

FLITTON & GREENFIELD PARISH COUNCIL

FLITTON LAWNED CEMETERY - RULES AND REGULATIONS

CHARGES

1. The fees, payment and sums are set out in the Scale of Fees and Charges at Appendix 1

RESIDENTIAL QUALIFICATION

2. A deceased person is deemed to be a resident of the Parish of Flitton and Greenfield if immediately before his/her death
 - that person's ordinary place of residence was within the Parish of Flitton and Greenfield
 - that person died whilst resident in a hospital/nursing home or institution and last place of residence was within the Parish of Flitton and Greenfield in the last 3 years that person had moved from the Parish of Flitton and Greenfield within the 12 months prior to death having lived within the Parish of Flitton and Greenfield for the previous 5 years.
 - in the case of a still-born child, where the parents (or one of them) are or at the time of interment were, residents of the Parish of Flitton and Greenfield
3. For non-residents the fees are as set out in the Scale of Fees and Charges but in general they are three times those of a resident
4. The resident rate will be applied if a plot has been pre-purchased and the Exclusive Right of Burial has already been granted to a resident.

EXCLUSIVE RIGHTS OF BURIAL

5. In order to own the exclusive right of burial or for the exclusive right of burial of cremated remains, a Deed of Grant will be issued to the purchaser for the period of 100 years.
6. The fee for this is set out in the Scale of Fees and Charges
7. It is necessary for the Parish Council to have up to date records of plot owners in advance on the Burial Request Form, in order to grant the Exclusive Rights, including name, address and contact details. A supplementary contact is also requested.
8. It is the responsibility of plot owners to maintain the plot and the headstone as part of the Exclusive Rights (in accordance with the Rules and Regulations below) and from time to time the Parish Council may need to get in touch with the owner if there are any issues which need attention. It is also therefore the responsibility of the plot owner, or their successor, to update contact details (if they change) with the Clerk to the Parish Council.
9. In the case of out of date contact details, where the Council is unable to get in touch with a plot owner, a notice will be displayed on the cemetery notice board and the Parish website, for a period of three months seeking contact.
10. After this time, the Parish Council will take any action necessary to maintain the plot in a safe and secure manner. This will mean that any loose headstones are laid down to prevent them falling over and any reinstatement will then be the plot owners responsibility and cost.

RESERVATION OF PLOTS

11. Reservation of grave space may be made by residents only on payment of the relevant fee as set out in the Scale of Fees and Charges
12. Reservation must be accompanied by the purchase of the Exclusive Rights (see above)
13. The purchaser is responsible for marking the plot with a paving stone and the Clerk will make the appropriate entry in the Exclusive Rights register

BURIAL ARRANGEMENTS

14. Due to the number of organisations involved in a burial or interment of ashes, the Council requires that all arrangements are made through a Registered Undertaker
15. Fees indicated in the Scale of Fees and Charges do not include the digging of the interment grave for burials, this is managed by the Undertaker. The Parish Council will usually make the arrangements for the digging of ashes plots as set out in the Fees and Charges
16. Surplus soil excavated from any grave is to be carted away immediately from the Burial Ground.
17. The Registrar's Certificate for Burial (Green form) must be in the Undertakers possession prior to the burial being arranged and a copy of it passed to the Parish Council at the first possible opportunity
18. Notice of interment, with the name, residence and other particulars relative to the deceased, must be given and the fees and charges agreed before the ground is opened and received within 5 working days after the burial.
19. Notice of interment must be given at least two clear days before the funeral and for an interment on Monday notice must be given on the preceding Friday except in exceptional circumstances.
20. The Council will allow only single or double depth burials. The first burial should usually be a full interment, and the second may, at the discretion of the Council, be an interment of ashes so long as this is made clear on the inscription The full burial cost applies.
21. No interments are allowed on Sundays.
22. All graves must be cleared and levelled after a period of six months after interment either by the grave owner or by the grave owner's nominated person
23. Brick graves or vaults are **not** permitted
24. Caskets must be made of a bio-degradable material. Metal caskets are not permitted Permission is required for ashes to be scattered in the Garden of Remembrance and this may be commemorated with a memorial plaque.

