

BARROWBY PARISH COUNCIL

Mrs J Moss, 14 Riverside Walk, Bottesford, NG13 0AT
Tel: 07710 087124 Email: clerk@barrowbyparishcouncil.org.uk

BARROWBY BURIAL GROUND POLICY

A. INTRODUCTION

1. Barrowby Parish Council is the Burial Authority for Barrowby Burial Ground, and the Responsible Officer for the Burial Authority is The Clerk to the Parish Council.
2. The overall care of the burial ground is the responsibility of the Burial Authority. The Parish Council takes its duties of maintaining the burial ground very seriously and hopes that the mourners of the deceased therein will co-operate with the Parish Council's efforts to maintain a tranquil, tidy and well cared for environment.
3. The person making a purchase of an Exclusive Right of Burial must be a resident of Barrowby at the time of purchase or, when making the purchase for the immediate use of a recently deceased person, that person must have been a resident of Barrowby at the time of death, subject to paras 5, 6, 7, 8 and 9 below. In the case of a stillborn child, at least one parent must be a resident of Barrowby at the time of the interment.
4. The ashes of a non-resident of Barrowby may be interred into an existing grave of a close relative, provided that the appropriate written permission from the Next of Kin of the recently deceased and the owner of the Exclusive Rights of Burial to the grave has been obtained. An "Application for Burial" form must also be submitted to the burial Authority together with the appropriate payment.
5. Serving members of HM Forces, whose family roots are currently in Barrowby, will be permitted to be buried within Barrowby Burial Ground.
6. Students in full time education, residing in their educational institution or rented term time residences but using Barrowby as their family base may be interred in Barrowby Burial Ground. Once their full-time education has ended, they are deemed to no longer be resident in Barrowby unless they have returned to live in Barrowby on a permanent basis and meet the residency criteria.
7. Those who were residents of Barrowby in the past who had to move out of Barrowby to live in a residential care home for support will be permitted to be buried within Barrowby Burial Ground provided that they went into care from either their Barrowby home or from a medical institution or had previously purchased a Grant of Exclusive Right of Burial whilst meeting the residency criteria.
8. Where an individual moves into Barrowby for the purpose of care by a near relative and subsequently requires interment in Barrowby Burial Ground, residency will deem to have been established after a period of six calendar months residing with the caring relative. If proof of residency cannot be established by either inclusion on the electoral roll, a bank statement or a utility bill, a letter signed by a medical practitioner verifying the address of the deceased as being in Barrowby for six months shall suffice. The cost of producing any documentary evidence of residency is the sole responsibility of the applicant.
9. The Burial Authority reserves the right to consider every case on its merits and where it is felt appropriate to make dispensations to this policy. The decision of the Burial Authority on such matters is final and not subject to the right of appeal.

B. GRANT OF EXCLUSIVE RIGHT OF BURIAL

1. The Exclusive Right of Burial is purchased for an initial period of 10 years.

2. At the time of purchase, the Grant of Exclusive Right of Burial will be in the name of the purchaser who alone has the right to determine who is (are) the occupant(s) of the plot. A maximum of two burials can be made in any one plot. Where the plot is intended for a double interment, this intention must be declared at the time of purchase. A surviving grantee assumes full rights of the plot upon the demise of a joint grantee. It is strongly advised that any sole grantee seeks to have a second or third person(s) added to the grant by formal assignment. This will ensure that the Grant remains in the family or with the person(s) intended by the second deceased.

3. Should the purchaser wish to relinquish their Exclusive Right of Burial, this must be notified, in writing, to the Clerk to the Parish Council. Should a transfer of Exclusive Rights of Burial be needed, a formal, written transfer must be submitted to the Burial Authority. This will be considered by the Burial Authority and if permission is granted the process will begin to transfer the E.R.O.B. to the new owner subject to payment of a nominal fee in force at the time. All grantees must sign to relinquish or transfer Exclusive Rights of Burial to another party. Only the named grantee(s) may grant permission for the interment of anyone other than a grantee into a plot with the agreement of the Burial Authority. Where there exists more than one grantee, all grantees must sign to authorise the interment of anyone other than a grantee. The decision of the Burial Authority is final and is not subject to appeal.

