

Eaton Parish Council

Clerk: Chris Hill 01664 411705 email: clerk@eatonpc.org.uk

43 Bowley Avenue, Melton Mowbray, Leics, LE13 1RU

Cemetery Regulations

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1. Contact Details

1.1. All funeral bookings, general enquiries and comments regarding the Cemetery should be directed to:

The Clerk: Chris Hill Tel No. 01664 411705 who may be contacted between the hours of 10.00am and 4.00pm.

1.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

2. Admission to the Burial Grounds

2.1. The Cemetery is open for visitors every day of the year during the following times:

The Cemetery is a place of peace and quiet reflection. Visitors to the sites are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the Cemetery. No consumption of alcohol or drugs may take place within the Cemetery.

2.2. 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 immediately and may be the subject of subsequent legal action.

2.3. Children under the age of 14 are welcome in the cemetery 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.

2.4. No dogs are permitted in the cemetery with the exception of Guide Dogs, Hearing Dogs or other recognized Assistance Dogs, or with the express permission of the Clerk.

2.5. Visitors with disabilities or other special requirements should contact the Clerk.

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3. General Regulations

- 3.1. 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 either in their own time or during their employed hours.
- 3.2. No person shall canvass or solicit business in the burial grounds.
- 3.3. All fees for interments or memorial works must be paid in full to the Council in advance.
- 3.4. The Council will publish a scale of fees and charges annually. Residents of the area pay the base fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of the Parish, or who lived in the Parish for over ten years and moved out of the area less than 24 months before their death. Non - residents of the Parish will be required to pay three times the base fees.
- 3.5. 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.

4. Graves

- 4.1. Graves are available in the cemetery, the selection of grave spaces shall be at the final discretion of the Council, but the wishes of applicants will be met wherever possible.
- 4.2. 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.
- 4.3. The Exclusive Right of Burial for a grave can be purchased for a period of 50 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 4.4. The Exclusive Right of Burial can be purchased in advance of need, provided payment is made at the time of purchase. 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.

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- 4.5. In public graves, the Council undertakes to leave 75 years before allowing the burial of a person unrelated to the original burial. The Council may allow the burial of related people in the grave before the expiration of 75 years.

Memorials must conform to the regulations given at 9 below.

- 4.6. The types of graves available are Lawn Graves, Cremated Remains Graves. Lawn Graves are laid to lawn and an headstone only is allowed with a small space at the head of the grave available for planting; Cremated Remains Graves are for the burial of cremated remains only. Kerbsets are not permitted.
- 4.7. All graves will be excavated and prepared for interment by an appointed Funeral Director or their appointed contractor. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 4.8. Following the interment the Funeral Directors or their contractors will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

5. Coffins

- 5.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.

6. Booking of Interments

- 6.1. A provisional booking for a funeral may be made by telephone to the Clerk.
- 6.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by the Parish Council) to the Clerk at least 4 working days 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.
- 6.3. In respect of pre purchased graves the deed of grant certificate will be required before burial may take place.

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- 6.4. As much information relating to the funeral as possible must be given to the Clerk in advance, especially if it is unusual, eg large number of mourners expected, motorbike cavalcade, jazz band, piper etc.
- 6.5. 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.
- 6.6. It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.
- 6.7. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Clerk prior to the funeral.
- 6.8. The Parish Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance.

7. Interments

- 7.1. Funerals will normally only be permitted Monday to Friday 09.30 – 16.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times). Please contact the Clerk if a time outside of the permitted hours is required.
- 7.2. 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.
- 7.3. Services in the cemetery must not exceed 30 minutes, unless special arrangements for a longer time have been made with Clerk.
- 7.4. It is the responsibility of the person making the funeral arrangements to organize a Minister or Officiant for the funeral if one is required.

Any floral tributes from the funeral will be placed on top of the grave following backfilling, and can remain in for a maximum of 21 days .

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8. Memorials

- 8.1. The Council has adopted a Management of Memorials Policy dealing with current and future memorial installations, safety inspections and making safe unstable memorials. Masons carrying out work in the cemetery must comply with the Council's Management of Memorials Policy.
- 8.2. All memorials fixed in the cemetery must comply with British Standard 8415 (Latest version) and the BRAMM Blue Book (Latest version).
- 8.3. Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (Latest version).
- 8.4. Only those memorial masons businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the cemetery/burial ground. Fixers who do not hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.
- 8.5. 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. On lawn sections planting is confined to the head of the grave and no objects must be placed on the length of the grave.
- 8.6. 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. 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.
- 8.7. Memorials must be constructed of materials suitable to the environment. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 8.8. The maximum height of lawn memorials is 4', the maximum width is 2'6" and the depth is 12". The memorial must be a minimum of 3" thick. On cremated remains the maximum height of a memorial is 9" and the maximum width 9".
- 8.9. 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

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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.

- 8.10. Memorial masons must remove all arisings from the cemetery 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 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.

9. Care of Graves and Memorials

- 9.1. 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 in to 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 effect 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.
- 9.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.
- 9.3. 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 or which interfere with the Council's maintenance of the site. Grave owners will be permitted to place personal items 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.
- 9.4. No trees may be planted on graves and the Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.

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October 2016

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