

# **Hibaldstow Parish Council**

## **Regulation of Management of Hibaldstow Cemetery**

Amended – October 2015  
Reviewed May 18

**1. Hours for Interments**

The hours for interments for all denominations are to be as follows:-

On any weekday except Saturday 9.30am – 2.30pm

On Saturdays 9.30am – 11.00am

Except in a case of emergency certified by a Coroner or a registered medical practitioner, no interment shall take place outside the above hours, or on a Good Friday, Christmas Day or general holidays unless expressly agreed by the Burial Authority who will do everything possible to meet the needs of the bereaved wherever possible and each case will be considered.

**2. Orders and Notices for Interments**

Notices of interments in the Burial Ground must be given in the first instance to the Burial Clerk by the Funeral Director. The day and hour of the funeral should as far as practicable be fixed with the Minister of Officiant before the necessary notice of interment is given to the Clerk. At least forty-eight hours notice shall be given. If a grave is required for a Monday, the notice must be given before noon on the previous Friday.

**3. Form of Notice**

The notice of interment must be given in writing on the form provided by the Burial Authority. Every notice must contain a statement of the first name and surname, the calling or description of the person to be buried, or, (if a minor, the names of the parents, and the age, date of death), the Parish and Township in which the death occurred, the usual residence of the deceased.

**4. Area and Place of Burials**

The selection of the grave space is subject to the approval of the Burial Authority but wishes of the applicants will be met as far as may be deemed practicable.

**5. Payment of Fees and Charges**

All fees and charges payable to the Burial Authority in accordance with the table of fees must be paid to the Burial Ground Authority before interment.

**6. Certificate of Death to be produced**

The Certificate of Death issued by the Registrar of Deaths in pursuance of the Births and Deaths Registration Act 1926 or the Coroner's Order must be delivered to the Burial Clerk before the time of interment.

**7. Register and Official Plan**

A Register of all burials and a plan of the Burial Ground will be kept by the Clerk to the Burial Authority and may be inspected at all reasonable times without charge.

**8. Exhumation**

After interment no body may be removed without producing to the Clerk to the Burial Authority the faculty or licence required by law.

**9. Number and Depth of Burials in One Grave**

No grave less than 183cm (6 feet) in depth from the surface will be allowed and no coffin shall be buried without 122cm (4 feet) of soil between the ordinary level of the ground and the upper side of the coffin.

When more than one body is interred in a grave, a layer of soil at least 25cm (1 foot) in thickness must be left between each coffin interred therein.

**10. Right of Burial in Purchased Graves**

All residents are entitled to be buried in the cemetery and those persons who have previously been resident of parish during any part of their life. Any other persons will be subject to the increased charge for interment.

No interment may take place without first obtaining the Exclusive Right of Burial. These may be pre-purchased or obtained prior to interment at the fee set out in charges form.

Purchase of the Exclusive Right of Burial will be permitted for a period of one hundred years at the fee set out in the charges form.

**11. Scattering of Ashes**

The scattering of ashes within the cemetery is at the discretion of the Burial Authority. If a request is granted the ashes can be placed under a lifted sod of grass on the purchased burial /cremated area or scattering within an allocated plot within the cemetery if available.

**12. Classes of Burial**

All interments shall be in earth graves, no vaults or brick graves will be permitted.

**13. Expenses of Burial**

The provision of the digging of all graves is the responsibility of the Director of the funeral arranging the Burial.

**14. Closing of Graves**

All graves shall be filled up immediately after the interment with earth and re-turfed as soon as practicable. No mounds or banks will be permitted. The tops of graves are to be kept level and any subsequent depressions are to be reinstated to facilitate maintenance of the Burial Ground. This will be the responsibility of the deed owner.

**15. Railings, Kerbstones, Fences**

The cemetery is a lawned cemetery. Only headstones will be permitted. No railings, kerbing or fences shall be permitted within the burial plot.

**16. Headstones, Memorials, Monuments, Tablets etc**

The base area of the standing memorials to be no more than 92cm (3') breadth, 46cm (1'6") length and height of 92cm (3') height maximum above ground level. These dimensions are overall dimensions inclusive of any bases or plinths. The erection of the memorials shall be anchored to a concrete foundation of not less than 10mm (4") thickness.

The base area of the flat tablets to be no more than 46cm (18") length, 30cm (12") breadth and 10cm (4") height.

The wording on the headstone to be for the purpose of identification.

At all times the headstones, memorials, monuments and tablets will be the sole responsibility of the owner of the Deed. All repairs will be undertaken at the cost of the owner of the Deed to ensure the safety of the Cemetery.

The Burial Authority reserve the right to remove, and dispose of without notice, any memorial not kept in a good state of repair or which has become unsightly in its opinion. (At the same ensuring that the provisions of the Local Authorities' Cemeteries Order 1977, Schedule 3, are upheld).

**17. Receptacles for Flowers**

Receptacles for flowers are to be of a design that must fit within the defined grave space.

The Burial Authority reserve the right to remove, without notice, from any grave, flowers (including plastic flowers), plants or wreaths that in its opinion have become unsightly and to dispose of the same in such a manner as deemed fit.

**18. Wreaths, Flowers and Mementoes**

Wreaths, flowers and mementoes to be sited within the defined grave space. The Burial Authority reserve the right to remove, without notice, from any grave, flowers (including plastic flowers), plants or wreaths that in its opinion have become unsightly and to dispose of the same in such a manner as deemed fit.

All memorials and other permanent markers of remembrance must be authorised by the Parish Council.

The placement of glass jars, tins, plastic or wire mesh fencing or other items of wood, metal, plastic or any other material is forbidden and any item so placed in contravention of these regulations may be removed and disposed of by the Burial Authority without notice.

**19. Reserved graves**

Plots may be reserved in advance with the purchase of the relevant Deed.

All reserved spaces will be numbered by the Burial Authority on stone tiles at the cost of the owner of the deed owner.

**20. Bicycles & Tricycles**

No unauthorised persons shall ride any bicycle, tricycle in the Burial Ground.

**21. Dogs**

Dogs must be on a lead when entering the Cemetery and any faeces must be cleared immediately.

**22. Visitors to the Burial Ground**

All visitors must keep on the paths except whilst visiting a grave and must refrain from damaging trees, shrubs or flowers. Visitors must observe decorum. **DO NOT WALK ACROSS BURIAL PLOTS.** Persons found conducting themselves in a noisy, riotous or disorderly manner will be removed from the Burial Ground.

**23. Closure of Burial Ground**

The Burial Ground Authority reserves the right to close the Burial Ground to the public at their discretion.

**24. Alterations and Additions to Regulations**

The Burial Ground Authority reserves the right to make any additions or alterations to the foregoing regulations at any time.

A public meeting will be called if the Burial Authority is considering make any major changes within the Cemetery to ensure residents are consulted.