

## **PIDDINGTON CEMETERY REGULATIONS**

### **Eligibility**

Hackleton Parish Council provides the cemetery under its powers as a burial authority, for the burial of persons:

- a) who have died resident in the parish of Hackleton (which includes Hackleton, Horton, Piddington, Preston Deanery and part of Wootton) and their spouses and their children
- or** b) who were non-residents but were born in the parish, their spouses and their children.
- or** c) who the Parish Council consider have had a long association with the parish.

Any decision of the Parish Council is final and cannot be regarded as setting a precedent.

### **Process**

Interments can take place Monday to Friday between the hours of 9.00am and 3.00pm. There will be no interments on Saturdays, Sundays, or Bank holidays. Not more than one funeral will be allowed to take place at any one time.

All requests for interment and the appropriate fee must be delivered to the Parish Clerk who will confirm arrangements in writing. No funeral can take place without a Certificate for Disposal or the Coroners Order for burial, failure to provide this may result in a delay of the burial until the certificate can be produced. In the case of a stillborn child, the appropriate certificate under the Births and Deaths Registration Act 1953 must be produced. Any additional expense incurred by the Council as a result of incorrect or missing information/paperwork will be charged to the person making the application. All fees in connection with an interment must be paid to the Parish Clerk at the time the interment request is given.

A burial can take place with or without a religious service. It is the responsibility of the funeral director or bereaved family to arrange for a Minister or other persons authorised to officiate at the burial.

The allocation of a new grave space is managed by the Parish Clerk, burials will only be allowed in designated areas previously laid out for burials. The digging and mounding of graves will be the responsibility of the Funeral Director but the work must be carried out to the reasonable satisfaction of the Parish Council. Likewise, excavations to receive cremation caskets will be the responsibility of the Funeral Director or person arranging the burial and must be carried out to the reasonable satisfaction of the Parish Council.

The current Cemetery is consecrated ground. When the extension land is brought into use it will be un-consecrated ground. Each individual plot can as required be blessed/consecrated in line with the rites of the faith of the deceased.

All coffins/caskets will be made of perishable materials no metal type coffins/caskets will be allowed.

No bands, music or persons carrying banners will be allowed in the Cemetery except at a military funeral or by special consent of the Council.

Care must be taken to avoid cutting up, injuring paths or grassed areas in the cemetery. Mats, planks, boards or canvas are to be used to preserve the grass and paths from damage.

It is the Funeral Director's responsibility to ensure the grave is excavated and dressed on your arrival at the cemetery for a burial. It is for them to arrange to backfill the grave and on completion of the service have the soil mounded, floral tributes placed on top of the soil and any marker detailing the name of the deceased placed at the head of the grave. All spoil is to be completely removed from the Cemetery.

### **Temporary grave markers**

If your funeral director provides a temporary grave marker it will remain in position until the right to erect a memorial stone is applied for and installed. No other item must be placed upon the grave space.

### **Flowers/Tributes etc**

No plastic is permitted in the Cemetery, this includes plastic or artificial flowers.

No balloons, soft toys, glass vases, wind chimes or lights are permitted in the Cemetery.

Cellophane must be removed from flowers before they are placed on a grave. The cellophane must be disposed of in the black bin near to main gate.

All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owners' 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, damage or offence to other visitors to the Cemetery or which interfere with the Council's maintenance of the site.

Christmas wreaths will be removed and disposed of during the first week of January each year.

Please dispose of any rubbish in the appropriate bin. All bins are located at the main gate. Guidance can be found on the noticeboard.

Water is available for Cemetery and Churchyard use only. The tap is located inside the Churchyard on the righthand side. Please use water responsibly and ensure the tap is completely closed off after use.

## **Cemetery Maintenance**

Maintenance is carried out throughout the Cemetery.

Grass cutting is usually undertaken between March and October; however, spells of heavy rain can delay grass cutting and increase growth rates, often at the times, such as early summer, when the growth is at its fastest.

