



Parish

Council

## **NEWINGTON CEMETERY RULES AND REGULATIONS**

Newington Parish Council is responsible for the Cemetery and in these difficult times we extend our condolences and hope we can provide your loved ones with a peaceful and well maintained resting place.

Newington cemetery is located on the edge of the village overlooking scenic countryside. The Parish council try to maintain it to a good standard and to achieve this we request your help.

Please take a few moments to read our rules and to abide by them.

The parish Council appreciate your help in maintaining the cemetery to a satisfactory standard.

### **BURIAL AUTHORITY**

The Newington Parish Council is the Burial Authority for the Cemetery in Newington, referred to in this document as the "Authority". Reference in this document to the "Rules" is a reference to the Rules and Regulations for the Cemetery in force at the time. The Clerk to Newington Parish Council represents the Authority for administration of the Cemetery. All enquiries should be made to the Clerk in the first instance.

Part 1 – General overview of applications & conditions, including conduct

Part 2 – Private graves

Part 3 – Interment of ashes

Part 4 – Maintenance of plots

### **RULES**

#### **Part 1 - General overview of applications & conditions**

##### **FEES**

All fees and charges must be paid in advance of any service for which a charge is payable under the Rules. The fees may be amended or revised at any time by the Parish Council.

#### CONDITIONS

The Authority will allow interments in new spaces for deceased parishioners only (defined as those living in Newington at the time of death, or those living outside the Parish but having lived in Newington for at least 10 consecutive years *during the last 30 years*). Discretion may be exercised in special circumstances (see below). Reservation of grave spaces is not permitted.

#### SPECIAL CIRCUMSTANCES

Application for special circumstances relating to the interment of non-parishioners will be considered at the end of a full Parish Council meeting, held in private, due to the sensitivity of the issue, or by the majority view of the Councillors outside such a meeting if this is of an unreasonable timescale. The application must be made in writing to the Authority before it is considered.

#### REGISTER

A register of burials will be kept by the Clerk. Searches of the register may be made by appointment and certified extracts obtained on payment of the appropriate fee.

#### CHANGES OF ADDRESS

In order for the Parish to maintain accurate records and be able to contact individuals in relation to Cemetery issues, all changes of address relating to owners of Exclusive Rights or Plaques must be notified to the Clerk.

#### ALLOCATION

The Clerk will maintain a list of available plots and will allocate these in strict rotation. (Reservation of grave spaces is no longer permitted)

#### UNDERTAKER

The Authority advises that for all interments, whether for full body or ashes, an Undertaker should be retained. The Undertaker will liaise with the gravedigger.

#### AMENDMENT OF RULES AND REGULATIONS

The Authority reserves the right to alter or amend any of the rules and regulations at any time.

#### CONDUCT IN THE CEMETERY

Newington Cemetery should be a tranquil area so that visitors can remember their loved ones, therefore the Authority requests that all visitors act accordingly and respect the needs of others.

*No visitor should:*

- *Create a nuisance or cause a disturbance within the Cemetery*
- *Interfere with a burial taking place*
- *Interfere with any grave*
- *Interfere with any flowers or plants placed on graves*
- *Play any sport or game within the Cemetery*
- *Leave food or drink within the Cemetery*

## Part 2 - Private Graves

A grave shall be considered to be private when an Exclusive Right of burial has been purchased. A charge for interment will be made for each burial in that grave.

### EXCLUSIVE RIGHT OF BURIAL

An Exclusive Right of Burial will be issued for a period of ninety-nine years at the same time as application is made for the burial of a deceased person. The right will normally be given for the next available space in the Cemetery, as directed by the Authority. No one will have the right of selecting a grave space. An Exclusive Right of burial is also an Exclusive Right for the erection of monuments, subject to the approval of the Authority and compliance with the Rules. A grant of Exclusive Right will be issued by the Authority to the owner.

### TRANSFER OF PRIVATE GRAVES

The owner of the Exclusive Right of burial in any grave may not transfer that right to anyone other than a relative or next of kin by blood, marriage or civil partnership without the consent of the Authority. Any person claiming to be the owner of an Exclusive Right of burial will, upon the production of satisfactory evidence of title and upon payment of the appropriate fee, be provided with a certificate of ownership.

### INTERMENT IN A PRIVATE GRAVE OF ANYONE OTHER THAN THE OWNER

The Authority will require the written consent of the registered owner (or his or her heirs or assigns) prior to the interment in a private grave of anyone other than the owner.

