



somebody who, immediately prior to their death, was a resident of the Parish of Bickenhill & Marston Green.

- 4.6. There is a separate fee in relation to the services of a Grave Digger, this is arranged through the Funeral Directors.
- 4.7. The Parish Council passed a resolution to maintain the Burial Ground for the residents of the Parish of Bickenhill & Marston Green. From 1 April 2023 the sale of grave and ashes plots and bookings for interments will be reserved for residents of the Parish only. Residents are restricted to purchasing one plot per person. In the event that additional plots are required, the Resident should make a request in writing to the Parish Council stating the reason why additional plots are needed.
- 4.8. Fees relating to former residents who have moved away from the Parish having pre purchased a plot are at the Parish Council's discretion and may be charged at the out of area rate.
- 4.9. To re-open a grave the Clerk to the Council will require sight of The Grant of Exclusive Right of Burial.
- 4.10. To re-open a grave any memorial will need to be removed and this is the responsibility of the family.
- 4.11. The Grant of Exclusive Right of Burial is for a term of seventy-five years from the date of issue.
- 4.12. The Parish Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.
- 4.13. A plan of the burial ground showing purchased graves and interments is maintained and kept at the Parish Office and may be seen without charge by appointment during office hours.
- 4.14. Fly tipping is strictly prohibited.

## **5. Graves**

- 5.1. Graves are available in the burial ground, which consists of consecrated and unconsecrated sections. The selection of grave spaces shall be at the final discretion of the Parish Council, but the wishes of applicants will be met wherever possible.
- 5.2. Every interment shall take place in a private grave. Private graves are graves to which an Exclusive Right of Burial has been issued.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 75 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 5.4. The Exclusive Right of Burial can be purchased in advance of need. Residents who have moved away from the Parish having pre purchased a plot will be charged out of area fees.
- 5.5. 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 Parish Council and upon payment of the relevant fee.
- 5.6. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.7. The type of grave available are Lawned Graves. All graves will be excavated and prepared for interment by the Parish Council's appointed contractor only. No other person or company will be allowed to undertake any excavation within the Burial Ground 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.
- 5.8. A new grave will be left mounded for at least six months at which stage the grave will be levelled and turfed or topsoil and seed applied as appropriate to the season.
- 5.9. No ornaments, potted plants or troughs to be placed on the area of the grave plot. The Parish Council reserves the right to remove such items to allow for maintenance of the grounds. Items removed will be logged and kept for a period of 1 month.
- 5.10. The use of stone, metal, plastic or any other material for the purpose of marking out graves is prohibited.

5.11. No windmills or unofficial ornaments are allowed.

## **6. Coffins**

- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.
- 6.2. In the event that an oversize casket/coffin is to be used, the Parish Council reserves the right to require the purchase of a double burial plot to accommodate the casket/coffin.

## **7. Booking of Interments**

- 7.1. A provisional booking for a funeral may be made by telephone to the Council Office.
- 7.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by the Parish Council) to the Parish Office. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3. The deed of grant for the exclusive right of burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.
- 7.4. The exact size of the coffin, casket or container must be given in writing to the Council as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape (e.g. locking bar handles, casket shape, wicker coffin etc.).
- 7.5. 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.
- 7.6. 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.
- 7.7. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Parish Office prior to the funeral.
- 7.8. The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance.

## **8. Interments**

- 8.1. Funerals will normally only be permitted Monday to Friday 10.00 – 15.00 (excluding Bank or other Public Holidays).
- 8.2. All funerals will be subject to the control of the Parish Council's designated officer who will meet the cortege and direct it to the grave as appropriate.
- 8.3. The time appointed for an interment must be punctually observed. The Parish Council reserves the right to delay a late arriving funeral in the event that it impacts on another funeral.
- 8.4. It is the responsibility of the person making the funeral arrangements to organize a Minister or Officiant for the funeral if one is required.
- 8.5. Any floral tributes from the funeral will be placed on top of the grave following backfilling and will remain in situ for a minimum of 5 days before being cleared by Parish Council staff (unless the family have already removed them).

## **9. Memorials**

- 9.1. The Parish Council has adopted a Memorials Policy dealing with current and future memorial installations, safety inspections and making safe unstable memorials. Masons carrying out work in the Burial Ground must comply with the Parish Council's Memorials Policy.
- 9.2. All memorials fixed in the Burial Ground must comply with British Standard 8415 (latest version) and the BRAMM Blue Book (latest version).
- 9.3. Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (latest version).

- 9.4. Only BRAMM or NAMM accredited memorial masons and those memorial masons that hold a current BRAMM or NAMM Fixer Licence, will be able to work in the burial ground. Fixers who do not hold a BRAMM or NAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM or NAMM Fixer Licence.
- 9.5. In relation to a grave plot, memorials may not be fitted for a period of nine months following a burial. Fences cannot be erected around a grave nor the space defined, and no objects may be placed on the length of the grave.
- 9.6. 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 supplied by the Parish Council and must include a sketch, measurements and details of the inscription. The grave owner must sign the form to give their permission for the proposed memorial/works. All fees in relation to memorials are to be paid to the Parish Council via the Clerk before the memorial is placed in the Burial Ground. On approval by the Parish Council a permit will be issued to the responsible Memorial Mason.
- 9.7. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Parish Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 9.8. Only memorials (headstones, flatstones, tablets/vases) in keeping with the existing memorials will be allowed.
- 9.9. The maximum height of lawn memorials is 3', the maximum width is 2' and the depth is 12". On cremated remains plots, the tablet must not exceed 16" by 12" (landscape) and the maximum height is 4".
- 9.10. 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 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.
- 9.11. Memorial masons must remove all arisings from the burial ground 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 Burial Ground prior to re-fixing following a burial, all such memorials must be removed from the site by the memorial mason appointed to remove the memorial prior to the grave being excavated.
- 9.12. Wooden crosses installed following an interment must be removed when a memorial stone is installed. Should a wooden cross remain on the plot following the installation of a memorial, it will be removed and stored at the Parish Office for one month and may be collected by the deed holder.

## **10. Care of Graves and Memorials**

- 10.1. All memorials are erected at the sole responsibility of the owner and the Parish 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 Parish Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Parish 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 Parish 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 Parish Council may repair or remove the memorial at the owner's expense.
- 10.2. Grave spaces must be kept in a neat and tidy condition and all litter must be removed from the site.
- 10.3. 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 Parish 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 burial ground or which interfere with the Parish Council's maintenance of the site. 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.

- 10.4. No trees may be planted on graves. The Parish Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Parish Council's maintenance work. The Parish Council reserves the right to remove dead flowers, wreaths, plants or items it considers unsuitable from graves and ashes plots at regular intervals.