

# Horrabridge Parish Council

## Cemetery Rules and Regulations

Horrabridge Parish Council welcomes visitors to the Cemetery and asks that visitors respect the peace and dignity of the facilities. This is a communal space for quiet reflection and remembering loved ones. We thank you in advance for your consideration.

Please make yourself familiar with the Regulations and ask a member of Council staff if there is any aspect on which you require further clarification. Through the Rules and Regulations, we aim to provide a balance between individual rights and information and the need to regulate for a safe, tidy and dignified environment with respect for the bereaved and visitors to the Cemetery. Please be aware that the ground surface can be uneven and we ask for your safety that you wear appropriate footwear when visiting. This is a burial area with paths but visitors should recognise that they need to take care on uneven and possibly muddy or slippery ground. Those with wheelchairs and mobility aides may find it a little difficult to move freely around the cemetery.

These Regulations have been approved by the Parish Council in respect of the Local Authorities' Cemeteries Order (LACO) 1977 and will subsequently be updated as required. Copies may be obtained from the Village Hall, 26 Station Road, Horrabridge, or from the Council website at [www.horrabridge-pc.gov.uk](http://www.horrabridge-pc.gov.uk)

Horrabridge Parish Council is committed to providing excellent customer care and maintain standards. Our professional, committed, and dedicated staff are more than pleased to assist, you need only ask.

### **Hours of Opening**

The Cemetery will be open to the public daily throughout the year, however, please be aware that at certain times access to individual graves may be restricted, for instance when an adjacent grave is being dug. Any disturbance will be kept to a minimum. Horrabridge Parish Council reserves the right to close all or part of the Cemetery at any time and without prior notice in the interest of public safety. Such closures will be published on the noticeboard situated by the Village Hall and on the Council website, [www.horrabridge.gov.uk](http://www.horrabridge.gov.uk)

### **Office Hours**

The Clerk at Horrabridge Parish Council is available to assist you by emailing [clerk@horrabridge-pc.gov.uk](mailto:clerk@horrabridge-pc.gov.uk) or 01822 854045

### **Hours of Interment**

Interments may only take place Monday to Friday between the hours of 8.00am and 4.00pm or 1 ¼ hours before sunset, whichever is the earliest, this being the time the last interment at the grave side must be concluded.

Grave digging is not permitted on Sundays or after dusk and this also applies to backfilling. Where there is a second interment in an existing grave, the grave should be dug on the same day or as close as possible to the date of the funeral and weather permitting, spoil should not be left on an adjacent grave over a weekend.

### **Notice of Interment**

A provisional telephone booking followed by a written Notice of Interment form, provided by the Parish Council, must be submitted to the Parish Council at least 4 working days prior to an interment (exclusive of weekends, Public Holidays and the day of interment itself), except

when an immediate interment under exceptional circumstances is required. **All information provided must be clear and completed on the Notice of Interment form in order to avoid delays or errors on the day of interment.**

The certificate of burial or cremation or the Coroner's Order for Burial and the appropriate fee must be submitted with the Notice of Interment form wherever possible. The burial may be postponed or delayed if the certificate or Coroner's Order is not delivered prior to the arranged time for the burial.

### **Fees**

The list of burial fees and charges are available from the Parish Council and by visiting [www.horrabridge-pc.gov.uk](http://www.horrabridge-pc.gov.uk). All fees and charges must be paid upon submitting the Notice of Interment. Fees are payable either by BACS or by cheque, made payable to Horrabridge Parish Council. Receipts for all payments will be given to the account holder.

### **Grave Spaces**

The depth of every grave is controlled by the Council. No grave shall be deepened after the first interment. All coffins or other receptacles are interred in accordance with Part 1 Schedule 2 of the Local Authorities Cemetery Order (LACO), 1977.

No grave shall be excavated until verified and a grid identifying the location has been provided by a member of Council staff. Contracted grave diggers organised by funeral directors shall adhere to the Council's Code of Safe Working Practice which is available from the Council Office or via the Council's website. Funeral directors must notify the Council of all arranged grave digging.

Excess soil should be placed by the far wall in the un-consecrated ground as the Council have seeded the north bank with wild flower seeds to create a wildflower bank to attract bees and butterflies.

