

# **BLEWBURY PARISH COUNCIL**

## **REGULATIONS FOR THE MANAGEMENT OF BLEWBURY PARISH CEMETERY**

These Regulations are made by Blewbury Parish Council under Section 214 of the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977.

### **INTERPRETATION**

1. In these Regulations the "Council" means the Blewbury Parish Council acting as Burial Authority for the Parish of Blewbury, the "Cemetery" means the Cemetery provided on the east side of Bohams Road off London Road, the "Clerk" means the Clerk or other authorized Officer of the Blewbury Parish Council, and "grave space" means any grave or cremation plot.
2. Anyone who persistently fails to comply with these Regulations may be refused access to the Cemetery.

### **ADMISSION TO CEMETERY**

3. The Cemetery is open to visitors from 6 am to sunset.
4. Visitors must behave in a manner that shows respect to the deceased and the bereaved, avoid walking on occupied graves and not sit, stand or lean on memorials. Any person behaving in a disorderly or noisy manner may be asked to leave the Cemetery.
5. Dogs must be kept on leads inside the Cemetery and must not be allowed to foul any part of it.
6. No recreational activities are allowed in the Cemetery.
7. A plan showing the position and allocation of grave spaces may be seen by appointment with the Clerk.

### **BURIAL RIGHTS & FEES**

8. The current fees for all rights relating to burial and memorials and for obtaining certified extracts of registers are listed in Annex B. These are subject to change without notice by resolution of the Council.
9. Purchasers of grave spaces shall be granted an Exclusive Right of Burial. This Right shall be valid for 99 years from the date of purchase, after which it will revert to the Council.
10. Each burial shall be subject to payment of the appropriate burial fee, as set out in Annex B.
11. There is no charge for the burial of a child under the age of 18 years.
12. A Grant of Exclusive Right of Burial confers no proprietary rights upon the grantee in respect of cemetery land and will not affect the Council's right to carry out its obligations under the Local Authorities' Cemeteries Order or its right to enforce these regulations in respect of any grave space for which an Exclusive Right of Burial has been granted.
13. The Grantee of an Exclusive Right of Burial will receive a written grant signed by the Clerk specifying a grave space numbered on the Cemetery Plan. The grant will be registered in the Register of Exclusive Rights of Burial kept by the Clerk.

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14. The owner of an Exclusive Right of Burial may assign that right by deed or will. The assignee must inform the Council in writing giving full details of the assignment and cannot exercise it until this has been registered by the Clerk. If the original Grantee was a resident of Blewbury Parish and the assignee is not, an additional fee may be payable when the assignment is registered.
15. The Burial Register and Register of Grants of Exclusive Rights of Burial kept by the Clerk may be inspected by prior arrangement with the Clerk and certified extracts obtained, on payment of the prescribed fee.

### BURIALS

16. Burials may not be carried out without the permission of the Clerk.
17. Coffins may not be of any material other than wood, a material derived from wood or other approved biodegradable materials.
18. Before a burial is arranged, the location and number of the grave space or cremation plot must be agreed with the Clerk.
19. Burials shall only take place on working weekdays between 10 am and 4.30 pm unless a certificate is produced to the Clerk that immediate burial is necessary on the grounds of public health, or by special arrangement and at the discretion of the Council.
20. No burial shall take place until the person or firm arranging the burial has delivered the following to the Clerk:
  - (a) A Burial Notice containing the information at Annex A and signed by the applicant relative
  - (b) The Registrar's Certificate for Burial or Cremation *or* a Coroner's Order for Burial (*and* in the case of a stillborn child, a certificate from the Registrar that he has either registered the stillbirth or received official notice of it or received the Coroner's Order for Burial)
  - (c) In the case of a cremation, certification by the crematorium that the Notification of Burial or Cremation has been (or will be) sent to the Registrar
  - (d) The appropriate fees according to the table of fees given in Annex B
  - (e) If the burial is to be made in a plot for which an Exclusive Right of Burial has been granted and the deceased is not the owner of that Exclusive Right, the original grant document *and* the written and signed consent of its owner.
21. Unless immediate burial is required (see Regulation 18 above), the appropriate documents and fees listed in Regulation 19 must be delivered to the Clerk at least two full working weekdays before the burial.
22. The Burial Notice in Regulation 19 (a) must give all the information listed at Annex A. In particular, the Notice must give the full name and address of the grantee (owner) of any Exclusive Right of Burial. The form at Annex A may be used if convenient.

