

CEMETERY POLICY – RULES AND REGULATIONS

1. Layout

The cemetery is divided into burial and cremation sections, with each plot numbered accordingly.

No more than two coffins may be interred in one grave. It is also permitted to allow up to two cremated remains per grave space.

Up to four cremated remains per plot may be interred within the Cremation Section of the cemetery.

Scattering of ashes is permitted on the rose garden upon request.

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.

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. The Burial Authority will take back unwanted and unused reserved plots; however, an administration fee will be applied.

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.

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

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. No interments will be allowed on Saturdays or Sundays unless by special arrangement.

4. Walled Graves

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

5. 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 Clerk to the Burial Authority details of the design and materials of the proposed memorial.

No memorial shall be placed in the cemetery without the consent in writing of the Burial Authority first having been obtained. The application form can be obtained from the Parish Office and details the height restrictions requirements of headstones or tablets.

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.

6. 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.

7. 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.

8. 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.

9. 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.

10. Scattering of Ashes

Please contact the Parish Office for further information.

11. 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

