



CEMETERY RULES AND REGULATIONS

These notes are for the guidance of those purchasing (or receiving by transfer or inheritance) the Exclusive Right of Burial in a grave. We understand that at such a distressing time rules and regulations are far from your mind however they are necessary to enable the Council to maintain the cemetery in a condition that is acceptable to all visitors. This information may be of assistance to you in the future, so we suggest keeping these notes with your grave deed for reference.

1. NOTICE OF INTERMENT

Notice of interment must be given to the Clerk to the parish Council at a reasonable time and in the case of stillborn children a Registrar's Certificate must be delivered to the Clerk.

At least 72 hours' notice must be given of an interment. If the interment is to take place in a Bricked Grave then 96 hours' notice must be given –in every case exclusive of Sundays. The Council will if possible, arrange interments at a shorter notice in exceptional cases, but an extra charge will be made in such cases to cover the extra cost involved.

2. PAYMENT OF FEES

All burial fees are to be prepaid to the Clerk. No receipts for any monies paid will be valid except those officially issued by the Clerk.

3. TIME OF BURIAL

Burials normally take place between Monday to Friday in the hours of daylight, no later than 2pm during November through to January, and no later than 4pm during other months. Only coffined burials will be allowed. The Clerk must be notified of the time of interment on the interment application form.

No burial will be permitted on Sundays or public holidays. Burials on Saturdays will only occur with the prior approval of the burial authority and subject to staff availability.

4. CERTIFICATE OF DEATH REQUIRED

A Registrar's Certificate or Coroner's Order for burial must be delivered at the Burial Ground at the time of the interment to the person effecting the disposal. Any person failing to deliver such a Certificate or Order is liable to a penalty of £10.00 (s.1 Births and Deaths Registration Act. 1926) and the Certificate must be delivered to the Clerk to the Council for preservation.

5. ADMISSION OF VEHICLES

No hearse, carriage or other vehicle will be admitted to the Burial Ground unless authorised by the Council.

No vehicle except tyre handcarts or trucks will be allowed to enter the Burial Ground, and these may not be allowed to remain on the ground longer than necessary. If any damage is done to the Council's land or premises by the bringing in of any materials, gravestones, or from any other cause, the person or persons doing such damage will be held responsible for the same.

6. BY WHOM GRAVES ARE TO BE OPENED

Graves shall only be opened or excavated by the Council's Gravedigger upon the instructions of the Clerk. Undertakers will be advised the fee to be charged upon informing the Clerk of the time and date of the burial fees depending upon the depth of the grave to be dug.

In certain circumstances, it may be necessary for the soil that is excavated from a grave being prepared for an interment to be laid onto an adjacent grave. The burial authority will ensure that this is for the shortest time possible, and any adjacent grave affected will be protected by boards on the grave and in front of any headstone. This will only occur if the soil cannot reasonably be placed elsewhere and after the funeral any affected grave will be fully reinstated.

7. DEPTH OF GRAVE

No grave shall be deeper than eight feet, but the Council, if they find it impracticable (owing to drainage or any other cause) to dig so deep as eight feet in any particular grave space, reserve the right to specify the maximum depth to which the grave can be dug. No body shall be buried in a grave in such a manner that any part of the coffin is less than three feet below the level of the ground adjoining the grave.

8. SITE OF GRAVES

No deviation from the Order of Burials as shown by the plan kept by the Clerk will be allowed except on payment of the prescribed fee.

9. EXCLUSIVE RIGHT OF BURIAL

Whenever an exclusive right of burial is required, the full name and address of the purchaser must be supplied. Purchasers shall not dispose of their rights without the consent of the Council. Where any rights have not been exercised the burial authority may at any time after the expiration of 75 years beginning with the first day serve notice on the owner unless within six months of the date the owner notifies the authority in writing of his intention to retain them.

When it is necessary to re-open a grave in respect of which an exclusive right of burial has been acquired the deed of conveyance or, in default, such other authority of the owner to open as may be considered necessary by the Clerk, must be produced before notice of interment can be accepted. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than six inches thick.

On the transfer of the ownership of an exclusive right of burial in a grave or graves (owing to death or otherwise) such transfer must be registered and the deed produced for endorsement, before the grave can be opened or re-opened, or a monument or stone repaired etc.

