

HEMINGFORD GREY PARISH COUNCIL

CEMETERY REGULATIONS

- 1. THE COUNCIL'S CEMETERY.**
 - 1.1. In these regulations, unless the contract requires otherwise, the word 'council' means Hemingford Grey Parish Council. These regulations refer to the cemetery located at Pound Road, Hemingford Grey.
 - 1.2. All enquires concerning the use of the Cemetery should be made to the Parish Clerk, at 30 West Drive, Highfields Caldecote, Cambridge CB23 7NY

- 2. OPENING HOURS.**
 - 2.1. The Cemetery will be open to the public during the hours of daylight.

- 3. TIMES OF BURIALS.**
 - 3.1. Interments shall take place between the following times:
Mondays to Saturdays – 9.30am to 4.30pm.
 - 3.2. No interment may take place on a Sunday, Christmas Day or Good Friday, except by the direction of the Medical Officer of Health or on religious grounds. Interments on these days may incur an additional charge.

- 4. FEES**
 - 4.1. Various Fees and charges are applicable in relation to cemeteries. The Council reviews fees and charges bi-annually. Anyone intending to use the cemeteries services is advised to obtain an up-to-date copy of the fees and charges which will be supplied on request.
 - 4.2. All fees and charges must be paid by BACS to Hemingford Grey Parish Council at the same time/same day as the application for memorial or interment is submitted. No invoices will be issued.

- 5. NOTICE OF INTERMENT.**
 - 5.1. The Parish Council will only permit interments in the cemetery of a person who was at the time of death, or was immediately before death, an inhabitant or parishioner of the parish of Hemingford Grey or an immediate relative i.e father, mother, daughter or son.
 - 5.2. The form of notification of interment, together with all fees, must be delivered to the Parish Clerk not later than two days prior to the date of interment. Telephone reservations remain provisional unless the appropriate form is returned giving the notice required.
 - 5.3. The Council reserve the right to refuse to accept a notice of interment in special circumstances.
 - 5.4. The Parish Clerk may require notice in excess of the period stated. In calculating the notice period Saturdays, Sundays, Christmas Day, Good Friday and public holidays are to be excluded.

- 5.5. On every opening of a grave or vault in which the Exclusive Right of Burial has been purchased, the Deed of Grant and Certificate of Ownership must be produced to the Parish Clerk when the notice of interment is given.
- 5.6. The box containing the body of a still born child must bear an indelible description, including the name of the parent. The interment shall take place by arrangement with the Parish Clerk.

6. **DISPOSAL CERTIFICATES.**

- 6.1. A Certificate from the Registrar of Births, Deaths and Marriages of the registration of death, or in cases where a Coroner's Inquest has been held the Coroner's Warrant, must be produced to the Parish Clerk prior to the Interment.
- 6.2. In the case of a still born child a certificate in accordance with the Births and Deaths Registration Acts 1926 will be required.

7. **GRAVES**

- 7.1. The maximum permitted size of graves are:
Burial Plots – 2.4m by 1.2m
Cremation Plots – 600mm by 600mm
- 7.2. Graves are to be a minimum of 1350mm (4'6") deep with a 1350mm (4'6") centre. Single depth graves only are allowed.
- 7.3. With the exception of purchased graves, interments shall take place in consecutive order, if the soil permits, until the whole area has been buried or appropriated. The selection of purchased grave space is, in all cases, subject to the approval of the Council or of a Committee or officers appointed by them. The wishes of the persons applying will be met as far as deemed practicable.
- 7.4. The Council reserves to itself the right of placing a mark of reference to all graves.
- 7.5. No interment shall be allowed in an earthen grave unless the body is in a properly constructed coffin.
- 7.6. Undertakers shall at all times provide sufficient bearers for carrying and lowering of coffins into the grave.
- 7.7. The undertaker, or any other person having charge of the funeral, must arrange with a minister to conduct any religious service.
- 7.8. The Council will not be responsible for the preparation of graves. All excavations applicable thereto will be the responsibility of the funeral undertaker. Graves will be backfilled immediately after the mourners have left the graveside. Excess soil should be removed from the cemetery, unless specifically requested otherwise by the Council. Floral tributes should be gathered together and placed on the finished grave. Tributes will be removed once spent (Normally after two weeks.)
- 7.9. The Parish Clerk has authority to remove any Memorial which, in his/her opinion, should be removed to facilitate the opening of any adjoining grave. Any headstone removed will be replaced at the earliest opportunity.
- 7.10. Wooden crosses/temporary memorials used identify the grave following interment will be removed after 12 months or following the erection of a permanent Memorial, whichever comes first.

