

PARISH COUNCIL of DENMEAD
BURIAL GROUND REGULATIONS and SERVICES

1. General Regulations.

- a) The Burial Ground is a lawned cemetery and is open daily to the public between the hours of 7.00 am and 9.00 pm or 30 minutes after sunset whichever is the earlier. Children under 16 years of age are not permitted to enter the Burial Ground unless supervised by an adult. All visitors must keep on the walks, refrain from touching shrubs or flowers and observe perfect decorum in all respects. With the exception of guide dogs **Dogs are not allowed** in the Burial Ground under any circumstances.
- b) Memorials may not be erected on any grave without the written permission of the Parish Council. An application on the prescribed form with drawings showing all dimensions and inscriptions must be submitted to the Council Offices as per Regulations 3 and 9.
- c) The Clerk on behalf of the Parish Council will allocate grave spaces.
- d) **All cremation plots must be covered with a blank marker stone or inscribed plaque immediately after interment.** (See paragraph 9(j))

2. Right of Interment.

- a) The right of interment, erection of memorials and the reservation of grave spaces are exclusive to residents of Denmead or those whose name at any time has been on the Register of Electors during five years prior to death upon payment as set out in the Scale of Fees. Persons residing in Residential Care Homes, Nursing Homes and Hospitals outside of Denmead who were, prior to their removal thereto, inhabitants of Denmead will be classed as residents.
- b) At the discretion of the Council these services may be extended to non-parishioners on payment of the appropriate fee. Should there be any query regarding these rights the Non Resident fee must be paid, refundable if residency is proven and accepted by the Council.
- c) No interment will take place later than **2.30 pm** during British Summer Time and no later than **2.00 pm** at all other times.

3. Notice of Interment.

Application forms for interment, erection of memorials, reservation of plots and the scale of fees form part of these regulations and are available from the Parish Office. Upon completion the applicant will receive a signed copy of approval and a set of Regulations.

4. Digging and Reinstatement of Graves.

- a) It will be the responsibility of the Parish Council of Denmead, as Burial Authority, to arrange the digging of graves and cremation plots. A body shall not be interred in a grave in such a manner that any part of the coffin is at a depth less than three feet below the level of the surface of the ground of the grave space, nor shall the cremated remains of a body be interred in a grave in such a manner that any part of the casket is at a depth of less than one foot below the level of the ground of the grave space. The minimum depth of a grave shall be four feet six inches for one interment and six feet for two interments. **All graves will be shored when dug.**

N.B. It should be noted that the above-mentioned depths are liable to be checked after digging and if found to be insufficient the interment will not be permitted to take place. This may particularly affect second burials if it is found that the original grave was not dug to a sufficient depth. In such cases a fresh grave will be allocated.

- b) **Mechanical diggers** may only be used when authorised by the Clerk. Reinstatement must be to the satisfaction of the Parish Council. Turf is to be lifted carefully and

stacked, and topsoil is to be piled. Following backfilling graves will be levelled after a period of between 6 and 12 months, depending on ground conditions, and once levelled will be topped with a mixture of top soil and grass seed.

5. **Coffins.**

No body will be allowed to be buried in any grave unless it is placed in a properly constructed coffin. **American style caskets are not permitted.**

6. **Re-opening of Graves.**

Permission in writing from the surviving relative or executor must be submitted to the Parish Council when a grave is to be re-opened. There shall be no disturbance of any previous burial.

7. **Reservation of Graves and Cremation Plots.**

- a) The purchase of a grave is not permitted. Plots may be reserved for a period of ten years by application to the Clerk on the approved form. It is the responsibility of the applicant to re-new the reservation. If after twelve months, from the date of expiry, re-application has not been made the reserved plot shall be deemed vacant.
- b) Plots reserved in the cremation area **must be covered with a blanking stone.** (See paragraph 9 (j))

8. **Flowers.**

- a) Vases and flower containers must be part of the memorial. **One small metal or marble vase** may be placed on the grave during the first six months following interment pending the erection of a permanent memorial. Glass, china, plastic or earthenware vases, jars, metal pots, troughs or bottles are not allowed. **Any such item may be removed at the discretion of the Council.**
- b) Early blooming spring bulbs e.g. Snowdrops and Crocuses maybe planted on a grave space providing they do not impact on grass cutting. Shrubs or pot plants may **not** be planted in a grave space, the cremation area or around memorial plaques and trees. Flowers/wreaths etc. will be removed when they are dead and after 2 weeks following interment. Christmas wreaths will be removed at the end of January.
- c) **With the exception of those made from Silk no artificial flowers are permitted** in keeping with our Country Burial Ground Policy.
- d) **It is not permitted to embed containers into a grave space or secure loose receptacles into the turf in any way. All approved movable memorial vases must be identified with the plot number** to aid repositioning if necessary.
- e) No responsibility can be accepted by the Parish Council for the removal of flowers or containers by any unauthorised person.
- f) All unauthorised containers will be removed to the bin area for collection.

9. **Headstones, Crosses and Plaques.**

- a) Memorials will be expected to blend in with our Country Burial Ground Policy. In the New Burial Ground a memorial shall not exceed 900mm (3ft) in height, measured from ground level nor be more than 600 mm (2ft) wide. Thickness shall not be less than 75 mm (3 ins) nor more than 150 mm (6 ins). Extended plinths or kerbstones are not permitted. The plinth must not exceed 400 mm (16 ins) in depth. In the North Field a memorial shall not exceed 1220mm (4ft) in height, measured from ground level, nor be more than 600 mm (2ft) wide. The plinth must not exceed 400 mm (16 ins) in depth. Thickness shall not be less than 75 mm (3 ins) nor more than 150 mm (6 ins). Iron crosses, enclosed floral tributes, wire fencing, railings, kerb or edging stones around or on top of the grave are not permitted. Headstones or memorials will not be permitted to be erected until 12 calendar months following interment (to allow settlement of the ground). This does not apply to cremation plaques.