If the owner of an exclusive right of burial in a grave space desires to acquire a similar right in relation to an adjoining vacant grave space, he must at once give notice to the Clerk and the Council will reserve the space for three months, but after the expiration of that period the Council will not reserve the space.

Please Note: The owner of the Exclusive Rights is responsible for advising the Parish Council of any change of address. Failure to notify us of a new address may result in any remedial action required in respect of the grave plot, or any memorial installed on the plot, having to be taken without reference to the owner of the Exclusive Right.

10. INTERMENT OF CREMATED REMAINS

If notified of a first interment in a cremation section, arrangements can be made for an additional interment to take place in the same plot at a later date.

11. MEMORIALS

A memorial stone may be erected if you wish, from six months after the burial. This time should be allowed for the ground to settle.

Vertical head stones must not exceed a maximum height of one metre, 700mm wide and 380mm in depth. No kerbs will be permitted. In respect of all graves of which an exclusive right has been acquired, a drawing showing dimensions, proposed inscriptions and description of the stone must be forwarded to the Clerk for approval.

Headstones to be of grey granite or slate, either polished or unpolished and may or may not incorporate a vase.

Vases should be placed at the head of the grave space or where headstones are in position immediately in front of the headstone.

All headstones must be in line with the rear of those already erected. Cremation tablets should be bedded in the ground to be level with the surrounding soil. Cremation tablets will be laid flat with no vase all must be of grey granite appearance.

Three days' notice must be given to the Clerk by masons etc., before erecting any monument and work of every description must be completed as soon as possible. All memorial works must be carried out by stonemasons or monumental sculptors registered under NAMM and or BRAMM to the current BS8415 standards. The number of the grave must be cut at the foot at the rear of all headstones placed on graves.

The Council retains the right to maintain the grave.

12. RE-OPENING OF GRAVES

The owner or executor shall be responsible for the removal of all gravestones on the re-opening of graves and replacement within eighteen months. The cost of such removal must be borne by the owner and the Council will not be responsible in the event of a monument or stone becoming broken or damaged, lost or destroyed during the work.

Families may apply to inter ashes in existing graves in the closed area of the churchyard but due to potential difficulties in establishing entitlement for the plots such permission to be at the discretion of the Clerk.

13. DAMAGE TO HEADSTONES

The Council will not be responsible for any damage to monuments or gravestones occasioned by storms, wind, lightening, subsidence, or any other cause.

No flowers, shrubs or trees of any kind, wreath or flower receptacles will be allowed to be taken out of the ground without the permission of the Clerk. The Council reserves the right to remove any shrub or tree if they deem removal necessary.

14. PLOT RESERVATION

Residents of Moretonhampstead are able to prepay for a burial plot in the Cemetery. At the time of purchase the fee to purchase the Exclusive Rights to Burial is paid. At the time of use the interment and associated fees are charged.

Please Note: It is not possible to reserve specific plots, at the time of use the Council will allocate the plot.

15. VISITORS AND DOGS

All persons admitted to the ground will be subject to the orders and control of the Council. No dogs will be allowed in the churchyard or cemetery except on public rights of way through the cemetery.

Dogs must be kept on a lead from the Greenhill entrance to the Sentry gate and from the Sentry gate through the cemetery to the footpath to Lime Street.

16. FLOWERS AND PLANTS

The use of plastic (e.g., plastic flowers) will not be permitted in the Burial Ground. The Council reserves the right to remove and dispose of any items which are not permitted.

The Council has the right to remove and dispose of any floral tributes, plants etc. that have withered or died or have become unsightly on any grave. Christmas wreaths will normally be removed by the beginning of February.

Plants and flowers may be planted within the grave space of a purchased grave subject to the grave owner's consent.

No trees or shrubs of any kind should be planted on or around graves or anywhere in the cemetery. The burial authority may prune, cut down or remove any vegetation which, in the opinion of the burial authority, has become unsightly, overgrown or is interfering with graves.

17. REGISTER OF BURIALS

The Clerk will keep a Register of Burials. Searches may be made, and certified extracts obtained. A fee will be charged for such searches.

18. REVISION OF RULES AND REGULATIONS

The Council reserves itself the right, from time to time, to review the foregoing rules and regulations as they see fit.

These Rules and Regulations are made in conformity with and subject to the Local Authorities' cemeteries order 1977 and any amendment thereof.

The Rules and Regulations, together with the table of fees and payments, shall apply to the said cemetery in the said community.

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