

CEMETERY RULES AND REGULATIONS

In exercise of their powers under Article 3(1) of the Local Authorities Cemeteries Order 1977 made under section 214(3) and 266(2) of the Local Government Act 1972, Pitsford Parish Council hereby make the following Rules and Regulations for the proper management, regulation, and control of the Pitsford Cemetery.

These rules and regulations will be effective from 1 November 2023 and may be cited as "Pitsford Parish Council Cemetery Rules and Regulations". These rules and regulations are subject to annual review.

Pitsford Parish Council is the Burial Authority for Pitsford Cemetery and is responsible for the management and maintenance of the cemetery accessed via Pitsford Churchyard at All Saints' Church.

Pitsford Parish Council has health and safety responsibilities to its employees, contractors, and visitors to the Cemetery. There is also a legal duty on the Parish Council to assess the risks from cemetery structures and work activities and to ensure that the risks are controlled. A detailed risk assessment is available on request from the Cemetery Registrar.

Interpretation

In these rules and regulations expressions have the meanings hereby assigned to them as follows:

a. "the Parish Council" means Pitsford Parish Council.
b. "the Cemetery" means any of the cemetery provided by the Parish Council.
c. "grave" means burial place formed in the ground by excavation and without an internal wall of brickwork or stonework or any other artificial lining.
d. "Cemetery Registrar" means the person appointed by the Parish Council to oversee the Cemetery.
e. "monument" means any monument, gravestone, tablet, flagstone, or headstone, and includes any monumental inscription.
f. "lawned area" means those parts of the Cemetery laid to lawn.

1. Conduct and Management

i. Except for dogs on leads, no animals are allowed in the cemetery. Dog owners must remove dog faeces from the cemetery.
ii. Children under sixteen years must be accompanied by an adult.
iii. Except to allow access to disabled persons, no vehicles are permitted in the Cemetery.
iv. Funeral corteges shall be permitted with prior permission from the Cemetery Registrar.
v. Accepting a gratuity or unauthorised fee is strictly forbidden by any Parish Council employee or member.
vi. No plants or flowers more than 90cm tall may be planted, placed, or grown on any grave, subject to the provisions of Regulations 8.7 and 9.4. Such plants or flowers must not encroach or cause nuisance to neighbouring plots. The Parish Council reserves the right to prune or remove any vegetation which causes a nuisance.
vii. The Parish Council will remove any ornaments which have become neglected, unsightly, dilapidated, or unsafe or are in contravention of Cemetery Regulations.
viii. Persons carrying out work in the cemetery assume responsibility for any injury or damage to the cemetery, including to the wall or other object therein, resulting from the works.
ix. The sale of goods, plants or articles, and the soliciting of orders within the Cemetery for the erection or repair of monuments or memorials, or for any other work connected with the graves, is strictly prohibited.
x. The Parish Council reserves the right to close the Cemetery or limit the entry at any time.
xi. No person within the Cemetery shall act in a noisy or unruly fashion or in such a way as to cause a nuisance or annoyance to others. No person under the influence of alcohol, drugs or exhibiting riotous behaviour shall be allowed in the Cemetery.
xii. No alcohol shall be brought into the Cemetery. No smoking in the cemetery during a funeral service.

2. Notice of Interment

i. Notices of Interment shall be given to the Cemetery Registrar on a form to be obtained from the Registrar and responsibility for any errors therein shall rest with the person giving Notice.
ii. Notices of Interment shall be given three clear days before the day fixed for the burial (excluding the day on which notice is given and the day on which the burial is to take place).
iii. The Cemetery Registrar shall determine the availability of the time or date proposed for burial.
iv. Funeral Directors will forward payment with Notice of Interment. Failure to pay could result in the suspension of services to the debtor.
v. The Parish Council will not accept responsibility for delay on any Notice of Interment being sent by post. Electronic notices will be accepted but are only valid after the Cemetery Registrar acknowledges receipt of the notice.
vi. Whilst notification by telephone of intention to give Notice of Interment will be accepted, the period in Rule 3.1.1 shall not be effective until proper written Notice of Interment has been received. Proper written Notice of Interment will take priority over any telephone instructions.