PLOT LAYOUT(S) AND SIZE

25. The maximum burial plot (excavated) size is 7' x 2'6"
26. As the cemetery was classified as a lawned area in 2013, the maximum plot area for interments, which may be tended, including the headstone will not exceed 24 inches wide by 30 inches deep around the base of the headstone only.
27. The rest of the plot will be grass.
28. Edging or stone chippings must be contained within the tended area only. Edging should be no more than 2" wide by 2" above ground.
29. The tended plot area where ashes are interred may be a maximum area of 2' x 2' including the headstone. The height of the headstone may not exceed 2' including the plinth.
30. For plots pre purchased prior to 2014, any edging stones around the whole plot will only be allowed on plots purchased prior to 2014, these should be no more than 2" wide by 2" above ground to be in keeping with the cemetery and must measure 7' x 2'6" as the maximum. Where brick vaults have been installed prior to 2016, edging stones of a removable construction may be installed to the outer edges of the vault construction, but these should be no more than 2" wide by 2" above ground to be in keeping with the cemetery. Permission must be sought and approvals given before any edge stones are used.
31. No edge stones of any kind are permitted around cremation memorials or children's graves.

MEMORIALS SIZE AND SPECIFICATION

32. Memorial stones on Principal Burial plots must not exceed the following dimensions - 3' high (including the base) x 2'6" wide (including the plinth) x 3" deep. The base must not exceed 3" high x 2'6" wide x 12" deep see the Fees and Charges for more details of sizes and fees applied.

33. One formal memorial vase (stone or similar material) which is free-standing will be permitted within the plot area and charged according to current fees. It must not exceed 1'5" in height and must be positioned within the specified tended plot area (see 26 above)
34. Base plinths may include a maximum of two integral flower containers
35. Memorial stones on ashes plots must not exceed the following dimensions- maximum overall height must **not** exceed 2' (including the base) x 2' wide (including the plinth) x 3" deep
36. One formal memorial vase (stone or similar material) which is free-standing will be permitted within the ashes plot area and charged according to current fees. It must not exceed 1' 5" in height and must be positioned within the specified tended plot area (see 27 above)
37. Any other features with size specifications are included in the list of Fees and Charges

TEMPORARY MEMORIALS AND/OR ADORNMENTS

38. Temporary memorials, including wooden crosses and flowers, may be placed on the grave immediately after the burial. However they must be removed from the plot within 12 months of a burial.
39. Fresh flowers, plants or silk flowers may be placed in temporary containers or vases so long as they are within the tended plot area and they are removed periodically. The Council reserves the right to remove them to prevent littering (if this has not been done by the grave owner). They will be discarded if they have blown off the grave and are littering the cemetery
40. No rose, bush plants or standard, shrub, or tree shall be planted on any plot area or any planting undertaken in the surrounding area.
41. Adornments or any other objects may not be placed outside the tended plot area or on any trees or in the hedgerow(s).
42. Glass bottles or other glass based receptacles, solar lights, windmills, flags, tinsel and alcoholic tributes are not permitted in the Burial Ground. Relatives are advised to seek the opinion of the Council as to permitted ornaments in the event of any doubt as to suitability
43. The Council will remove any unauthorised memorials, kerbs, railings, receptacle for flowers, horticultural decoration or ornaments which it considers unsuitable. The Council may recover the cost of removal of these items from the holder of The Grant of Exclusive Right of Burial to that grave, in accordance with the powers and procedures set out in Article 14 of The Local Authorities Cemeteries Order 1977.
44. Temporary wooden crosses must be removed when the permanent memorial is erected or within 12 months of the burial (see 47 below) The Council reserves the right to remove the temporary wooden cross once the permanent memorial has been erected if this has not been done by the grave owner or after 6 months, whichever is the soonest. Any costs incurred shall be recoverable from the owner as a simple contract debt in any court of jurisdiction.
45. The plot, excluding the tended area (see 27 above) must be reverted to grass after a maximum 12 month period
46. Any plot which is left longer than 12 months or is in an unkempt state may be grassed over in order to maintain the amenity of the lawned cemetery grounds