Grass cutting is restricted in some areas where items, including kerbs and fences, have been placed on or around graves. Where there are such items, we will avoid mowing close to them, because of the risk of damage to equipment and exposure to glass or plastic fragments.

Any shrubs, trees, plants, ornaments of any kind, benches found in the cemetery grounds without the authority's permission will be removed.

## **Behaviour in the Cemetery**

All visitors to the cemetery must behave in a respectful manner and must not interfere with any burial taking place. Any person, who damages, defaces or destroys any property or causes any nuisance within the cemetery will be liable to prosecution.

Children under the age of twelve years shall not enter or be taken into the Cemetery unless accompanied by an adult.

## **Cemetery Memorials & Inscriptions**

A memorial can only be placed on purchased graves with the approval of the Council and payment of the appropriate fee. To place a memorial on a grave the owner of the Exclusive Right of Burial must obtain a permit issued by the Parish Clerk. In most cases the Stonemason supplying the memorial will provide you with the necessary application form and submit it on your behalf.

Permission will be granted for a period of thirty years from the date of the approval notification. After the lapse of this period the grantee or their heirs may apply for an extension for a further fifteen years and then for further periods of fifteen years. Hackleton Parish Council reserves the right to take any action they consider necessary with regard to the memorial without consultation if this condition is not complied with.

The guarantees of this permission or their heirs will notify Hackleton Parish Council of any future changes of address. Hackleton Parish Council reserves the right to take any action they consider necessary with regard to the memorial without consultation if this condition is not complied with.

A minimum period of six months should elapse between the burial of any person to be commemorated and the erection of a memorial.

Monuments of any kind put up without the sanction of the Parish Council, will at once be removed without notice. The Parish Council will not be responsible for the cost of removal of any memorial which is unauthorised or incorrectly fixed.

Masons carrying out work in the burial grounds must comply with all current legislation. This includes work to memorial installations, safety inspections and making safe unstable memorials. All memorials fixed in the Cemetery must be fitted in accordance with the National Association of Memorial Masons (NAMM) code of working practice and BS8415

Only Stonemasons who have provided proof of their Public Liability Insurance are permitted to work within the cemetery. The Mason will provide all tools and materials required for the erection of a memorial. After work on the erection of a memorial has commenced it must be continued during working hours until completion. All equipment and materials must be removed during weekends and Public Holidays. Memorials must not be fixed in unsuitable weather or whilst the ground is in an unfit state, the opinion of the Council in these respects being conclusive.

All memorials are the sole responsibility of the owner of the Exclusive Right of Burial they are responsible for ensuring that the memorial is kept in a good, safe condition and the Council cannot accept any liability for repairing damaged or fallen memorials, or be responsible for any damage/theft or vandalism or any other circumstances beyond the control of the Council. The Council strongly recommends all grave owners obtain an appropriate insurance to protect the memorial from unforeseen circumstances. The Council will periodically inspect the safety of memorials. Any memorial classified as unsafe will be reported to the grave owner in order for them to arrange immediate repair, it is therefore important that contact details are kept up to date, and the Parish Clerk informed of any change of address.

The Council reserves the right to:

- Lay flat or make safe any memorial headstone that has been identified as unsafe.
- Remove any unauthorised memorial from a grave.
- Remove any memorial, which they deem objectionable or of unauthorised type or size or which may have fallen into decay.

Memorials and any associated stretcher or foundation stones removed for any interment must be taken away from the cemetery.

Only approved memorials will be permitted to be erected. The position of memorials will be subject to the approval of the Parish Clerk.

The Council will remove at the expense of the grave owner any memorial that has been installed without the necessary authorisation.

### **Size and construction of memorials**

Memorials and headstones can be made of natural granite, marble, sandstone, slate, limestone or other materials as approved by the Council. The Council reserves the right to refuse permission for a memorial to be placed in the cemetery when the inscription, type or colour of

materials used is out of character with the surrounding setting or is deemed inappropriate or offensive by the Council. No approval will be given for grave surrounds and/or kerbing.