3. Notice of Interment

i. Subject to the provisions of these Regulations the Cemetery is only available for the interments which accord with these Regulations and have a right of burial in the cemetery subject to:
    a. parishioners of Pitsford who live in Pitsford, or
    b. has previously lived within the parish boundary of Pitsford for over 5 years, or
    c. Who the parish Council consider have had a long association with the parish.
ii. The Registrar's Certificate of Disposal, Crematorium Certificate or, where an inquest has been held, the Coroner's Order, must be given to the Cemetery Registrar before the burial. The Interment will not proceed until the Certificate of Order is produced. Should the non-production of the Certificate of Order cause such a delay that there would be disruption to another interment due to take place, the second interment would take precedent over the delayed interment.
iii. In the case of the burial of a still-born child, there must be delivered with the body either a Certificate of Registration of Still-Birth or an Order of the Coroner.
iv. Interments shall only take place between the hours of 9am and 4.30pm on Mondays to Fridays inclusive. Exceptions are made at the discretion of the Cemetery Registrar
v. The time named for any interment is the time that the Cortege is to be at the Cemetery.
vi. On an interment taking place in the Cemetery, the relatives and friends of the deceased must make their own arrangements for the conduct of the burial service.
vii. All interments shall be made with the remains within a biodegradable coffin or biodegradable casket.
viii. The scattering of cremated ashes is not permitted in the Cemetery, only interment.
ix. Any traditional practices wishing to be undertaken during interment are at the discretion of the Cemetery Registrar and must be advised prior to the interment. At all times health and safety requirements will take precedence.
x. A burial can take place with or without a religious service. It is the responsibility of the funeral director or bereaved family to arrange for a Minister or other persons authorised to officiate at the burial.
xi. All interments must be arranged through a funeral director.

4. Graves

i. The burial ground is un-consecrated ground. Each individual plot can, as required, be blessed according to the rites of the faith of the deceased.
ii. The surface of the grave shall not be raised above the level of the immediately adjoining ground.
iii. All graves are to be dug by personnel authorised by the Parish Council.
iv. The Registrar will allocate grave space in the Cemetery to be consistent with the Parish Council's requirement for systematic interment in the Cemetery.
v. There shall be no brickwork or stonework in any grave.
vi. Only coffins or caskets made of wood or any other biodegradable material shall be placed in the grave.

vii. It is the responsibility of the funeral director to ensure the grave is excavated and dressed on arrival at the cemetery for a burial. It is for them to arrange to backfill the grave and on completion of the service have the soil mounded, floral tributes placed on top of the soil and any marker detailing the name of the deceased placed at the foot of the grave. All spoil is to be completely removed from the cemetery.

viii. A temporary grave marker will remain in position until the right to erect a memorial stone is applied for, approved by the Council, and installed. No other item must be placed upon the grave space.

ix. Cellophane must be immediately removed from flowers and taken away from the Cemetery.

5. Grants of Exclusive Rights of Burials

i. The Parish Council will, on payment of the appropriate charges, issue Deeds of Grant conferring on the grantee the exclusive right of burial for 50 years in the grave space indicated in the grant. Ownership of the Deeds of Grant will be reviewed every 25 years.

ii. Deed of Grant are only issued for the interment of village residents as defined in regulation 3.i.

iii. Before re-opening a purchased grave, the grant of exclusive right of burial must be produced to the Cemetery Registrar or failing this, the consent in writing from the owner must be provided to the Cemetery Registrar.

iv. An exclusive right of burial shall be considered as the personal estate of the grantee and may be assigned in the lifetime of, or bequeathed by, the Will of the grantee. Every such assignment, or probate of Will, shall be presented to the Cemetery Registrar and the entry or memorial thereof shall be made in the Registrar of Purchased Graves held by the Cemetery Registrar in the same manner as that of the original grant.

v. Nobody shall be buried in any place unless the exclusive right of burial has been granted by the Parish Council except with the consent of the owner, and on production of the Deeds of Grant.

vi. If permission is granted to reserve a grave space, the site of the grave space in the Cemetery shall allocated at the time of burial to be consistent with the Parish Council's requirement for systematic interment in the Cemetery.

