

Litton Parish Council

Cemetery Regulations – updated March 2015

Please read these carefully because failure to comply may cause distress or financial loss and please ask the Clerk to the Council for clarification if you have any questions.

1. Opening hours

The cemetery and Garden of Remembrance is open to the public from 9.00am until sunset.

2. Times of burials

Burials and interments of ashes may take place between 9.00 am and 5.00 pm Monday to *Saturday*.

3. Conduct

All persons must conduct themselves in a decent, quiet and orderly manner and must not :

- Create any disturbance or nuisance
- Interfere with any burial
- Interfere with any grave, vault, tomb , stone or other memorial or floral tribute
- Play any game or sport
- Ride a bicycle or use any other recreational equipment
- Deposit litter or spent floral tributes other than in the bins provided for such purposes
- Bring animals , except dogs that are on a lead at all times and under control. Dog fouling must be cleaned up.

Children under the age of 12 years must be accompanied by an adult.

The Parish Council has the right to exclude or remove members of the public whose conduct is unsatisfactory.

4. Vehicles

Only authorised service vehicles are permitted , with the exception of disabled badge holders.

5. Fees

The Parish Council will review its fees and charges annually.

6. Notice of Interment

Notice of Interment must be given to the Clerk to the Parish Council at least three days prior to the funeral or ashes interment. In exceptional circumstances, these periods of notice may be waived.

If it is proposed to fire a military salute at an interment or if it is expected that a funeral will be attended by an unusually large number of people, or by bands or choirs, the Parish Council must be notified at least three working days before the funeral in order that appropriate measures can be put in place for the safety and convenience of those attending.

7 Disposal Certificate

No interment may take place unless a Registrars Certificate of Disposal or Coroners Order for Burials has been issued. The Registrars Certificate or Coroners Order must be *with the Clerk at least 3 days before interment.*

8 Graves

The maximum permitted size of graves is 2400mm by 1200mm.

Funeral Directors will be responsible for the preparation of the grave and for the backfilling of the grave immediately after the mourners have left the graveside. They are also responsible for the removal and disposal of excess spoil from the cemetery. Any spoil not removed will be removed by the Parish Council and the cost recharged to the Funeral Directors.

Funeral Directors will gather together floral and other tributes and place them on the finished grave. The Parish Council will remove wreaths and floral tributes once spent (normally after two weeks) and other tributes after six months. Relatives who wish to keep any items are advised to remove them within these periods.

Ground settlement will invariably occur in the months following a burial. The Parish Council will regularly inspect the grave and, as settlement occurs, will re-level the surface of the grave and sow grass seed to create

the finished lawn surface on the grave.

Applications for new vaults, walled graves, kerb surrounds, fences and railings will not be approved.

9 Cremated remains

Cremated remains (ashes) may be buried in a grave or interred in the Garden of Remembrance. A certificate from the crematorium must accompany all applications.

If ashes are to be buried in a traditional grave, then all policies regarding burial and memorials (both short term and long term) apply. Policies specific to the interment of ashes in the Garden of Remembrance are at paragraph 15.

10 Exclusive Right of Burial

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 buried in the grave. It does not confer ownership in respect of the land concerned. In any grave, a maximum of two coffins is allowed. Cremated remains may also be buried in the same grave (space permitting). *The scattering of ashes on the grave is not permitted.*

Rights of burial are granted for 60 years. During this time the deed holder has the right to a burial. Extensions may only be granted on expiry of the 60 years and upon payment of the prescribed fee and production of the original deed. Graves may also be purchased in advance for future use and will usually be allocated in order.

11 Temporary memorials

A temporary memorial may be erected *at the head of* a grave during the first six months following interment, where an application has been made for the erection of a long term memorial.

Temporary memorials are either stone tablets, not exceeding 200mm wide by 200mm high, or wooden crosses of standard proportion not exceeding 300mm in height.

Temporary memorials must state the name of the deceased, date of interment and plot number. No further details are allowed on temporary

memorials.

No later than six months from the date of interment, the deed holder must have removed the temporary memorial. If a temporary memorial remains in place beyond that time then the Parish Council will remove it. Relatives who wish to keep a temporary memorial are advised to remove it within this period.

12 Long term memorials

The following long term memorials are allowed:

Upright memorials

Lawn memorials ie stone laid flat and flush with the ground

Crosses of standard proportion

Tablets

Plaques

Open Books

Vase blocks

Inscriptions

A long term memorial may not be erected on a grave prior to the first interment. The deed holder must ask the Parish Council for permission to erect a long term memorial and to make alterations to existing one. ***Applications must be made and approved before the memorial is made because refusal may be costly and distressing.***

The only persons allowed to erect, repair or carry out work on long term memorials are memorial masons. The masons will guarantee to maintain the safety and stability of any long term memorial supplied for a period of 30 years. All new memorials must be erected in accordance with the NAMM recommended Code of Working Practice.