### IDENTIFICATION MARK

The Authority reserves the right to place and maintain their private mark of reference upon any grave (which must not be removed by the owner).

### COFFINS

Any environmentally acceptable material would be allowed.

### ERECTION OF MONUMENTS

No monuments, headstones or other structures may be installed on a grave without the prior approval of the Authority and payment of the appropriate fee. Notice of intention, together with a drawing of the monument or headstone and a copy of the inscription, must be left with the Authority at least 28 days before any proposed installation. It is strongly recommended that the approval of the Authority is sought before work is commissioned.

*No kerbstones, footstones, edgings or other form of boundary markers are permitted, as they create difficulties in mowing. No chippings of any description are allowed on the graves. The Parish Council, without being liable, reserves the right to remove any unauthorised items.*

## MATERIALS FOR MONUMENTS

All gravestones and monuments must be made of natural stone with the exception of bronze plaques, and shall be positioned as directed by the Authority.

If the delivery and installation of monuments causes any damage, the person responsible will be required to make good the damage to the satisfaction of the Authority or in default to pay the cost of that repair work.

Any stone masons mark or advertisement on the back of the headstone or monument must be positioned no higher than 5" from the base and be no larger than 3" x 3". Ideally there should be nothing on the back of the headstone or monument.

## SIZE AND POSITIONING

Applications to erect monuments may be granted up to the following maximum dimensions:

<b>Headstones</b>	1m high x 0.76m wide (3'3" x 2'6")
<b>Vase</b>	0.45m high (18" high)
<b>Tablet</b>	0.45m square (18" square)

Each headstone should be a minimum of 0.08m (3") thick, on a base between 0.3m (12") and 0.38m (15") thick. In addition, any concrete base below the headstone base should be a minimum of 0.38m (15") in depth, 1m (3'3") wide and 0.07m (3") in thickness. Also, a secure method of anchorage must be used for all headstones to their concrete bases and into the ground (e.g. a Nettlebank fixing bar).

In order to keep the ground in a neat and tidy manner, all monuments will be placed as directed by the Authority. They will not occupy an area greater than 1m long x 0.6m wide (3'3" x 2').

One vase is permitted on a grave space only if it is buried immediately in front of a memorial *and the top will not protrude above ground level.*

## INSCRIPTIONS

Inscriptions on a headstone will be permitted provided the words state only the names, dates of birth and death of the deceased. Any other wording needs to be submitted in writing to The Authority before the inscription can be authorised. All the words inscribed need to be clear, well lettered and to a suitable depth and width.

## PHOTO MOUNTS

A ceramic photo of the deceased, no greater than 9cm x 7cm may be mounted on a headstone with the prior approval of the Authority. Notice of intention must be left with the Clerk before any installation. The photo mount must be on the front of the headstone.

## REPAIRS TO MONUMENTS

Unless special agreement has been reached with the Authority, memorials in the Cemetery are owned by those who set them up and remain their responsibility. All monuments, headstones etc. must be kept in good order and repairs made by and at the expense of the owner of the monument.

In the event of the memorial becoming unsafe and after reasonable efforts have been made to notify the owners, the Parish Council reserves the right make it safe by either removing or laying the memorial flat and charging the owner accordingly. The owners will be expected to regularly inspect the monument.

If a monument is replaced or altered, a fee will be charged. Should a monument be damaged, it may be repaired using the original materials without payment of any fee to the Authority.

#### REPLACEMENT OF MONUMENTS

Any monument, gravestone or other erection taken down upon the opening of a grave or upon any other occasion must be replaced as soon as possible, except by special permission. The grave will be left in a neat state whilst the monument is being repaired. In default the Authority will be entitled to reinstate the monument and charge the expense to the owner or the Undertaker if removed by him.

#### PLANTING & DECORATION

The planting or ornamentation of any grave space must be subject to the approval of the Authority which reserves the right to remove any plants, flowers or artificial tributes at any time that the Authority considers them to be overgrown or unsightly.

If a memorial, tablet, boundary markers, flower container, or other object is introduced into the Cemetery without permission, the Parish Council will require the item to be removed within 28 days of the Clerk notifying the owner or heirs. Artificial flowers will be permitted, but if they become unsightly they must be removed. However, the Parish Council reserves the right to remove and dispose of any faded flowers, without being liable or providing advance notification.

