per grave space but only after a burial plot is fully occupied. So dependent on the order of interment the Parish Council will allow two burials in a double depth grave and two cremated interments or one interment of ashes at double depth followed by one burial and two cremated interments.

Cremation Plot:

- Up to four cremated remains per plot may be interred within the Cremation Section of the cemetery. The number of ashes interred may be affected by the size of the caskets – please see our permitted size.
- Scattering of ashes is permitted on the rose garden upon request to the Parish Office.
- Please see burial plot details if a request is received to inter ashes into a burial plot.

2. Purchase of Exclusive Right of Burial

In all sections, the 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. Such rights may be granted for a period not exceeding 100 years. A Deed of Grant will be issued by the Burial Authority (the Parish Council) in respect of each right purchased. If the owner of the Exclusive Rights dies, it is assumed that they gave permission to have themselves interred in the grave. After this the Rights become part of their estate and may be left in a will or assigned by their executors to someone else. If the Rights are not specifically mentioned in the will, they will form part of the 'residue' of the will, usually willed as 'and all my other worldly goods' at the end of the will.

Any person(s) who purchases the exclusive right of burial in any space shall not convey, assign or transfer such right without the consent of the Burial Authority and on completion of a form obtainable from the Parish Office together with appropriate administrative fee. The transfer will be treated as if it is a new purchase but will not alter the expiry date of the deed.

Exclusive Rights may be surrendered at any time, without refund of the purchase fee, on return of the Deed to the Parish Office. If the owner of the Exclusive Rights fails to notify the Parish

Council Office of a change of address and cannot be contacted subsequently, the deed will be deemed to have been surrendered.

Any change of address MUST be reported to the Parish Office.

The purchase of burial or cremation spaces will be permitted to non-residents but will incur a payment of triple fees at the time of purchase.

Any previous resident of the Parish who subsequently resided in a retirement or care home not exceeding a maximum of five years prior to their death will not be subjected to the triple fee charge.

Exclusive Right of Burial in the Children's Section is reserved for babies and children under the age of 10 years.

3. Interments

No later than 48 hours prior to any interment, the Parish Council requires the following:

- Notice of Burial Form
- Certificate for Burial or Cremation issued by a Coroner or Registrar of Births and Deaths (original only)
- Correct payment
- Copy of Deed of Grant

Interments may take place on weekdays (Monday to Friday excluding Public Holidays) between the hours of 9am and 2.30pm. Any request for an interment beyond these times can be submitted to the Parish Manager for consideration. No interments will be allowed on Saturdays or Sundays unless by special arrangement.

4. Digging of Graves and Cremation Plots

The person responsible for the funeral must arrange for the relevant grave to be dug by an appropriately qualified and fully insured person, and for the spoil to be removed from the Cemetery. Graves for two people (double graves) must be dug to a depth of a minimum of 7 6 feet (2.1 metres). Single graves must be dug to a depth of 5 feet (1.5 metres). Burial width is a maximum 3 feet (0.9 metres). Width sizes larger than this need to be brought to the attention of the Parish Manager.

By separate arrangement and payment of the appropriate fee the Parish Council Groundsmen can dig a cremation space if required. Cremation plots must be dug no more than 14" (36cms) square and to a depth of 16 inches (41cms)

5. Walled Graves

The construction of walled graves or vaults is not permitted, and no burial or cremation space will be enclosed by kerbs.

6. Memorials

Any person to whom the exclusive right of burial has been granted in respect of a burial space or cremation plot who wishes to erect or place a memorial shall first submit to the Parish Manager details of the design and materials of the proposed memorial. New headstones, bases, tablets and other monuments cannot be erected until they and any inscription to be included have been approved by the Parish Manager. A copy of the Deed of Grant and proof of ownership must be submitted at the time of application.

The application form can be obtained from the Parish Office.

Temporary memorials (wooden crosses or plaques) placed on a grave by funeral directors may remain for a period not exceeding 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 if an application for a permanent memorial has not been made.

All headstones, memorials and vases are to be installed by a professional body. They must be securely fixed to the concrete bases where provided, otherwise placed on a foundation satisfactory to the Burial Authority.

Memorials remain the property of the deed holder and must be kept in good repair by the owner. If not maintained or repaired, after due notice, the memorial may be removed by order of the Burial Authority.

All headstones must be placed at the head of each grave space and will not be permitted to extend over two adjoining spaces.