4. Charges and Fees are periodically reviewed and are listed separately in "Barrowby Burial Ground Charges from 1st April 20xx -31st March 20xx".

5. Before the end of 10 years of the date of the original grant, without the plot being occupied, the grantee(s) must contact the Clerk to the Parish Council in writing to express their wish to exercise their right to extend the grant for a further 10 years in exchange for the renewal fee in force at the time. Confirmation that the option to renew is being exercised must be confirmed in writing before the expiry date of the original grant.

6. Where the option to renew the grant is not exercised or the grantee(s) fails to contact the Clerk to the Parish Council, the plot will revert to the Burial Authority who will reallocate the plot to another purchaser.

7. It is the sole responsibility of the grantee(s) to ensure that any changes in their contact details are notified to the Clerk to the Parish Council. It is also the sole responsibility of the grantee(s) to exercise their right to renew the grant before the expiry of 10 years from the original date of the grant.

8. Where the Grant of Exclusive Right of Burial is not renewed or lapses for any reason, no refund of any fees or charges will be made.

9. Where a plot is purchased for immediate use, a Grant of Exclusive Right of Burial will be issued in the name of the purchaser. Should the plot be intended for double use, the purchaser must make this clear at the time of purchase. Upon the demise of the owner of the Exclusive Rights of Burial, all rights and responsibilities for the grave and any memorials, passes via their will, or through the laws of intestacy. Where the deceased dies intestate, the transfer of the grant to a successor must be made legally. This can be done by contacting the Clerk to the Parish Council. The Burial Authority strongly encourages the grantee(s) to ensure the transfer of the Exclusive Rights of Burial to third parties during the grantee(s)' lifetime rather than there being the need for extensive and expensive legal procedures upon their demise.

10. Once the plot referred to in the Grant of Exclusive Right of Burial is occupied no further maintenance or renewal charges will be made save for any necessary repairs owing to a memorial being unsafe and for the installation or any work to be done to a memorial. The Exclusive Right of Burial is granted for a period of 50 years from the date of the interment of the last interred. (See para 9 above to ensure continuity of family ownership of the grave).

C. CARE OF GRAVES AND MEMORIALS

1. The Parish Council, as the Burial Authority, has a duty of care and is responsible for the safety of the burial ground and can take such actions as necessary to achieve this.

2. The Owner (grantee of the Exclusive Right of Burial) of a memorial is responsible for its maintenance, repairs and any other issues relating to the grave. Only the legal holder of the Exclusive Right of Burial can exercise any rights

over the grave or the memorial. Where no legal owner of the grave can be identified, the Burial Authority reserves the right to manage the grave and the memorial appropriately.

3. A visual inspection of all memorials will be undertaken every 3 years, or as required, by taking into consideration ground conditions and position of a memorial in relation to footpaths etc.

4. Memorials at risk will be identified and any immediate threat addressed at minimal cost to the Burial Authority.

5. Memorials found to be in immediate danger will be made safe by temporary staking in the upright position, embedding into the ground, or laying down flat.

6. Memorials will only be laid down as a last resort.

7. For those memorials identified as at risk, the owner will be contacted and asked to make the necessary repairs. Where there is no legal owner (grantee of Exclusive Right of Burial) the memorial will fall into disrepair. Only legal owners may intervene in matters relating to a grave.

8. Relatives wishing to erect memorials and vases must first obtain permission from the Clerk to the Parish Council by completing an Application for the Erection of a Memorial. (This is usually done through a Monumental Mason).

9. Memorials can only be erected after a "Permit for the Erection of a Memorial" has been issued by the Burial Authority. Such a permit is issued in response to an "Application for the Erection of a Memorial" and is usually issued to the Memorial Mason acting on behalf of the grantee. Where a grantee wishes to have the permit issued directly to themselves, they should indicate this on their "Application to Erect a Memorial".

