



# **Burghfield Parish Council**

## **Burghfield Burial Ground Regulations**

(Revised April 2018)



- 4.3. All fees for interments or memorial works must be paid in full to the Council in advance.
- 4.4. The Council will publish a scale of fees and charges annually. Residents of Burghfield Parish will qualify for reduced fees compared to non-residents.
- 4.5. Residential restrictions:
- a) Only residents of the parish of Burghfield may have their body or cremated remains interred in Burghfield Burial Ground. For the purposes of this regulation, a "resident" is defined as a person who was on the electoral register in Burghfield or paid council tax in respect of a Burghfield property at any time during the ten years prior to death, and this definition includes a minor whose parent or guardian satisfies the above criteria.
  - b) The Parish Council may at its discretion consider exemption from this regulation and allow an interment if it can be proven to the Council's satisfaction that the deceased had a long and known connection with Burghfield. The Parish Council has absolute discretion on applying any such exemption.
- 4.6. The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

## **5. Graves**

- 5.1. Graves are available in Burghfield Burial Ground. Graves will be allocated on a next available basis, at the discretion of the Parish Council.
- 5.2. The Exclusive Right of Burial for a grave can be purchased for a period of 50 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave, subject to the council's memorial regulations.
- 5.3. When a burial is being arranged, the grave purchaser may pre-purchase the adjacent grave for future use. No other graves may be pre-purchased or reserved.
- 5.4. The Exclusive Right of Burial can only be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977.
- 5.5. The types of graves available are Lawn Graves and Cremated Remains Graves. Lawn Graves are laid to lawn and a headstone only is allowed with a small space at the head of the grave available for planting. Cremated Remains graves are for the burial of cremated remains only, and may be marked with a small memorial.
- 5.6. All graves will be excavated and prepared for interment by Council approved contractors only. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Parish Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.7. Following the interment the Council will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

## **6. Coffins**

- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.

## **7. Cremated Remains**

We have a separate area for the interment of cremated remains. It is necessary to apply additional rules and regulations to ensure the appearance of the section is not adversely affected. For the above reasons, the following additional regulations apply:

- 7.1. A suitable receptacle containing the ashes of a cremated person may be buried in the Cremated Remains section of the Burial Ground for which the Exclusive Right of Burial has been purchased.
- 7.2. Each plot shall be 45cm by 45cm and will be for a single interment of ashes.
- 7.3. Authorised memorial stones only are permitted to be installed within the Cremated Remains section.
- 7.4. The memorial stone is a desktop tablet design and must not exceed 457 mm (18 inches) in length, 380mm (15 inches) in width and 228mm (9 inches) in height reducing to 76mm (3 inches) at the thinner end. Memorials falling outside these measurements will not be approved or permitted to be installed.
- 7.5. The area in front of the memorial must be kept clear of all obstacles, plants, vases etc. The planting of flowers, shrubs, roses or miniature trees around the plots is not permitted, neither is it permissible to put any sort of surround around this area – any deviation from this will result in the articles being removed.
- 7.6. It is the responsibility of the Owner(s) of the Exclusive Right of Burial to remove the memorial stone to facilitate any subsequent interment within the purchased cremated remains plot and incur charges for its removal and replacement. Applications must be made in writing to the Council when re-erecting amended memorial stones.

## **8. Booking of Interments**

- 8.1. A provisional booking for an interment may be made by telephone to the Parish Clerk.
- 8.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by Burghfield Parish Council) to the Parish Clerk at least 48 working hours in advance of the intended date and time of the interment. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 8.3. As much information relating to the interment as possible must be given to the Council in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade, jazz band, piper etc.
- 8.4. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given.
- 8.5. It is the responsibility of the person making the interment arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.
- 8.6. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices prior to the funeral.
- 8.7. The Council will determine the appropriate fees to be paid for the interment, which must be paid fully in advance.

## **9. Interments**

- 9.1. Funerals will normally only be permitted Monday to Friday 09.30 – 15.30 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to an additional cost. Please contact the Parish Clerk if a time outside of the permitted hours is required.
- 9.2. All interments will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the grave as appropriate.
- 9.3. The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service.

- 9.4. It is the responsibility of the person making the interment arrangements to organize a Minister or Officiate for the funeral if one is required.
- 9.5. Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 14 days before being cleared by Council staff (unless family have already removed them).

## **10. Memorials**

- 10.1. The Council has adopted a Management of Memorials Policy dealing with memorial installations, safety inspections and making safe unstable memorials. Masons carrying out work in the burial grounds must comply with the Council's Management of Memorials Policy.
- 10.2. Only those memorial masons businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the Burghfield Parish Cemetery. Fixers who do not yet hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.
- 10.3. Memorials in lawn and cremated remains sections other than those fixed by a BRAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined by planting or any other method. On lawn sections' planting is confined to the head of the grave and no objects must be placed on the length of the grave.
- 10.4. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Parish Clerk on the appropriate form supplied by the Council, and the relevant fees paid. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible Memorial Mason.
- 10.5. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 10.6. The maximum height of lawn memorials is 3', the maximum width is 2' and the depth is 12". The memorial must be a minimum of 3" thick. On cremated remains graves the maximum height of a memorial is 2' and the maximum width 18".
- 10.7. The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1" high.
- 10.8. Memorial masons must remove all arisings from the cemetery at the conclusion of their work, and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.
- 10.9. Temporary Wooden Crosses: On burial plots the height must not exceed 760mm and the width must not exceed 460mm. On cremation plots the overall height must not exceed 300mm and the width must not exceed 230mm.

## **11. Care of Graves and Memorials**

- 11.1. All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage 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 Council reserves the right to repair or make safe any memorial which becomes unsafe or falls in to disrepair, and to recover any expenses from the registered owner. The 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 6 months from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such

works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.

- 11.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.
- 11.3. 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.
- 11.4. No trees may be planted on graves. Only suitable planting such as annual bedding or small shrubs only will be permitted in the head border of lawn graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.