

Kingsley Parish Council

As owner and management of Kingsley Cemetery

Kingsley Cemetery Burial Ground Regulations

1. Introduction

- 1.1. These regulations apply to all burial grounds/Cemeteries/Burial Grounds owned and or managed by Kingsley Parish Council (the Council).
- 1.2. Kingsley Cemetery is located within the village of Kingsley.

Address: Kingsley Cemetery,
Hollow Lane,
Kingsley,
WA6 8EF

2. Contact Details

- 2.1. All funeral bookings, general enquiries and comments regarding the Cemetery or Burial Grounds should be directed to:
- 2.2.
The Parish Clerk
Mobile: 0748 315 7679
Email: parish.clerk@kingsleyparishcouncil.org.uk
- 2.3. 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 Cemeteries/Burial Grounds are places of peace and quiet reflection. They are also workplaces. Visitors to the sites are welcome, but please respect the special nature of the sites, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the burial grounds. No consumption of alcohol or drugs may take place within the burial grounds, and anybody under the effects of such substances will not be admitted.
- 3.2. 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 cemetery/burial ground immediately and may be the subject of subsequent legal action.
- 3.3. Children under the age of 14 are welcome in the cemetery/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 cemetery/burial ground.
- 3.4. Dogs entering the cemetery must be kept on lead at all times. Persons visiting the site with dogs must ensure that the dog is kept under strict control at all times. Dog faeces must be removed and deposited in an appropriate and responsible manner by the dog owner. Any person who does not abide by this ruling will be liable to prosecution.

- 3.5. Vehicles are not permitted beyond the parking area. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the Cemetery parking area.
- 3.6. Visitors with disabilities or other special requirements should contact the 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 cemetery/burial ground either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for interments or memorial works must be paid directly to the funeral director, in advance who will account to Kingsley Parish Council.
- 4.4. The Council will publish a scale of fees and charges annually. Residents of the area will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of the Kingsley Parish or moved directly to residential or nursing care outside the parish, up to seven Years prior to their death.
- 4.5. 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 the cemetery/burial ground, which consists of consecrated and unconsecrated sections. The selection of grave spaces shall be at the final discretion of the Council, but the wishes of applicants will be met wherever possible.
- 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 99 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 5.4. The Exclusive Right of Burial to purchase in advance of need, will not under ordinary circumstances be accepted, but may be approved on discretionary basis by the Parish Council who would make their decision based upon the individual circumstances of each case. i.e. graves will not under ordinary circumstances be pre-purchased or reserved). The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the council.
- 5.5. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.

- 5.6. The types of graves now available are, Lawn Graves, Cremated Remains Graves. Lawn Graves are laid to lawn and a headstone only is allowed. Cremated Remains Graves are for the burial of cremated remains only.
- 5.7. All graves will be excavated and prepared for interment by the Undertaker or their appointed contractors only. No other person or company will be allowed to undertake any excavation within the cemetery/burial ground except with the express permission of the Clerk. The depth of each grave will be determined by the Undertaker or their appointed contractor in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.8. Following the interment, the Undertaker or their appointed contractor will level the grave and re-turf.

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 email or 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 the Parish Council) to the Boardroom at least 48 working hours 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. In respect of private graves, the deed of grant for the exclusive right of burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.
- 7.4. The **exact size** of the coffin, casket or container must be given in writing to the Council as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape (e.g. locking bar handles, casket shape, wicker coffin etc). The Council will subsequently add a suitable amount to the given size in order to determine the dimensions of grave to be excavated.
- 7.5. 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.
- 7.6. 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, except where the burial is that of the registered grave owner.
- 7.7. It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed at least 48 working hours prior to the date and time of the funeral.
- 7.8. 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.

- 7.9. 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 Friday 09.30 – 15.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to additional cost. Please contact the Clerk if a time outside of the permitted hours is required.
- 8.2. All funerals will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the Chapel and/or grave as appropriate.
- 8.3. 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.
- 8.4. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the interment if one is required.
- 8.5. 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 21 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.
- 9.2. All memorials fixed in the cemetery/burial ground must comply with British Standard 8415 (Latest version) and the BRAMM Blue Book (Latest version).
- 9.3. Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (Latest version).
- 9.4. Only those memorial masons' businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer License, will be able to work in the cemetery/burial ground. Fixers who do not hold a BRAMM Fixer License will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer License.
- 9.5. Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.
- 9.6. Memorials other than those fixed by a BRAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined.
- 9.7. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk on the appropriate form supplied by the Council. 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.

- 9.8. 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.
- 9.9. 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.
- 9.10. 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.
- 9.11. Memorial masons must remove all arisings from the cemetery/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 cemetery/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 into 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 affect 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. 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/burial ground or which interfere with the Council's maintenance of the site.

Grave owners will be permitted to place personal items on either side of the memorial and/or on a one foot strip to the front of the memorial. Grave owners are requested to adhere to this rule so as to enable maintenance of the grass areas without risk of damaging any personal items.

- 10.4. No trees may be planted on graves.