6. Monument/Memorial – no higher than 1m

i. No monument shall be erected or placed upon a grave unless the exclusive right of burial in such grave has been purchased.

ii. During the period between burial and the later erection of a permanent monument the grave may be marked by a small, temporary wooden marker, measuring not more than 450mm (1'6") in height above the ground, and 300mm' (1) in width. This may carry a small plaque stating the name and date of death of the deceased.

iii. Monuments/memorials will be constructed and erected to the standards laid down by the National Association of Memorial Masons as a minimum standard and subject to the conditions below.

iv. Written application shall be made by the grantee of the exclusive right of burial to the Cemetery Registrar for permission to erect a monument/memorial.
    a. Applicants must provide a full description & sketch of the proposed memorial with measurements, details of design, material (including colour) and proposed inscription must be sent to the Cemetery Registrar.
    b. Headstones may not exceed 1m high, 15cm thick and 60cm wide.
    c. A copy of the inscription intended to be placed on the monument/memorial shall be submitted for approval by the registrar. Inscriptions should be simple and reverent, and respectful of the public nature of the Cemetery.
    d. A vase may be incorporated with the headstone provided that the total base area does not exceed the prescribed sizes.
    e. Memorials with polished, shiny stone, photos, and coloured lettering are prohibited. Engraving is limited to lettering only.
    f. The grave where the memorial is to be placed must be identified.
    g. Subject to the conditions being met, applicants will receive written approval within 14 days of the application.
    h. The Parish Council reserves the right to reject any application considered unbefitting and to remove any unauthorised monument/memorial without notice.
v. Permanent monuments/memorials shall be made in natural stone or slate or such other material as the Parish Council may in its absolute discretion permit. No granite.
vi. The Parish Council will require that the headstone be laid upon and cemented to a slab made of the same material as the headstone and that the base of the headstone be dowelled through the slab into concrete to a depth of not less than twelve inches.
vii. No kerbs, palisade, chair, rail or other form of enclosure may be placed on any grave.
viii. No wind chimes, night or solar powered lights, windmills, stone chippings, or other ornaments or decorations are allowed on any plots within the Cemetery. Any person whose faith practices require a candle to be placed on the plot, on significant days, must first apply for permission from the Cemetery Registrar and strictly adhere to any instructions given.
ix. No receptacle for flowers or plants shall be placed on the grave unless it is of a type, design, shape and material approved by the Parish Council.
x. The fees payable to the Parish Council for the right to erect monument and to place inscriptions thereon are set out in the current Table of Fees, Payments, and Sums available from the Cemetery Registrar. Such fees shall be payable when the consent from the Parish Council is obtained.
xi. Any monument not specifically described in the current Table of Fees, Payments and Sums shall be deemed to be "any other monument" and charged accordingly.
xii. All monuments when completed shall always remain at the sole risk of the owner and without liability to the Parish Council and the Parish Council shall not be responsible for any damage which may occur to the same. While Pitsford Parish Council has overall responsibility for the safety of the Cemetery, it does not own the memorials. The grave

owner will be the owner of the memorial. An owner, the Deed Holder or successor in title of a memorial, has the responsibility to maintain it so as not to present a hazard.

xiii. The letter of any sculptor's initials, mason's name or other marks shall not exceed 12mm in height. This should be inscribed at the side or on the reverse near the bottom of the headstone.

xiv. All foundations, fixing and removal of monument/memorial shall be executed under the control of the Cemetery Registrar and any damage done to the fences or ground in the course of any works executed by persons other than the employees of the Parish Council, shall be repaired or renewed by such persons.