ARRANGEMENTS FOR PERMANENT MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS

47. Permanent memorials may not be installed before 6 months has elapsed, at which point any temporary memorial or wooden cross should be removed
48. Before any memorial is placed in the Cemetery a drawing thereof showing the dimensions, type of stone and finish, system of fixing and the inscription of be placed thereon shall be prepared by the Stone Mason on the relevant application form and sent to the Clerk to the Council for approval.
49. Application forms for permission to erect a memorial stone are available from the Clerk to the Council or on the Village website <http://flittongreenfield.bedsparishes.gov.uk/cemetery/> The application forms must be duly signed and dated by the registered owner of the Exclusive Right of Burial and be accompanied by the appropriate fee.

40. Memorials may not be fixed until formal written approval is given by the Council. On completion of the work the person who has fixed the memorial should inform the Parish Clerk without delay.
41. Monuments or other memorials shall not be altered or interfered with after they have been erected in the Burial Ground in accordance with the designs submitted to and approved by the Council.
42. No inscription may be cut, nor work of any kind undertaken to any monument or memorial within the Burial Ground without the prior written consent of the Council.
43. Memorials must be of a material approved by the Council. Granite, Marble or Dressed Stone.
44. All monuments and materials must be conveyed into the Burial Ground in such a manner as not to cause any damage to roads, footpaths or turf. If any damage is done to the Council's land or premises by bringing in any materials, gravestones, or monument or from any other cause, the person or persons doing such damage will be held responsible for the same and the Council may recover the cost of repairing such damage from such person or persons.
45. The Stone Mason erecting a memorial must be registered with NAMM/BRAMM and must have current public liability insurance
46. For each inscription on the headstone, after the first, a fee is payable
47. The Stone Mason erecting a memorial shall ensure that the relevant Grave Number is inscribed 2" (50 mm) above ground level on a suitable part of the memorial.
48. Anyone erecting a monument or who undertakes any Memorial work within the Burial Ground not in compliance with these regulations will be required to remove the said memorial and pay all costs involved.
49. Garden of Remembrance memorial plaques may be placed around the perimeter edging of the garden following consent and must not exceed 6" x 4". Permission and approval is required and an application including wording must be made to the Clerk to the Council in advance
50. The Council will not be responsible for any damage to monuments, gravestones and other structures other than damage occasioned by the negligence of its officers or workmen.

SAFETY AND RISK ASSESSMENT

50. Flitton and Greenfield Parish Council is committed to ensuring the safety of its cemetery to ensure the wellbeing of those visiting or working there.
51. The Council has a safety policy which can be found on the website <http://flittongreenfield.bedsparishes.gov.uk/cemetery/#itemform>
52. The Council is required to have a risk register in place for all of its areas of responsibility including the cemetery and a major part of the risk here relates to the stability of headstones and memorials.
53. Regular checks of headstone and memorial stability will take place and plot owners are responsible for ensuring that they are firmly affixed to the ground and are not liable to topple.
54. The Council may require the owner of any monument, gravestone or other structure, which in their opinion has become unsafe, to lay it down or reinstate/repair it. The Council will take all reasonable steps to contact the grave owner in advance of this action by trying to make contact and/or advertising on the cemetery notice board and the Parish website.
55. If however, in the opinion of the Council the removal should be effected immediately due to the risk involved, then the Council may carry out the work without incurring any liability for any damage arising and the costs thereof shall be recoverable from the owner
56. If the owner fails to comply with any such requirement within 3 months of notification or advertising, then the Council will take action to lay the headstone down and the costs thereof shall be recoverable from the owner
57. If the owner chooses to re-instate or lay down the headstone they must use the services of a registered Stone Mason, who should submit plans to the Clerk for approval showing how they will necessitate the work.
58. The owner is not permitted to do this work themselves. This is because the Council needs to be sure the work is done properly and with third party liability insurance cover in case of any accident.