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### **GRAVE SPACES**

23. All grave spaces shall have the dimensions and spacing given in Annex D and shall be positioned and numbered in conformance with the Cemetery Plan, a copy of which may be inspected by arrangement with the Clerk. For logistical reasons, burial plots will be allocated by the Clerk on a sequential basis at the time of application for burial.
24. All grave spaces must be simple earthen graves. Bricked or vaulted graves, kerbs and chippings or decorative stones are not permitted. The grave should be grassed and levelled when the ground has settled.
25. No grave is to be dug without the permission of the Clerk but permission for a Burial includes permission to dig the grave in the space that was agreed with the Clerk.
26. All graves are to be dug or excavated in accordance with the relevant provisions of the Local Authorities' Cemeteries Order 1977.
27. No grave is to be dug more than 12 feet (365 centimetres) deep.
28. All new graves for which Exclusive Right of Burial has been granted (except graves for burial of cremated remains) must be dug to a depth sufficient to allow a second subsequent burial, unless special permission for a single grave has been granted.
29. Graves for burial of cremated remains are to be dug to a sufficient depth to permit complete covering of any receptacle placed in them. A subsequent burial may be made beside the first one, but this must be within the nominal dimensions of the grave space (see Annex D). No more than two burials may be made in a grave for cremated remains unless special permission has been obtained from the Clerk in advance
30. Cremated remains may not be scattered anywhere except beneath the surface of the purchased grave space.
31. Sufficient of the soil removed in digging a grave must be returned to ensure that, after all settlement is complete, the level of the grave does not lie below the level of the ground around it.
32. Any surplus soil remaining (after allowing for future settlement, as required above) is to be removed from the site..

### **MEMORIALS & VASES**

33. Memorials may not be erected, removed, altered, nor have further inscriptions added to them, without the permission of the Clerk.
34. Memorials may only be erected on graves for which Exclusive Right of Burial has been granted.
35. An application for permission to erect a memorial must contain all the information called for in Annex C and be accompanied by the appropriate fee listed in Annex B.
36. Memorials may not be erected until the ground level has stabilised and in any case not before 6 months have elapsed since the burial. All memorials must meet the NAMM Code of Working Practice and be provided with adequate foundations according to its size and weight.

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37. **All memorials must be installed so they line up with existing memorials along and across the rows as specified in Annex D.**
38. (a) On full size graves all memorials must be made of natural stone.  
(b) On cremated remains graves, memorials can be made of natural stone, or of wood. Wooden memorials must be within size guidelines and should be made of a sustainably sourced, highly durable hardwood. See also para 44. below.  
(c) All memorial designs are subject to approval by Blewbury Parish Council.
39. No kerbs or chippings are allowed. The grave should be grassed and levelled when the ground has settled.
40. The maximum dimensions allowed for memorial stones are:
  - (a) On full sized graves: upright stone, height above ground level 3 feet (91 centimetres), width 2 feet (61 centimetres)
  - (b) On graves for cremated remains: a ground level tablet or open book tablet measuring no more than 18" wide x 15" deep for the base and no more than 15" high (including the base and tablet). The tablet would typically be no more than 3" deep.
  - (c) Previous non-compliant memorials should not be used as precedent. From April 2012, new non-compliant memorial stones will be removed at the cost of the owner or successor.
41. Inscriptions may be:
  - (a) Incised
  - (b) Incised and painted
  - (c) Inlaid with lead or bronze
  - (d) Carved in relief
42. Headstones on full-sized graves must be placed at the western end of the grave space facing eastwards.
43. Only purpose made natural stone vases not more than 1 foot (30 centimetres) high and intended for use on graves may be placed on graves. Other containers of a type not intended for displaying flowers on graves may be removed. No other forms of decoration or adornment of the grave will be permitted. No breakable or unauthorised items of any description e.g. glass, earthenware, bricks, blocks etc. of any kind will be allowed. Any such items will, in the interest of safety, be immediately removed and disposed of without notification.
44. Maintenance of memorials is the responsibility of the owner and all memorials must be kept safe and in good repair. Any memorial that becomes unsafe or unsightly and is not repaired by the owner will be repaired and made safe by the Council and the costs charged to the owner. Any memorials found to be unstable will be temporarily supported or laid flat. The Council reserves the right to repair or remove unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.

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45. The Council does not accept any responsibility or liability for damage to any memorial, however caused.

### **WORK IN THE CEMETERY**

46. No work is to be done in the Cemetery without the permission of the Clerk. Permission for a burial or erection or alteration of a memorial includes permission for all necessary work.
47. Notwithstanding the granting of permission, persons responsible for work in the cemetery must give the Clerk advance notice of the time and date they propose to carry out such work.
48. Anyone working in the cemetery must comply with all relevant provisions of the Local Authorities' Cemeteries Order 1977, the Health and Safety at Work Act 1974, and all reasonable directions and requirements of the Clerk and must make good at their own expense any damage they have caused.
49. All spoil and rubbish must be removed and the site must be left in a clean and tidy condition.
50. The Council does not accept responsibility for or liability in respect of any damage or injury to any person or thing arising from work done in the cemetery except that arising from work done by its own employees.