10. Application forms for the "Application for the Erection of a Memorial" can be obtained from either the Parish Council web site or from most local monumental masons. Applicants should ensure that their monumental mason has the necessary permit issued before commissioning a monumental mason to prepare and erect a monument. Only the named owner of the Exclusive Right of Burial can be granted permission to erect a memorial. If the original owner of the EROB is deceased, the deed of EROB must be transferred to a new owner (see above) and then, and ONLY then, will a permit be issued. All named owners of the EROB must agree to the proposed memorial and indicate their agreement by giving their signature to the application.

11. Monolith Headstones

In the mutual interest of both the Burial Authority and the bereaved, as from 1st February 2022, monolith headstones are not allowed in the Burial Ground.

12. The approved forms of memorials are:

Traditional Headstones

- a. Traditional Headstones comprise of an upright element mounted upon a horizontal plinth.
- b. Traditional headstones must conform to BS 8414 and included a stainless-steel ground anchor system meeting the BS 8414 standard.
- c. The maximum height of a headstone is 760mm from ground level and must conform to the industry standards as specified by BS 8414.
- d. The maximum width of a headstone is 900mm.
- e. Flowers on such a memorial are only permitted in a flower vase that is an integral part of the memorial in a recess cut into the plinth.
- f. The plinth must be mounted on a suitable concrete foundation and include an approved ground anchor system.
- g. The headstone must be erected by a registered, professional monumental mason who is a member of either NAAM or BRAMM.
- h. A headstone cannot be erected until 6 months after the date of interment.

i. In any dispute concerning the height or width of a headstone or the level of the surrounding ground the decision of the Burial Authority is final.

Temporary Removal of a Headstone

Where the holder of the Exclusive Right of Burial to a plot wishes to have the headstone removed for the purpose of repair, replacement or amendment, permission must first be sought from the Burial Authority who will then issue a permit. The works must involve using the services of a BRAMM or NAMM registered memorial mason.

Memorial Plaques

- a. Can only be placed over cremated remains.
- b. Memorial plaques must be flat and fitted on a concrete or stone slab base. This base should be above ground level to protect the memorial plaque when the grass is being cut. Which should be 50mm proud of the surrounding ground level.
- c. Memorial plaques must not exceed 460mm x 460mm.
- d. If a flower vase is desired, it must be incorporated into the plaque via a professionally prepared recess that penetrated both the memorial plaque and the concrete or stone base.
- e. Memorial plaques cannot be fitted until 3 months after interment.
- f. Where the holder of the Exclusive Right of Burial to a cremation plot wishes to have the memorial plaque removed for the purpose of repair, replacement or amendment, permission must first be sought from the Burial Authority and must involve using the services of a BRAMM or NAMM registered memorial mason.
- g. Once removed, repaired or amended, the plaque must be reinstated by a BRAMM or NAMM registered memorial mason, and if not previously mounted, must be mounted on a stone or concrete slab. (See c above). Where the original plaque is not 450mm x 450mm, the supporting slab must be 100mm larger than the plaque in both width and length.

Memorial Vases

- a. Must not exceed 60 mm in height above the stone into which it is recessed.
- b. A maximum of two vases are permitted and must be an integral part of the monument.
- c. Temporary Memorial Vases are available to hire from the Burial Authority for a period of 6 months from the date of interment. A deposit of £25.00 is payable before the vase is issued together with a rental fee of £30.00. The deposit is refundable at the end of the hire period subject to it being undamaged and fit for purpose. No extension to the hire period is possible as after 6 months a permanent memorial is required should a memorial be felt appropriate. No other vases, containers or adornments are allowed on graves.