### **Grave Rights**

A Grant of Exclusive Right of Burial (EROB) may be purchased at any time. An Exclusive Right of Burial is currently granted for a period of 75 years from the date of purchase.

The Exclusive Right of Burial can be issued in the names of up to three people.

A deed for the Exclusive Right of Burial will be issued to the purchaser/s of the grave upon payment of the appropriate fee. The Council's records contain the details of the registered grave owners; however, it is important that the grave owners keep safe their Exclusive Right of Burial deed. Possession of the deed does not in itself signify ownership of the Exclusive Rights.

When an interment is not that of the deed holder, consent in writing from the deed holder(s) is required on the Notice of Internment form prior to the interment taking place.

Ownership of the Exclusive Right of Burial can be transferred either during the owner's lifetime or after their death. Transfer of the Exclusive Right of Burial from the living owner(s) to another individual(s) is done so upon completion of an Assignment Form.

The Exclusive Right of Burial may be transferred on the death of the registered owner to the person or persons entitled to it. In order to establish grave ownership, the person or persons wishing to take up ownership must be able to produce a Grant of Probate or Letters of Administration. If these legal documents have not been applied for or issued, then ownership may be transferred to the executor by Statutory Declaration.

A transferred Exclusive Right of Burial is only valid if it has been registered and acknowledged by the Parish Council.

Where no Exclusive Right of Burial exists the Parish Council has the right to use unpurchased graves, that have sufficient depth, for further interments. No previous interments will be disturbed in such circumstances.

### **Funerals**

The conduct of all funerals within the Cemetery is subject to the control of the Council. Coffins made from biodegradable materials only are accepted. Non-standard coffins may incur an additional fee.

After the interment the grave will be backfilled, and any floral tributes will be respectfully placed on the grave.

The Council reserves the right to place soil on the graves next to those which are being opened without any prior notice. The soil will be removed immediately after the interment and the grave will be restored to its previous condition. Any work completed will be done in a respectful and sensitive manner.

### **Cremated Remains**

Scattering of ashes is not permitted in the Cemetery. Please do not scatter ashes or attempt to bury them yourself. Cremated remains left at a graveside or scattered without consent may be removed without notice.

### **Exhumation**

Once human remains or ashes have been interred, they can only be removed with the permission of the Council and a licence granted by the Secretary of State. Any disturbance of buried remains is deemed to be an exhumation.

### **Memorials**

No memorial of any description may be placed on unpurchased graves.

Only the deed holder/s or someone with written permission from the deed holder/s (when acting on their behalf) may place a memorial on a grave.

No memorial may be placed on a grave without the approval of the Council. Memorials must be placed in accordance with British Standard 8415. The maximum size permitted is 0.91m (3ft) in height x 0.61m (2ft) in width, see the Schedule of Fees and Payments for more information.

An application for a Permit to Undertake Monumental Work will only be accepted from approved monumental masons. The appropriate fee must be submitted with the application form.

Memorials may not be placed on burial plots for 12 months from the date of interment. This is to allow the earth to settle and prevent possible damage to memorials. The cremated remains section is exempt from the 12-month waiting period.

Temporary memorials may be placed on graves until a permanent memorial is placed or for a maximum of 12 months from the date of interment. There is no fee required.

Any unauthorised memorials placed on graves shall be removed in accordance with Article 14 of the Local Authorities' Cemeteries Order (LACO), 1977.

All new memorials must have the corresponding grave space number and the name of the monumental mason placed conspicuously on the reverse of the memorial.

Kerbstones, border stones or any kind of boundary marking are not permitted in the Cemetery.

When digging graves in certain areas of the Cemetery we may need to respectfully move memorials and flowers from surrounding graves without notice, to make room for equipment. We will replace memorials in their correct position as soon as possible after the burial.

Prior authorisation is required to be sought from the Council before any work is undertaken, including the move of a Memorial to allow the interment of a second burial.

### **Maintenance**

It is the responsibility of the grave owner to maintain the grave and memorial. Should it become dilapidated or unkempt through neglect, the Council will take appropriate action in accordance with Article 16 (2) of Local Authorities Cemetery Order (LACO), 1977. This could mean the removal of the memorial.