When memorials need to be removed to enable a further burial to take place, such arrangements are the responsibility of the deed holder. The removal and subsequent reinstallation of memorials must be carried out by a registered memorial mason. Failure to do so could cause delays in the preparation of the grave, resulting in postponement or cancellation of the interment.

The Parish Council may remove any memorial erected in contravention of these regulations and recharge the deed holder for the costs incurred.

The total height of any memorial including plinth(s) must not exceed 1000mm above ground level and the width must not exceed 900mm. A lawn memorial must be flush with the ground and not exceed 900mm wide and 1200mm long.

Memorials must not encroach upon adjacent plots or other areas of the cemetery.

Memorials must be made of natural stone (including marble) and must be placed at the head of the grave only.

Erecting any memorial without permission will result in the memorial being removed from the cemetery.

13 Safety of memorials

All memorials are placed in the cemetery at the owners risk. This means any damage or wear and tear that the memorial suffers is the responsibility and obligation of the deed holder to repair. The Parish Council therefore strongly recommends that the deed holder insures the memorial against all risks.

The responsibility for the safety and ongoing maintenance of a memorial rests with the deed holder *or their next of kin*.

The Parish Council has a general duty of care to ensure its cemetery is safe for visitors. In view of this, the Parish Council will undertake regular inspections of all memorials and the grounds.

Any object the Parish Council views as posing a hazard will be removed.

Where a memorial is found to be unsafe, the Parish Council reserves the right to make it safe by temporary means. This may involve the Parish Council laying the memorial flat if necessary. Reasonable efforts will be made to notify the deed holder that the memorial is in need of attention to make it safe on a long term basis. If the deed holder is not contactable, or the deed holder fails to make a memorial safe within a reasonable period after notification then, in accordance with the Local Authorities' Cemeteries Order 1977, the Parish 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 Parish Council will attempt to recover the costs of making the memorial safe from the deed holder, should the opportunity arise, at any time in the future.

The Parish Council has no obligation to maintain any memorial.

14 Gardens and objects on graves

a. Conditions relating to first or subsequent interments with effect from 1 May 2014

With effect from May 2014 Litton Parish Cemetery is a lawn cemetery. This means:

- ***Graves will be levelled, grassed over and mown.***
- ***If the grave deed holder wishes, the grave may be permanently marked at the head of the grave only by a long term memorial in accordance with these regulations.***
- ***Cut flower tributes and wreaths may be placed at the head of the grave on a 200 mm strip directly adjacent to the headstone, or within an integral vase, and will be removed by the Parish Council once spent.***
- ***No other memorial items will be permitted on graves.***
- ***No glass, stone, earthenware, plastic, ceramic or any other kind of container or object including kerbs, fencing,, railings, pebbles or gravel are permitted on or around graves and may be removed and disposed of without notice and recompense***
- ***Trees shrubs and plants are not to be planted on any grave and may be removed and disposed of without notice and recompense.***
- ***Spring flowering bulbs may be planted at the head of the grave in a 200 mm strip directly adjacent to the headstone.***

b. Conditions relating to interments prior to May 2014

If an existing grave is neglected or has the potential to adversely effect other graves then the Parish Council will make reasonable attempts to contact the deed holder and request that the garden is either maintained or levelled, grassed over and mown. If the deed holder is not contactable or the work is not carried out within twenty - eight days the Parish Council will level, grass over and mow the grave without recompense.

15 Interment of Ashes in the Garden Of Remembrance

- a. A plot leased for the interment of ashes within the Garden of Remembrance will measure 36 x 36 inches (914 x 914mm).
- b. 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 the plot. It does not confer ownership in respect of the land concerned. A maximum of two ashes caskets can be interred in any single plot. ***The scattering of ashes in the Garden of Remembrance is not permitted.***

The intention to use, or potentially use, a single ashes plot within the Garden of Remembrance for a second interment must be notified to both the Clerk and the Funeral Directors responsible for the first interment, to allow appropriate preparation of the plot.

Rights of interment within the Garden of Remembrance are granted for 60 years. During this time the deed holder has the right to an interment. Extensions may only be granted on expiry of the 60 years and upon payment of the prescribed fee and production of the original deed. Plots may be purchased in advance for future use and will usually be allocated by the Clerk in order.