To enable the ground to settle sufficiently approved headstones cannot be erected within 7 months of the burial, except in the case of infant burials for which headstones can be erected as soon as deemed appropriate by the Parish Manager, in liaison with the Grounds Maintenance Supervisor.

- **Dimensions of monuments:**

Burial Plots: monuments must be no more than 3 feet (0.9 metres) in height, including the base when fixed. The base must be no more than 3 feet (0.9 metres) by 2 feet (0.6 metres).

Cremation plots: memorial tablets must be no more than 18" in height. The base must not exceed 2 feet by 2 feet. Flower containers must be contained within these dimensions.

Should any disagreement arise following a decision made by the Parish Manager on a memorial or inscription, the Broughton Astley Parish Council's Complaints Procedure will be followed. A copy can be obtained from the parish website www.broughton-astley.gov.uk or by contacting the office on 01455 285655

7. Maintenance of monuments and memorials

A condition survey takes place each year of all headstones, vases, tablets, and other monuments at the Cemetery. The condition of each headstone, vase, tablet, or other monument will be categorised as:

- Unstable - liable to collapse
- Very poor - considerable movement, but not yet liable to collapse
- Poor - some movement and/or considerably out of alignment
- Average - no movement, but some degradation and some misalignment
- Good - no degradation, movement, or misalignment

Monuments remain the property of the deed holder or their heir/s and therefore are responsible of the upkeep of that memorial.

Unstable: The Parish Office will contact the person responsible for the monument/memorial and seek repair/restoration within three months of the completion of the condition survey which first identified its condition as 'unstable'. After this point the Parish Council reserves the right to remove the monument/memorial.

Very poor: The Parish Office will contact the person responsible for the monument/memorial and seek repair/restoration within three months of the completion of the condition survey which first identified its condition as 'very poor'. After this point the Parish Council reserves the right to remove the monument/memorial.

Poor: The Parish Council Office will contact the person responsible for the monument and seek repair/restoration within twelve months of the completion of the condition survey which first identified its condition as 'poor'. If the person responsible for the monument does not complete the work required within twelve months the Parish Council reserves the right to remove the monument/memorial.

Average: The condition of the monument will be monitored by the Property and Grounds Maintenance Supervisor. If it deteriorates action will be taken as set out above.

Good: no action.

8. Plaques

Commemorative plaques may be affixed to the memorial wall in the Garden of Rest at the discretion of the Parish Manager and provided they do not exceed 4 7" (17.5 cms) x 4" (10 cms) in size.

9. Grounds Maintenance

The Parish Council is responsible for grounds maintenance at the Cemetery, but new graves will be allowed to settle for six months before being levelled and re-seeded with grass.

Advance notice will be provided in relation of any major works to be undertaken in the Cemetery by means of the Public Noticeboard at the entrance of the Cemetery.

10. Fees

A table of fees, payments and sums due to the Burial Authority in respect of the purchase of exclusive rights of burial, interments and memorials can be obtained from the Parish Office.

Fee and payment charges are subject to a regular review. Current fees and charges are published on the Parish Council's website at www.broughton-astley.gov.uk Parish Services/Cemetery.

11. Floral and Other Tributes

Christmas Wreaths, Flowers, Plants and Cut flowers shall be placed in a suitable container at the head of the grave. The planting of any root bearing tree, shrub or bush on a grave space is not permitted and such material will be removed.

The Parish Council, as Burial Authority, reserves the right to remove dead flowers and wreaths; however, Christmas wreaths will be removed after **31 January** of each year.

The Council also reserves the right to remove unauthorised items including removal of items causing overcrowding and encroachment onto neighbouring plots.

Items will also be removed from the maintenance border around each burial and cremation space.

No glass tributes, to include vases, are permitted at Frolesworth Road Cemetery.

12. Cemetery Opening Hours

Subject to the direction of the Burial Authority, the cemetery will be open to the public throughout the year.

The Burial Authority reserves the right to exclude the public from the cemetery on such occasions they deem necessary.

13. Offences in the cemetery

In accordance with Article 18 of the Local Authorities' Cemeteries Order 1977 no person shall:

- (a) wilfully create any disturbance in the cemetery;
- (b) commit any nuisance in the cemetery;
- (c) wilfully interfere with any burial taking place in the cemetery;
- (d) wilfully interfere with any grave or memorial, or any flowers or plants on any such grave or;
- (e) play any game or sport in the cemetery.

14. Scattering of Ashes

Please contact the Parish Office for further information.

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