- 7.11. Ground settlement will invariably occur in the months following a burial. For six months, the Council will regularly inspect the grave and, as ground settlement occurs will re-level the surface of the grave and sow grass seed where required.
- 7.12. For all new purchases, burials or interments permission will be conditional on the funeral director or the stone mason agreeing to be responsible for the plot or the memorial for a minimum of 12 months (3 years in the case of a memorial) during which time the plot/memorial will be monitored and the funeral director being asked to attend to any breaches of regulations and the mason to straighten any memorials.
- 7.13. The size of the coffin or the ashes casket is to be provided to the Council as part of the application for interment.
- 7.14. A plan is to be provided showing where in the grave the ashes are interred.

8. EXCLUSIVE RIGHT OF BURIAL.

- 8.1. The person to whom the Exclusive Right of Burial is granted (referred to as the deed holder from this point on) has the sole right to determine who is interred in a grave or ashes plot. It does not confer ownership in respect of the land concerned. In any grave, a maximum of one coffin and two Cremated remains may also be scattered or buried in the same grave (space permitting and a maximum of two cremated remains) or in ashes plot a maximum of two cremated remains only.
- 8.2. The exclusive right may be assigned or transferred by deed or bequeathed by will to a relative or nominated person. If the right has not been assigned, it is conferred on a relative as interpreted in the Local Authorities' Cemeteries Order 1977. A fee may apply.
- 8.3. The exclusive right of burial is normally purchased at the time that a request for interment is made. However grave spaces for future burials may be reserved by contacting the Clerk.
- 8.4. On purchasing the exclusive right of burial for a grave or cremated remains plot, a deed will be issued to the purchaser valid for a period of 50 years.
- 8.5. The council will keep records of any rights granted, together with any transfer, assignment or bequest of those rights. These must be notified to the Council as soon as possible after an assignment or bequest is made.
- 8.6. After interment the burial will be recorded in the Council's Register of Deaths.
- 8.7. Funeral Directors, Monumental Masons or any member of their staff will not be permitted to acquire the Exclusive Right of Burial in any grave space, except to bury a member of their family.
- 8.8. Ashes plots will be allocated sequentially in order of availability.
- 8.9. Graves will be allocated sequentially in order of availability.

9. VEHICLES.

- 9.1. All vehicles except funeral corteges and maintenance vehicles must proceed within the cemetery by the main driveway.
- 9.2. No vehicle must be turned on the road or turf. Any damage caused by such an act will be charged to the owner or undertaker using the vehicle.

10. CONDUCT.

- 10.1. Children under the age of 12 shall not be permitted in the Cemetery unless in the charge of some responsible person.
- 10.2. All persons must conduct themselves in a decent, quiet and orderly manner and must not:
 - (i) Create and disturbance or nuisance.
 - (ii) Interfere with any burial
 - (iii) Interfere with any grave, stone or other memorial or floral tribute.
 - (iv) Play any game or sport.
 - (v) Ride a bicycle or use any other recreational equipment.
 - (vi) Enter the cemetery when it is closed to the public.
 - (vii) Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.
- 10.3. Any person soliciting orders within the cemetery will be removed.
- 10.4. No dogs are allowed on the Cemetery.
- 10.5. Any person detected picking or damaging shrubs, trees or flowers in the Cemetery may be prosecuted.

11. When circumstances render it desirable to deviate from any of the above Regulations a special application must be made to the Parish Clerk.

12. REGULATIONS RELATING TO GRAVESTONES AND MEMORIALS

- 12.1. Memorials are only permitted on graves for which the exclusive Right of Burial has been acquired and on the application of the deed-holder. A memorial may not be erected on grave prior to the first interment.
- 12.2. Extra fees shall be chargeable for erection of Memorials. Only inscribed Memorials will be permitted. Application to erect or alter and application must be made to the Parish Clerk for approval.
- 12.3. Before erecting a memorial, a Right to Erect a Memorial is required. Such a right will be issued at the time of the purchase of the exclusive rights of burial and shall remain valid for 50 years.
- 12.4. No Headstone may be removed from the Cemetery unless the consent of the owner of the Headstone has been obtained and approval given by the Parish Clerk.
- 12.5. No responsibility will be accepted by the Council for the safe keeping of or damage to any, memorial in the Cemetery.
- 12.6. The only persons allowed to erect, repair or carry out work on long-term memorials over 200mm in height are qualified memorial masons.
- 12.7. Memorials must be prepared ready for fixing before being taken into the Cemetery. Masons and other workmen must provide and afterwards remove all tools, planks, blocks etc required in the work of erecting headstones. Work in the Cemetery will not be permitted on Sundays, Christmas Day, Good Friday or outside normal working hours.
- 12.8. Masons or other persons engaged in the erection, renovation or repainting of any stone monument must perform their work expeditiously and in all respects in