### **Records**

The location of individual graves is recorded on the Cemetery plans, and in the Register of Burials in accordance with the Registration of Burials Act 1864, Births and Deaths Registration Act 1926 and 1953, Registration of Births and Deaths Regulations 1987 and the Local Authorities' Cemeteries Order 1977. The records are available to view by appointment.

### **General Regulations**

- All visitors to the Cemetery must give due consideration and respect to other visitors, ceremonies and services that may be taking place at the time of their visit.
- Grave owners must keep the Council advised of any change of address in writing, such notices must be signed by the registered owner.
- The entrance to the Cemetery shall be kept clear at all times to allow the entry and exit of emergency vehicles, funerals, and visitors.
- For their own safety children under the age of 12 are not permitted to visit the Cemetery unless accompanied by a responsible adult. Children must be supervised at all times.
- Bicycles, skateboards or similar equipment may not be ridden in the Cemetery.
- Visitors shall not sit, stand or climb on any memorial, gate, fence, tree or hedge in the Cemetery. Visitors should stay well clear of any monuments marked with fluorescent tape as they may be unstable.
- We recognise that you may wish to leave tributes, therefore we allow pot plants and suitable artefacts to be placed at the head of the grave where they are at less risk of damage by mowing. We reserve the right to remove any articles placed along the length of the grave and place them at the head of the grave or take them to the Council office for collection. We ask that vases are made from non-breakable material, as glass or ceramic pots will shatter during winter due to the freezing of any water in them. Broken glass or pottery presents a danger to visitors, staff and wildlife in the cemetery and any such items found will be removed and disposed of by Council staff without notice or taken to the Council Office. Plastic flowers and astro-turf or similar are not permitted. Planting will be removed by Council staff and disposed of without prior notification.
- Horrabridge Parish Council reserves the right to remove flowers placed on graves as part of routine care and maintenance. When funeral flowers and wreaths become unsightly, they will be removed for disposal. To avoid undue distress, bereaved family members who wish to retain wreaths or the attached memorial cards are advised to remove these prior to the third week after the interment.

- All Christmas wreaths will be removed by Parish Council staff for disposal during the last week of January. Bereaved family members who wish to retain wreaths or the attached memorial cards are advised to remove these prior to the above date to avoid any undue distress.
- It is requested that plastic wrapping is removed from floral tributes before being placed on a grave.
- The Council shall not be liable for personal property brought into the Cemetery or for any damage or loss of memorials or memorabilia.
- Photography is allowed for personal genealogy use only. Permission for all filming and photography for other purposes must be obtained in advance from the Parish Council.
- No alcohol is to be consumed within the Cemetery grounds.
- Dogs must be on leads.
- Visitors shall not interfere with Parish Council employees working in the Cemetery, nor employ them to execute any private work whatsoever. Employees are not permitted to accept gratuities.
- Those visiting or carrying out work in the Cemetery are required to follow these Rules and Regulations and any instruction given by Council staff.

### **Offences**

In accordance with Article 18 of Local Authorities' Cemeteries Order, 1977 it is an offence to:

- Wilfully create any disturbance in a Cemetery
- Commit any nuisance in a Cemetery
- Wilfully interfere with any burial taking place in a Cemetery
- Wilfully interfere with any grave, vault, tombstone or other memorial, or any plants or flowers
- Play any game or sport in a Cemetery
- Enter the Cemetery when closed to the public unless authorised to do so by a member of Parish Council staff

Horrabridge Parish Council reserves the right to update and amend these Rules and Regulations as and when deemed appropriate. Significant changes to the policy will be communicated as soon as reasonably practicable.

The Parish Council can assist or advise on queries relating to the Cemetery. Please contact:

Horrabridge Parish Council  
 The Village Hall  
 26 Station Road  
 Horrabridge  
 PL20 7SS  
 Telephone: 01822 854045

[clerk@horrabridge-pc.gov.uk](mailto:clerk@horrabridge-pc.gov.uk)

**Minute Ref:**

**Date:**

**Review Date:**