Memorial Roses

- a. Memorial Roses can be hired from the Burial Authority for a minimum period of 5 years. Current charges are available by contacting the Clerk to the Parish Council.
- b. An extension of a further 5-year period to the original hire will be granted for 80% of the current cost of the hire of a rose.
- c. The hire also includes the provision of a memorial plaque which will become the property of the hirer at the end of the 5-year hire period.
- d. The memorial plaque will bear the lines "In memory of" or "In Loving Memory of" plus the name of the deceased and the years of date of birth and death. Additional lines will be negotiable with the Burial Authority.
- e. Roses will only be planted during the period October to March.
- f. Should the rose die within the 5-year period it will be replaced at the expense of the Burial Authority.
- g. The roses will be planted and maintained by the Burial Authority only. No other planting is permitted, and trees, shrubs, plants or roses not purchased from the Burial Authority will be removed without notice.
- h. Only Hybrid tea roses will be allowed, subject to availability: "At Peace" (white) "Loving Memories" (deep red), "Lots of Love" (red), "Love never dies" (red), "Love and Peace" (yellow and pink) and "Peace" (yellow tinged with pink).
- i. Only Burial Authority contractors will be allowed to plant, prune or tend the roses.
- j. the bereaved may take occasional cut roses from the bush during the flowering season.
- k. Mourners who have removed a planted rose from a grave of a loved one will be given first consideration for the hire of a rose.

13. Only picture cameos of the deceased are permitted and only as an integral part of a stone monument. The size of a cameo must not exceed the following:

- Headstone must not exceed 100 mm x 70 mm
- Cremation Tablets must not exceed 90 mm x 60 mm.

In both cases a cameo must be an integral part of the manufactured monument. Laminated or similar photographs are not permitted to adorn the monument or place of interment.

14. A fee is payable to the Parish Council for the right to erect a memorial which includes the first inscription. An extra fee is charged for subsequent inscriptions.

15. Memorials must not be removed for further inscriptions or for cleaning without the prior issue of a permit from the Parish Council.

16. Only one headstone can be allowed on each grave space. Each headstone must be aligned to a single grave. It is not permitted to have two adjacent graves linked by any structure either formal or informal e.g., a joint headstone.

17. For health & safety reasons and to help the ease of maintenance, please note:

- a. Only two integral vases on each grave memorial are allowed for flowers.
- b. Kerbs are not permitted on graves anywhere in the Burial Ground.
- c. Glass vases, jars or glass ornaments must not be placed on graves anywhere in the Burial Ground.
- d. Turf must not be removed, or any border erected around the grave anywhere in the Burial Ground.
- e. Members of the Public wishing to help with any maintenance work in the Burial Ground must first seek the permission of the Burial Authority.
- f. The Burial Ground is a lawned burial ground.
- g. Plastic adornments, lighting or sound effects of any kind are not permitted anywhere in the Burial Ground.

18. The Burial Authority will remove any unauthorised vase or other article placed or left anywhere in the Burial Ground. Items removed will be retained for 28 days and then disposed of.

19. Living bushes and plants, bulbs etc must not be planted on graves or anywhere in the Burial Ground.

20. All graves will receive basic maintenance by the Burial Authority.

21. If you wish to place a memorial seat in the Burial Ground, please apply to the Clerk of the Parish Council.

22. Mourners are responsible for removing dead flowers and holly wreaths. Holly wreaths are allowed to be placed upon graves between 1st December and 10th January. After 10th January, the Burial Authority will remove the wreaths.

23. Following a burial, flowers can be left on a grave for a maximum of two weeks if the flowers are still fresh. If they are not removed after two weeks, the Burial Authority will remove them. Sympathy cards will be kept for collection from the Clerk to the Parish Council for a period of 28 days. Please notify the Clerk to the Parish Council at the time of booking the funeral if you wish for sympathy cards to be retained.

24. The Burial Authority reserve the right to remove general flowers from plots when they have perished.

D. BURIAL GROUND OPENING HOURS

1. The Burial Ground does not have a car park. Persons parking their cars whilst visiting the Burial Ground should pay attention to the adjacent road markings and be sensitive to the needs of occupiers of neighbouring properties. Care should be taken not to impede funerals.

2. The Burial Ground is open from 9am to dusk, 7 days a week. For the sake of the health and safety of visitors, the Burial Ground should not be visited after dusk or before dawn.

This version of the Burial Ground Policy replaces and supersedes any previous versions.

The Burial Authority will be pleased to help or give advice should any be required. In such cases contact should be made with the Clerk to the Parish Council.

Policy reviewed and amended: 9th June 2023

Approved June 2023

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