

Sherfield on Loddon Parish Council

Burial Ground Regulations



1. Introduction

- 1.1. These regulations apply to all burial grounds owned and/or managed by the Parish Council of Sherfield on Loddon. Currently the sites include:

Sherfield on Loddon Burial Ground - unconsecrated

2. Contact Details

- 2.1. All funeral bookings, general enquiries and comments regarding the Sherfield on Loddon Burial Ground should be directed to:

The Parish Clerk

Tel: 01256 842662

Email: clerk@sherfieldonloddon-pc.gov.uk

- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Burial Grounds

- 3.1. The Sherfield on Loddon Burial Ground is open for visitors every day of the year during the following times:

April to September 09.00 to 20.00

October to March 09.00 to 16.30

No person is permitted to be in the burial ground outside of the published opening hours without the express permission of the Parish Clerk.

- 3.2. The Sherfield on Loddon Burial Ground is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the burial ground. No consumption of alcohol or drugs may take place within the burial ground, and anybody under the effects of such substances will not be admitted.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees, etc will be required to leave the burial ground immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 14 are welcome in the burial ground but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the burial ground.
- 3.5. No dogs are permitted in the burial ground with the exception of Guide Dogs, Hearing Dogs or other recognized Assistance Dogs, or with the express permission of the Parish Clerk.

- 3.6. Vehicles are not permitted in Sherfield on Loddon Burial Ground
- 3.7. Visitors with disabilities or other special requirements should contact the Parish Clerk who will be pleased to assist.

4. General Regulations

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the Sherfield on Loddon Burial ground either in their own time or during their employed hours.
- 4.2. The burial ground is multi-faith and is not consecrated although individual plots can be blessed by a minister representing the religious belief of the deceased at the time of burial.
- 4.3. No person shall canvass or solicit business in the burial grounds.
- 4.4. All fees for interments or memorial works must be paid in full to the Council in advance.
- 4.5. The Council will publish a scale of fees and charges annually. Residents of Sherfield on Loddon will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, lived in the parish of Sherfield on Loddon, or who lived in the parish of Sherfield on Loddon for over ten years and moved out of the area less than five years before their death. This will be at the discretion of the Parish Council.
- 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.
- 4.7. The designated Grave Digger for Sherfield on Loddon Parish Council Burial Ground must be used.

5. Graves

- 5.1. Graves are available in Sherfield on Loddon Burial ground. Graves will be taken strictly “next in line” and may not be reserved.
- 5.2. Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 75 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave subject to a Memorial fee.
- 5.4. The Exclusive Right of Burial cannot be purchased in advance of need, i.e. graves cannot be pre-purchased or reserved. 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. In public graves, the Council undertakes to leave 20 years before allowing the burial of a person unrelated to the original burial. The Council may allow the burial of related people in the grave before the expiration of 20 years. The Council may also allow the Exclusive Right of Burial to be purchased by a family member before the expiration of the 20 year period.
- 5.6. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.7. The types of graves available are lawn graves, cremation/Ashes plot and Niche Wall (see section 11). Lawn graves are laid to lawn and a headstone only is allowed at the head of the grave.
- 5.8. All graves and all cremation Ashes plots will be excavated and prepared for interment by approved contractors only. No other person or company will be allowed to undertake any excavation within the burial ground except with the express permission of the Parish Clerk. The depth of each lawn grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977 but will normally be dug to a double depth unless requested otherwise. The depth of Ashes plot will be suitable for placement of a normal cremation Urn or casket.
- 5.9. 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. Booking of Interments

- 7.1. A provisional booking for a funeral may be made by telephone to the Parish Clerk.
- 7.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by Sherfield on Loddon Parish Council) to the Parish Clerk at least three days in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3. As much information relating to the funeral 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.
- 7.4. 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.
- 7.5. It is the responsibility of the person making the funeral 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.

- 7.6. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Parish Clerk prior to the funeral.
- 7.7. The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance.

8. Interments

- 8.1. Funerals will normally only be permitted Monday to Thursday 09.30 – 15.30, Friday 09.30 – 15.00 (excluding Bank or other Public Holidays).
- 8.2. 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.
- 8.3. It is the responsibility of the person making the funeral arrangements to organize a Minister or Officiate for the funeral if one is required. Individual plots can be blessed by a minister representing the religious belief of the deceased at the time of burial.
- 8.4. 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).

9. Memorials

- 9.1. The Council has adopted a Management of Memorials Policy dealing with current and future 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.
- 9.2. 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 Sherfield on Loddon Burial ground. 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.
- 9.3. Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.
- 9.4. Memorials in the lawn section 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.
- 9.5. 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 mason.

- 9.6. 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.
- 9.7. The maximum height of lawn memorials is 90cm, the maximum width is 60cm and the depth is 30cm. The memorial must be a minimum of 7.6cm thick. The base must be ground level and should not protrude above ground level.
- 9.8. The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 2.5cm 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 2.5cm high.
- 9.9. Memorial masons must remove all arisings from the burial ground 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 burial ground 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. Care of Graves and Memorials

- 10.1. 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 3 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.
- 10.2. Grave spaces must be kept in a neat and tidy condition and all litter must be removed from the site.
- 10.3. All flower holders or other items left on graves must be made of non-breakable material, not glass. 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 burial ground or which interfere with the Council's maintenance of the site.
- 10.4. No planting may take place on lawned graves other than spring bulbs. 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.
- 10.5. The use of chicken wire or wire baskets to protect flowers are not permitted. The Council reserves the right to remove them

11. Niche Wall

- 11.1. A provisional booking for a service may be made by telephone to the Parish Clerk.
- 11.2. The provisional booking should be followed up by the submission of a completed form (form supplied by Sherfield on Loddon Parish Council) to the Parish Clerk at least three days in advance of the intended date of interment. Receipt of the fully and correctly completed form will act as confirmation of the provisional booking.
- 11.3 Plaques will be engraved by the applicant who will be responsible for them until they are secured
- 11.4 The Parish Council will arrange for the fixings of the plaques to the wall.
- 11.5 The Text must be approved by the Parish Council prior to the engraving of the plaque
- 11.6 No memorials or floral arrangements are to be sited on the Niche Wall

12. Ashes Burial plot

- 12.1 A provisional booking for a service may be made by telephone to the Parish Clerk.
- 12.2 The provisional booking should be followed up by the submission of a completed form (form supplied by Sherfield on Loddon Parish Council) to the Parish Clerk at least three days in advance of the intended date of interment. Receipt of the fully and correctly completed form will act as confirmation of the provisional booking.
- 12.3 The size of ashes plot is to be 2ft 6 inches x 2ft 6 inches (75cm x 75cm).
- 12.4 For a tablet memorial on top of the plot, the maximum dimensions are 18 inches x 18 inches (45cm x 45cm), in the centre of the plot. With a maximum height of the tablet not exceeding 10cm above ground level
- 12.5 For a headstone the maximum height is 2ft (60cm) and width 18 inches (45cm)
- 12.6 The number of the plot should be engraved on the bottom right reverse side of a headstone, or on the front right hand side of a tablet.
- 12.7 All Flowers must be either in or on the Grave Stone