*The planting of trees or shrubs (other than approved box hedging) on a grave is not permitted.*

If any box hedging or large plants are deemed by the Authority to have become unsightly, the Parish Council reserves the right to cut or remove these without being liable or providing advance notification.

Flowers will preferably be planted immediately adjoining the headstone in the area 0.3m (1 foot) into the plot and the remaining area of the grave grassed over. This will be kept mown by the Authority.

If desired, the whole length of the grave space can be planted up provided that the area is well cared for (this is the responsibility of the plot holder).

A small box hedge is allowed to be planted to edge the plot: this must be planted and maintained by the plot holder to a final size of the hedge not exceeding 0.3m high x 0.23m depth (12"x9") into the plot.

As a low maintenance option to the plot holder, the Authority can arrange for the grave to be fully turfed and charge this expense to the owner. This will then be kept mown by the Authority.

*The Authority, without being liable, reserves the right to turf over any area of the grave space if it becomes consistently unkempt/overgrown or does not meet the rules.*

*The Installation of lights of any type is not permissible. The Authority without being liable, reserves the right to remove all lights.*

### Part 3 - Interment of Ashes in Dedicated Ashes Plots

#### ASHES PLOTS

Plots are provided for the interment of ashes, for which the Exclusive Right is to be purchased, and a fee payable for each interment. The use of a casket is not necessarily required.

#### EXCLUSIVE RIGHT OF INTERMENT

An Exclusive Right of interment will be issued for a period of ninety-nine hundred years at the same time as application is made for the interment of a deceased person. The right will be given for the next available space in the Cemetery, as directed by the Authority, No one will have the right to reserve a space. An Exclusive Right of interment is also an Exclusive Right for the erection of a tablet, subject to the approval of the Authority and compliance with the rules.

A grant of Exclusive Right will be issued by the Authority to the owner.

#### TRANSFER OF EXCLUSIVE RIGHT

The owner of the Exclusive Right of interment may not transfer that right to anyone other than a relative or next of kin by blood, marriage or civil partnership without the consent of the Authority. Any person claiming to be the owner of an Exclusive Right of burial will, upon the production of satisfactory evidence of title and upon payment of the appropriate fee, be provided with a certificate of ownership.

#### ERECTION OF TABLETS – SIZE AND POSITION

Tablets with a base area no greater than 0.45m x 0.45m (18" square) may be installed on an ashes plot with the prior approval of the Authority and after payment of the appropriate fee. Notice of intention, together with a drawing of the tablet and a copy of the inscription, must be left with the Clerk at least 28 days before any proposed installation.

No stone mason marks or advertising is permitted on tablets.

It is strongly recommended that the approval of the Authority be sought before work is commissioned. The Authority does not permit any additional memorial to be installed on an ashes plot.

*No form of boundary markers, such as fencing or stone edgings, is allowed around any ashes plot.*

#### PHOTO MOUNTS

A ceramic photo of the deceased, no greater than 9cm x 7cm may be mounted on a tablet with the prior approval of the Authority. The photo must be erected either on the top or front face of the tablet. Notice of intention must be left with the Clerk before any installation.

#### VASES

Vases are permitted within an Ashes Plot if they are integral to the tablet

### Part 4 - Maintenance of Plots

All plots must always comply with the rules and regulations set by the Authority. Owners of Exclusive Rights will be notified in writing by the Clerk if their plot is found to be noncompliant which will include a deadline for compliance. If the plot does not meet compliance by the deadline, the Authority reserve the right to remove any item(s) not complying with the rules.

The Following are examples of items that are not permitted:

- *Boundary markers including concrete edgings, log roll, bamboo fencing, wire mesh etc (with the exception of approved box hedging)*
  - *Any item made from a breakable material such as glass, porcelain, etc*
  - *Astroturf*
  - *Shrubs and trees*
  - *Any dressings including slate/bark chippings, gravel, shingle, stones etc*
  - *Planters/plant pots (that are not part of the approved monument/tablet)*
  - *Garden ornaments, including windmills, flags, wind chimes, solar powered lights or any other form of lighting*
  - *Drinks bottles and cans*
- *Many of these items present the Authority with issues relating to either mowing or strimming of plots or safety of the Cemetery users or are considered to be dangerous or unsuitable.*