A vase may be incorporated into the headstone but the design must be approved by the Council. The headstone must be set centrally on the plot and in line with the adjoining row. The Council reserves the right to require headstones to be realigned.

Where a memorial is not fitted to a base it shall be suitably dowelled or joggled to the reinforced concrete bearer/foundation stone. All memorials must be fitted in accordance with the current guidance.

Memorial dimensions must be supplied on application. The memorial will be approved if considered suitable.

The name of the Stonemason must be placed at the base on the rear of the headstone.

The installation of a memorial will signify the acceptance of these conditions.

### **Burial Fees**

Subject to such regulations as Hackleton Parish Council may impose the following fees apply as at the date of this notice:

Burial plot purchase	£250.00
Interment	£150.00
Memorial	£50.00

There is no charge for the burial of children under 12 years old

### **New Lawn-type graves**

All new graves in the cemetery are in an area maintained as a lawn section. All new graves are eventually grassed and should not be used for the planting of flowers or for plant containers. There is a border area at the head of the grave that may be used for memorials or for the planting of bulbs and flowers. This area will however be mowed. Pebbles or other chips may not be placed in the borders as these are extremely hazardous when mowing and strimming the grass areas. Glass and china are not allowed as they shatter when the water freezes and create a hazard to maintenance staff. Kerbstones and enclosures are not permitted.

The Council reserves the right to remove without notice any items for the safety, management and maintenance of the Cemetery. Items will be kept safely, where possible, for reclaim by families.

### **Location of graves**

In the interest of good cemetery management and the efficient usage of the land available, burial plots will be allocated in a strict planned order. Efforts will be made to accommodate the wishes of those who already have family interred in the cemetery.

### **Plot Reservations**

Burial plots may be reserved by the payment of the appropriate fee but only if a relative as defined under paragraph 1 is already interred in the cemetery.

### **Transfer of Purchased Plots**

If an unused purchased plot is no longer required, upon receipt of a written request from the plot holder themselves, or the executors of their estate, the plot can be bequeathed to another family member as long as the intended recipient meets the eligibility requirements as outlined in paragraph 1 and confirms in writing that they accept the bequest. Proof of purchase must accompany the request i.e. a copy of the certificate detailing the purchase.

The fee for the transfer of ownership of a plot is £100.00.

### **Unused Purchased Plots**

If a pre-purchased plot is no longer required the plot holder, or the executors of their estate, can sell the plot back to the Council for the sum of £200.00 or can choose to bequeath the plot to the Council for use by the Council.

All requests / notifications must be received in writing.

### **Interment of Ashes**

#### **Eligibility**

The eligibility conditions for the first interment of ashes are the same as those for burials. Any subsequent interment of ashes into an existing grave is not subject to the eligibility criteria.

A full-size burial plot may be purchased for the burial of ashes. Only one headstone is permitted per plot. No loose ashes are permitted. For any subsequent interment of ashes into the plot a memorial plaque must be put in place by a qualified Mason. All memorials fixed in the Cemetery must be fitted in accordance with the National Association of Memorial Masons (NAMM) code of working practice and BS8415

flush with the ground to mark the location of each individual interment.

The fees for the purchase of a full- size plot for the burial of ashes are:

Burial plot purchase	£250.00
1 <sup>st</sup> Interment of ashes	£150.00
Subsequent Interments of ashes	£150.00
Memorial	£50.00

There is no charge for the burial of ashes for children under 12 years old

Interment of ashes may be in a burial plot where there has been a previous burial. Consideration may be given where plots have already been reserved under the Plot Reservation conditions above but no burial may be subsequently made in this plot.

### **Memorial Benches**

No additional benches will be permitted to be installed in the Cemetery.

**Revision of regulations**

A review of regulations and charges shall be made annually or as deemed necessary.

These regulations supersede all previously issued regulations.