accordance with these regulations. The work must be carried out at the sole risk and liability of the person executing it, and any damage caused by or in the execution thereof must be made good to the satisfaction of the Council or the person whose property is so damaged. Masons or other persons engaged in this work must inform the Parish Clerk and gain authorisation to undertake this work in the cemetery.

- 12.9. Cut flowers, wreaths and mourning cards may be placed on graves, but must be taken away when damaged, faded or decayed or the same will be removed by the Cemetery Groundsman.
- 12.10. All Memorials shall be subject to the approval of the Council. The application for approval should include details of material, design, size and fixing methods and the proposed inscription. This should be forwarded to the Parish Clerk for the Council's approval.
- 12.11. All Memorials shall be erected to conform to the most recent edition of the National Association of Memorials Mason's Recommended Code of Working Practice and BS 8415.
- 12.12. The Headstone is to be no more than 750mm (2'6" high) by 600mm (2 feet) wide by 75mm (4"0) thick, and erected on a base no more than 750mm (2'6") long by 600mm (2'0") wide by 75mm (3") thick. The whole Headstone is to be erected on a plinth no more than 900mm (3'0") long by 450mm (1'6") wide by 75mm (3") thick.
- 12.13. The Headstone should be fixed using steel threaded rod fixed/ground anchors in accordance with current NAMM specifications.
- 12.14. A Guarantee of Conformity should be issued to the parish council once works are complete.
- 12.15. The new Headstone is to be erected in line with existing headstones.
- 12.16. The remainder of the grave's surface is to be laid flat with turf and no mounding is allowed.
- 12.17. The Council may remove any Memorial erected in contravention of these regulations and recharge the deed-holder for the costs incurred.
- 12.18. The graves are designated as lawn graves. Shrubs, trees, bushes etc. may not be planted on the lawn graves. No plants or the like are permitted on the graves other than in ornamental vases. No ornamental vases are to be placed on the concrete slab in front of the plinth, or to be set in the recess in the plinth, without the prior approval of the Parish Council and the payment of an additional fee to the Parish Clerk. No vase is to be more than 300mm (1'0") high. If planted, graves will be cleared and laid to grass permanently and the Parish Council will look to reclaim any expenses incurred. Flowers should not be placed on the graves only in the ornamental vases on or in the memorial.
- 12.19. The Council is in no way responsible for the care of the Memorials, which shall be kept neat and in good order by the owners or their representatives. The Council undertakes the care and maintenance of the turf.
- 12.20. Only one Memorial is permitted per plot. This will consist of a headstone. Within the ashes section only one stone vase or tablet is permitted per plot. Memorials must not encroach upon adjacent plots or other areas of the cemetery.

- 12.21. Cremation Tablets are to be no more than 300mm (1ft) wide and no more than 450mm (18inches) deep. This must be level with the ground and not raised.
- 12.22. Masons or other persons engaged on the erection, renovation or reappointing of any Headstone are prohibited from exhibiting their names or addresses on Headstones erected in the Cemetery.
- 12.23. No Memorial to be erected within six months or repositioned within twelve months of any interment. For Memorials which are to span two adjacent graves then this period is extended to twelve months.

13. SAFETY OF MEMORIALS.

- 13.1. The primary responsibility for safety and ongoing maintenance of a Memorial rests with the deed-holder.
- 13.2. The Council has a general duty of care to ensure its cemeteries are safe for visitors and its employees, In view of this the Council will undertake regular inspections of all Memorials.
- 13.3. Where a Memorial is found to be unsafe, the Council reserves the right to make it safe by temporary means.
- 13.4. Reasonable efforts will be made to notify the deed-holder that the memorials are in need of attention to make it safe on a long term basis.
- 13.5. If the deed-holder is not contactable, or the deed holder fails to make the memorial safe with a reasonable period after notification then, in accordance with the Local Authorities' Cemeteries order 1977, the Council reserves the right to make the memorial safe on a long-term basis, including the repair, repositioning, removal or destruction of the memorial, The Council may attempt to recover the costs of making the memorial safe from the deed-holder should the opportunity arise at any time in the future.