- b) No headstone or any other memorial shall be placed in the Burial Ground and no additional inscription shall be made on any stone or other memorial without first obtaining consent from the Clerk in writing and upon payment of the appropriate fee. Such consent will only be given if the proposed memorial and inscription complies with the **requirements of these regulations and is acceptable to the council**. Any unauthorised memorial will be removed. The Parish Council will not be responsible for the costs incurred, these will be charged back to the family, undertaker or stonemason responsible
- c) A memorial may be in the form of a headstone or a cross and must be placed at the head of the grave. **The plot number must be engraved** at the foot of the reverse side of the headstone, cross or movable vase, lower right hand corner of a cremation plaque and on the reverse side of a temporary marker stone. Installation will not be permitted without such numbering.
- d) Lettering on headstones and cremation plaques must be **black, dark brown, leaded, white, silver or gold** whilst only **black** is permitted on marker stones and tree plaques. (See paragraph 9(f)). Photo plaques or similar objects are not permitted.
- e) Every headstone must be firmly doweled to a foundation suited to the ground conditions that must be **wholly below ground level** and of sufficient strength to support the headstone without movement. **All memorials shall be installed under non-firm ground conditions and only by monumental masons who have registered (See Appendix 2) with the Parish Council of Denmead. Full details of fitting shall be provided on the application form before approval is given.**
(See paragraph 9(g))
- f) Relatives are permitted to provide at their own cost, temporary white marble marker stones 230mm x 125mm x 25mm (9 ins x 4.75 ins x 1 in) with name and date on one side in 25mm (1 in) black filled letters and the plot number on the reverse. The marker stone is to be installed at the head of the grave and laid flat. An application form is still necessary with no fee charged. **Upstanding plaques are not permitted.**
- g) A memorial shall be constructed of Granite, Marble, Nabracina or Natural Stone but not of reconstituted stone, brick, plaster, wood, Bath, Caen or other soft stone or of any metal or plastic. The council reserves the right to approve all applications. **Full details of memorials, measurements and inscription must be submitted at the time of application. Tree plaques shall be of white marble only.**
- h) The Parish Council must be informed and the work approved **before any memorial or cremation plaque is removed** from the Burial Ground for repair, modification or additional inscription.
- i) The applicant or family is responsible for the care of the memorial. No liability can be accepted by the Council for damage unless it is caused by its employees carrying out maintenance work.
- j) A plaque or blanking stone in the Cremation area shall be 450mm x 350mm (18 ins. x 14 ins.) **and be kept level with the ground**. Only sunken flower containers incorporated in the plaque are permitted. **Raised, loose or fixed holders are prohibited**. A blanking stone or plaque must cover all plots. The regulations concerning inscriptions shall apply. (See paragraph 1(d))
- k) The Burial Ground has an area set aside for memorials for persons whose remains are interred elsewhere. Such a memorial is to be in the form of a wall plaque (7 ins. x 5 ins.) and will be affixed to the west facing wall of the sextons hut adjacent to the memorial garden. Ashes may also be scattered in the memorial garden. A fee will be charged. Application for permission to install a plaque should be made as for any other memorial. (See regulation 9(b))

- I) An appointment, to confirm time and date, is to be made with the Parish Office before the installation of any memorial.
10. **Lamps, lanterns, wind chimes etc**
The installation of lamps, solar lanterns, wind chimes, windmills or any decorative toy is not permitted anywhere within the burial grounds.
11. **Seats and Trees**
Memorial seats and trees are no longer accepted in the Burial Ground. These may be erected/planted at other locations within the village and details are available from the Parish Council Office.
12. **Deteriorating Memorials.**
Where a memorial has deteriorated the council will attempt to contact the applicant or surviving family in order that repairs can be carried out. Should this not be possible or the relatives fail to act in a reasonable time (six months) then the Parish Council may remove any such memorials without further notice.
13. **Conveyance and Removal of Materials.**
All tools and equipment required for the digging, erection, reinstatement of graves or memorials shall be conveyed in the Burial Ground either by hand or wheelbarrow so as to cause minimal damage. Care must be taken to avoid any damage to roads, paths or grassed areas in the Burial Ground. Equipment, materials and spoil **must be removed from the burial ground immediately on the completion of work and at no expense to the Council.** If after receiving seven days notice in writing from the Clerk, the person responsible fails to comply with this regulation the Parish Council will clear the site, cost of such clearance passed to the person originally responsible. **All work in connection with memorials and reinstatement arising there from shall be carried out to the satisfaction of the Council.** (See paragraph 5)
14. **Vehicles:**
Vehicles belonging to mourners or visitors may be driven into the burial ground on condition that they remain on the roadway of the burial ground. Under no circumstances may they be driven or parked onto other parts of the burial ground, including pathways and grass verges.
15. **Horse and Carts:**
Horse and Carts may be driven into the burial ground on condition that they remain on the roadway of the burial ground by the carpark area. It is strictly forbidden to permit access along pathways and grass verges, or onto other parts of the burial ground.
16. **Health and Safety:**
It is the responsibility of all employees, visitors and contractors attending the Burial Ground to take reasonable care of both their own and other people's safety, and to co-operate with the Parish Council, as Burial Authority, on safety matters. The Councils Health and Safety Policy (See Appendix 1) and Policy for the Burial Ground are available from the Parish Office.
17. **Contravention of Rules:**
Any re-instatement costs will be passed on to the offender.
18. **Revision of Rules.**
A review of the regulations, services and charges will be made when necessary and the revisions made public.

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