Funeral Directors will be responsible for removing (and retaining) the slate chip ground cover necessary to allow them to prepare the plot to accommodate the casket(s) of ashes; for the backfilling of the plot immediately after the mourners have left ashes plot and Garden of Remembrance; and redistributing the slate chip ground cover in an even manner or, if no longer required, returning the excess slate chippings to the Cemetery storage building. The Funeral Directors are also responsible for the removal and disposal of any excess spoil from the cemetery. Any spoil not removed will be removed by the Parish Council and the cost recharged to the Funeral Directors.

Funeral Directors will gather together floral and other tributes and place them along the path adjacent to the plot for viewing by mourners and visitors to the Garden of Remembrance. The Parish Council will remove wreaths, floral tributes (and any other tributes) once spent (normally after two weeks). Relatives who wish to keep any items are advised to remove them within this period.

Following interment, a temporary memorial may be placed in the *centre* of the plot provided an application has been made for the installation of a long term memorial.

b. Temporary Memorials

Temporary memorials will either be a wooden cross of standard proportion not exceeding 300mm in height, or a single wooden stake not exceeding 300mm in height with a small inscribed plaque, and state the name of the deceased, date of interment and plot number only. No further details are allowed on temporary memorials.

No later than six months from the date of interment, the deed holder must have removed the temporary memorial. If a temporary memorial remains in place beyond that time then the Parish Council will remove it. Relatives who wish to keep a temporary memorial are advised to remove it within this period.

c. Long Term Memorials.

In order to maintain the orderly and kept appearance of the Garden of Remembrance, **only** Grey Granite Memorial Tablets measuring 18 inches by 18 inches are permitted as long term memorials in the Garden of Remembrance. Inscriptions on the tablet will be in white, silver or gold. The tablet may include a single vase or planter in the left, right, or centre position along the top of the tablet. The tablets will be laid flat in the centre of the plot.

A long term memorial may not be placed on a plot prior to the first interment **UNLESS** no interment is to occur and the plot is to be used **ONLY** as a long term memorial to someone buried elsewhere. The deed holder must ask the Parish Council for permission to place a long term memorial and to make alterations to any existing one. All fees apply as for ashes interments. *Applications must be made and approved before the memorial is made because refusal may be costly and distressing.*

The only persons allowed to place, repair or carry out work on long term memorials are those contracted by Funeral Directors.

When memorials need to be removed to enable a further interment to take place, such arrangements are the responsibility of the deed holder. The removal and subsequent reinstallation of memorials must be carried out by persons contracted by the Funeral Directors. Failure to make such

arrangements in a timely manner could cause delays in the preparation of the plot, resulting in postponement or cancellation of the interment.

The Parish Council may remove any memorial that is in contravention of these regulations and recharge the deed holder for the costs incurred.

Memorials must not encroach upon adjacent plots or other areas of the cemetery.

Erecting any memorial without permission will result in the memorial being removed from the cemetery.

d. Planting and Objects

- *Cut flower tributes and wreaths may be placed within the ashes plot and will be removed by the Parish Council once spent.*
- *No other memorial items will be permitted on ashes plots.*
- *No glass, stone, earthenware, plastic, ceramic or any other kind of container or object including kerbs, fencing, or railings are permitted on or around ashes plots and may be removed and disposed of without notice and recompense.*
- *Trees, shrubs and plants are not to be planted on any ashes plot and may be removed and disposed of without notice and recompense.*
- *Spring flowering bulbs (or similar) may only be planted in a planter incorporated within the long term memorial tablet, but not around the long term memorial.*

16 Engraved Memorial Plaques within the Garden of Remembrance

Memorial plaques can be purchased through the Clerk for placement in the planted areas of the Garden of Remembrance. Plaques will initially be positioned either side of the stone seat, adjacent to the tarmac areas. Only those plaques purchased through the Clerk to the Council can be placed in the Garden of Remembrance; any others will be removed by the Parish Council. Plaques can only be made of anodised aluminium or stainless steel, and include a message of up to 100 characters. The plaques will be delivered by the contractor to the Council ready mounted on metal plaque holders. A member of the Council will then place the plaque in the garden by a member of the Council at the earliest opportune

moment. If the purchaser wishes to have a plaque put in a specific location, they need to make this request to the Clerk *before* the plaque is installed. Members of the public are not to move or remove plaques without first contacting the Council.

The Council will not take responsibility for replacing stolen or damaged plaques and/or plaque holders. The Council will try and deter metal thieves by security marking the plaques and plaque holders with Alpha Dot™ (or similar) technology.

A Memorial Plaque can be displayed in the Garden of Remembrance for 10 years. This period can be extended but it is the responsibility of the purchaser to contact the Clerk to seek an extension and pay any fees applicable at the time.

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