59. The owner may ask the Council to lay the headstone down providing their written prior consent is granted and the cost incurred will be recoverable from the plot owner

GENERAL CONDUCT

60. The Cemetery is open to the public during daylight hours throughout the year, but the Council reserves the right to exclude the public if it should be necessary on any particular occasion. Such days and hours may be varied by the Council from time to time, notice whereof will be given in the Cemetery.
61. By law, no dogs, other than Guide dogs are allowed into the Cemetery.
62. No games or sports to be played in the Cemetery.
63. No children under the age of 12 years are allowed in the Cemetery unless accompanied by a responsible adult.
64. Visitors to the Cemetery shall not pick, cut, fell or remove from the Cemetery any flower, tree or shrub.
65. Visitors to the Cemetery shall not sit, stand or lean on any memorial, monument or headstone and should prevent children from doing this.
66. Litter and withered flowers should be cleared regularly and placed in the appropriate receptacle provided.
67. The registers, records, tables of fees and plan of the Cemetery are available for inspection by appointment with The Clerk to the Parish Council.
68. Visitors to the Cemetery must conduct themselves in a quiet orderly manner so as to preserve the quiet reverence and peaceful atmosphere created in the Cemetery.
69. The council reserves the right to alter or add to these regulations.

Agreed by the Council on 25 January 2017 to come into effect 1 February 2017

Appendix 1 FLITTON CEMETERY - Scale of Charges

The principle fees, payment and sums set out in the Scale of Fees and Charges apply where the person to be interred or in respect of whom the right is granted is, or immediately before his/her death was, a resident of the Parish of Flitton and Greenfield, please see Rules and Regulations for definition) For non-residents the fees are multiplied by three

No charge will apply to serving members of the Armed Forces, Fire, Police or Ambulance Services.

	Residents of the Parish of Flitton & Greenfield	Non-Residents of the Parish of Flitton & Greenfield
	£'s	£'s
Interments		
Under 16 years of age	30.00	90.00
16 years of age and over	150.00	450.00
Plot preparation	Arranged and Charged by Undertaker	
Ashes plots		
Under 16	30.00	90.00
Over 16	60.00	180.00
Plot preparation by Parish Council	75.00	75.00
Remembrance Garden		
Scattering of Ashes	30.00	90.00
Remembrance Garden Plaque	20.00	60.00
Reserved Plot		
Residents of the Parish only	210.00	
Exclusive Rights of Burial (100 years)		
Granted to named owner only	60.00	180.00
For the Erecting of Monuments/Memorials		
Headstone	60.00	180.00
Vase (1 permitted)	30.00	90.00
Any inscription after the first.	30.00	90.00
Permitted maximum sizes		
Burial Interment Plot size and specifications		
Actual Burial Plot size	7' x 2'6" mainly laid to grass apart from tended area (see below)	
Tended Plot Size	24 inches wide by 30 inches deep around the base of the headstone only. Edging or stone chippings must be contained within the tended area only. The rest of the plot will be grass.	
Headstones	2' 9" high x 2' 6" wide x 3" deep	Maximum overall height must not exceed 3' (three foot)
Headstone base plinths	3" high x 2' 6" wide x 12" deep	
Base for a Book Memorial	2' 6" wide x 2' deep x 3" high	
Ashes Plot size and specifications		
Burial Plot size	2' x 2'	
Headstones	1' 9" high x 2' wide x 3" deep	Maximum overall height must not exceed 2' (two foot)
Headstone base plinths	3" high x 2' wide x 12" deep	
Other		
Vase (1 allowed)	1' 5" high	
Plaque / Desk	4" high (including base) x 18" wide x 18" deep	
Plaque / Desk Base	2' x 2' (must be at ground level)	
Garden of Remembrance	6" x 4" plaque	