xv. No hewing or dressing of stone will be permitted within the Cemetery, and all materials, monuments and memorials shall be conveyed into the Cemetery by hand or in such manner as in the opinion of the Cemetery Registrar will avoid damaging the roads or paths, and all mortar to be used in the Cemetery shall be brought in the ground ready for use.

xvi. If vehicles or barrows are utilised the width of the tyres must be such as will in the opinion of the Cemetery Registrar avoid any damage to the ground of the Cemetery. No vehicle or barrow shall remain in the Cemetery longer than is necessary for loading and unloading. Mats, planks, boards, or canvas are to be used as may be directed to preserve the grass.

xvii. All rubbish, refuse, stone or other surplus or waste material, emanating from the erection, repair or alteration of any monument shall be removed from the burial ground forthwith.

xviii. Any person erecting a monument must inscribed the grave number to be 50mm above ground level on the left-hand side of the face of a headstone.

xix. Each monument must be kept in good repair at the expense of the owner. Memorial Headstone Testing will be carried out on a five-year rolling programme by specialist trained inspectors.

xx. If upon inspection a memorial is considered to require repair work, Pitsford Parish Council will contact the memorial owner, giving details of the defects found and requesting the memorial to be repaired within 3 months of the request date. If after this date no such work has begun, the Parish Council will arrange for repair works to be completed and for the cost to be charged to the registered contact. The Parish Council will use the Burial Record contact details for this purpose.

7. Commemoration After Cremation

Where ashes are interred in a burial plot, the Council may grant permission for the following forms of commemoration:

i. An inscription on a single communal memorial in the Cemetery (where such memorial may be installed at some future date)

ii. A suitable addition to an existing memorial stone in the cemetery relating to a close relative.

iii. A memorial stone as described in the Regulations as above.

iv. Where ashes are interred additionally in an existing grave, the interment may be marked by a stone tablet on the grave laid flush with the ground measuring not more than 45cm by 45cm.

8. Additional Rules and Regulations for Lawned Area and Family Plots

i. As soon as convenient after the interment of a body or interment of cremated remains, turf will be laid over the whole of the area of the grave surface except an area reserved for the headstone.

ii. The Parish Council will maintain the whole of the turfed area of grave surfaces. Any grave that suffers from sinkage will be levelled at the expense of the Parish Council in the first instance. Any further levelling required will be at the expense of the grave owner.

iii. On the day of the funeral, flowers (cellophane removed) and wreaths may be placed on the grave in which the burial takes place and left for seven days, after which period they must be removed by the family or friends of the deceased.

iv. Other than at the time of the funeral, nothing whatsoever shall be placed or erected upon or about the turfed or sown area of any grave except flowers, wreaths and plants. All cellophane or packaging must be removed from the cemetery.

v. No plants or flowers shall be planted or grown on the site unless authorised by the Cemetery Registrar.

vi. We ask that tributes on graves are kept neat and tidy to allow for grass cutting and maintenance. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any damage. The Council may remove any articles from any grave that are likely to cause risk, damage, or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site or have been placed without the authority's permission. Christmas wreaths will be removed and disposed of during the second week of January each year. Please dispose of all rubbish in the appropriate bin in the churchyard.

9. Table of Fees

The Table of Fees, Payments and Sums for any interment, exclusive right of burial, placing of a monument or other matter referring to therein, may be seen by contacting the Cemetery Registrar. These fees may be varied in accordance with the provisions of the Local Authorities Cemeteries Order 1977. Fees are reviewed annually and therefore subject to change.

10. Records

i. The Parish Council holds plans showing the position of each grave. Enquiries regarding these plans should be made to the Cemetery Registrar.

ii. Registers of Purchased Graves and Registers of Burials are maintained for the Cemetery by the Parish Council and enquiries regarding these records should be made to the Cemetery Registrar.

11. Repeal

The Cemetery Rules and Regulations are held by Pitsford Parish Council. The Parish Council may vary or revoke any of the Rules and Regulations.