### **PLANTING & TENDING OF GRAVE SPACES**

51. The Council will maintain the unoccupied areas of the Cemetery and keep the grass cut between grave spaces.
52. Upkeep of the grave space itself is the responsibility of the person or persons who ordered the burial and/or the owners of the Exclusive Right of Burial. Tributes left at the time of interment will be permitted to remain for one calendar month and will be removed carefully by Council staff unless otherwise instructed by the Clerk. After this, all dead or faded tributes, either natural or artificial will be removed carefully by Council staff. Cemetery staff will remove Christmas wreaths that remain on graves as soon as possible after 31<sup>st</sup> January
53. Grave spaces may be planted with small herbaceous plants, shrubs or miniature trees within the grave space but these must not be allowed to grow taller than 2 feet (61 centimetres).
54. The Council reserves the right to cut back or remove any growth higher than 2 feet (61 centimetres) on any grave space and any growth outside the area of the grave space.
55. The Council reserves the right to charge the persons responsible for upkeep of a grave space for any costs it incurs in maintaining or tidying it following their failure to do so.

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### **LIST OF ANNEXES TO THESE REGULATIONS:**

<b>ANNEX A</b>	<b>FORM OF BURIAL NOTICE</b>
<b>ANNEX B</b>	<b>TABLE OF FEES</b>
<b>ANNEX C</b>	<b>FORM OF APPLICATION FOR PERMISSION TO ERECT OR INSCRIBE A MEMORIAL</b>
<b>ANNEX D</b>	<b>DIMENSIONS AND SPACING OF GRAVES &amp; MEMORIALS</b>

# BLEWBURY PARISH COUNCIL

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### ANNEX A

### BURIAL NOTICE

This notice is confirmation of a booking made by telephone at .....am/pm on .....day, date ..... By .....  
.....FUNERAL DIRECTORS

**THIS FORM MUST BE SIGNED BY THE APPLICANT RELATIVE AND MUST BE RECEIVED BY THE CLERK TO BLEWBURY PARISH COUNCIL<sup>2</sup>, TOGETHER WITH THE APPROPRIATE REGISTRAR'S / CREMATORIUM CERTIFICATE AND ALL MONIES DUE, AT LEAST 2 FULL WORKING DAYS BEFORE THE BURIAL.**

**I/We request permission for the following burial in Blewbury Parish Cemetery:**

DAY AND DATE OF BURIAL:			
SERVICE AT:		TIME:	
NAME OF OFFICIATING MINISTER:			
ESTIMATED TIME OF ARRIVAL AT BLEWBURY CEMETERY:			
FULL NAME OF DECEASED:			
ADDRESS:			
POSTCODE:	AGE AT DEATH:	DATE OF DEATH:	
PLACE WHERE DEATH OCCURRED:			
CREMATED REMAINS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	RE-OPEN? YES <input type="checkbox"/> NO <input type="checkbox"/>
GRAVE NUMBER:		EXCLUSIVE BURIAL RIGHT GRANT NUMBER <sup>1</sup> :	
DETAILS OF PREVIOUS BURIAL:			
FULL NAME OF GRANTEE (OWNER) OF EXCLUSIVE BURIAL RIGHT (NEW OR EXISTING <sup>1</sup> ):			
ADDRESS:			
POSTCODE:			
SIGNATURE OF APPLICANT (relative or person acting on behalf of deceased)		RELATIONSHIP WITH DECEASED PERSON	

<sup>1</sup> If the deceased is not the grantee of the existing Exclusive Burial Right, details of the assignment of that Right to the deceased and/or the signed authorisation by the grantee for the burial of the deceased in that grave must be enclosed with this application.

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### ANNEX B

#### TABLE OF FEES

<u>Description</u>  (Note: fees do not include digging graves or erecting memorials)	<u>Fees for</u>	
	<u>Residents</u> <sup>1</sup>	<u>Non-residents</u>
	£	£
<b><u>Exclusive Right of Burial:</u></b> <sup>(3)</sup>		
<i>Grant of Exclusive Right of Burial in accordance with Regulations 9 – 13:</i>		
– of the body of a person.	180.00	360.00
– of the cremated remains of a person.	105.00	210.00
<b><u>Each Burial in any grave:</u></b> <sup>(3)</sup>		
– of a person's body	105.00	210.00
– of a person's cremated remains	105.00	210.00
<b><u>Right to Erect and Inscribe a Memorial on a grave for which Exclusive Right of Burial has been purchased:</u></b> <sup>(2)</sup>		
– on a full sized grave space	75.00	150.00
– on a grave space for cremated remains	75.00	150.00
– for a subsequent inscription on an existing memorial	50.00	100.00
<b><u>Administration fees :</u></b>		
Search of Burial Register	20.00	40.00
Search of Register of Grants of Exclusive Right of Burial	20.00	40.00
Certified extract of either Register	30.00	60.00

<sup>(1)</sup> Includes holders of Exclusive Right of Burial who were residents at the time of its grant and residents who are temporarily non-resident at the time of their death.

<sup>(2)</sup> Applications containing at least the information listed in Annex C must be submitted to the Council for all memorials and inscriptions

<sup>(3)</sup> There are no charges related to the burial of a child under the age of eighteen years.

#### Payment

Can be made by cheque payable to Blewbury Parish Council & returned with forms to the Parish Council address, or please pay online as follows:-

Lloyds Bank, 30-90-89, 48397968

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## REGULATIONS FOR THE MANAGEMENT OF BLEWBURY PARISH CEMETERY ANNEX C

### APPLICATION FOR PERMISSION TO ERECT OR INSCRIBE A MEMORIAL

<i>Name &amp; address of person ordering memorial</i>	<i>Name and address of person or firm who will be responsible for erecting the memorial</i>
<i>Signed:</i>	
<i>Name of person buried</i>	<i>Phone</i>
<i>Date burial took place</i>	
<i>Grave space number</i>	<i>Email</i>
<i>Picture or sketch of memorial (attach a separate sketch if preferred) – <u>please note that kerbs and chippings are not permitted</u></i>	<i>All dimensions of headstone, tablet, plinth, base-stone and any vases or similar containers:</i> <b><u>Max dimensions allowed:</u></b> <i>Full sized graves:</i> height 3 ft (91 cm), width 2 ft (61 cm);  <i>Graves for cremated remains: measuring no more than 18" wide x 15" deep for the base and no more than 15" high (including the base and tablet). The tablet would typically be no more than 3" deep.</i>
<i>Full details of lettering (size, type, method of inscription)</i>	<i>Full details of inscription, including wording and arrangement</i>
<i>Name and address of person or firm to whom this permission should be given:</i>	<b>Return completed form to:</b> <b>Clerk to Blewbury Parish Council</b> <b>41 Dibleys</b> <b>Blewbury</b> <b>OX11 9PU</b>  <b>Tel: 07968772935</b>

Approved on behalf of Blewbury Parish Council:

Date:

Clerk

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### **ANNEX D**

#### **DIMENSIONS AND SPACING OF GRAVES & POSITIONING OF MEMORIALS**

(Regulations to be followed when digging new graves and erecting memorials)

##### **GRAVES**

1. If markers exist, they must be followed.
2. All new graves must be laid out so they conform to the Cemetery Plan, a copy of which may be inspected by arrangement with the Clerk.
3. All graves must have the same nominal dimensions at the surface and be in line both along and across the rows.
4. The nominal length of each full-sized grave space including the memorial is 8 feet (244 centimetres) and the nominal width 2½ feet (76 centimetres), but it may be dug appropriately for the coffin or casket size.
5. Each new full-sized grave is to be dug so that the centre-to-centre distance between the rows is 4½ feet (137 centimetres) and the centre-to-centre distance between graves along each row is 9 feet (274 centimetres). Full-sized graves are to be dug from the end opposite the memorial in such a way that any un-dug space is under the memorial.
6. New full-sized graves for which Exclusive Right of Burial has been granted must be dug to a depth sufficient to allow a second burial, unless special permission has been granted for a single grave.
7. Each new grave for burial of cremated remains<sup>1</sup> is to be dug so that the centre-to-centre distance between graves is 4 feet (122 centimetres) and the front edge of the grave space is not more than 3 feet (92 centimetres) from the fence line or front edge of the grave space(s) behind it. The nominal size of each grave space for cremated remains is 1½ feet (46 centimetres) front-to-back and 2 feet (61 centimetres) wide.

##### **MEMORIALS**

8. If markers exist, they must be followed.
9. Memorials on full-sized graves must be erected so they are in line with others along and across rows. There should be 9 feet (274 centimetres) face-to-face along the row and 4½ feet (137 centimetres) centre-to-centre between the rows.
10. If a memorial is erected on a base or plinth, the base or plinth must not be less than 2½ feet (76 centimetres) wide, so it sits on un-dug ground either side of the grave.

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<sup>1</sup> Except in the area along the southern boundary, where the spacing was not established correctly to start with. In this area, any further new graves must be spaced according to the instructions of the Clerk.