

Holywell-cum-Needingworth Parish Council

CEMETERY REGULATIONS

1. THE COUNCIL'S CEMETERIES.

- 1.1. In these regulations, unless the contract requires otherwise, the word 'Council' means Holywell-cum-Needingworth Parish Council. These regulations refer to the cemetery located at Mill Way, Needingworth.
- 1.2. All enquiries concerning the use of the Cemetery should be made to the Parish Clerk, at the office at the Village Hall, Overcote Lane, Needingworth Cambs PE27 4TU. Tel: 01480 468451.

2. OPENING HOURS.

- 2.1. The Cemetery will be open to the public during the hours of daylight. The key to the vehicle gate can be obtained from the Parish Clerk by prior arrangement.

3. TIMES OF BURIALS.

- 3.1. Interments shall take place between the following times:
Mondays to Saturdays – 9.30am to 4.30pm.
- 3.2. No interment may take place on a Sunday, Christmas Day or Good Friday, except by the direction of the Medical Officer of Health or on religious grounds. Interments on these days may incur an additional charge.

4. FEES

- 4.1. Various Fees and charges are applicable in relation to cemeteries. The Council reviews fees and charges annually. Anyone intending to use the cemeteries services is advised to obtain an up-to-date copy of the fees and charges which will be supplied on request.
- 4.2. All fees and charges must be paid to the Parish Clerk.
- 4.3. Residential status relating to fees payable is at the discretion of the Parish Clerk.

5. NOTICE OF INTERMENT.

- 5.1. The form of notification of interment, together with all fees, must be delivered to the Parish Clerk not later than two days prior to the date of interment. Telephone reservations remain provisional unless the appropriate form is returned giving the notice required.
- 5.2. The Council reserve the right to refuse to accept a notice of interment in special circumstances.
- 5.3. The Parish Clerk may require notice in excess of the period stated. In calculating the notice period Saturdays, Sundays, Christmas Day, Good Friday and public holidays are to be excluded.
- 5.4. On every opening of a grave or vault in which the Exclusive Right of Burial has been purchased, the Deed of Grant and Certificate of Ownership must be produced to the Parish Clerk when the notice of interment is given.
- 5.5. The box containing the body of a still born child must bear an indelible description, including the name of the parent. The interment shall take place by arrangement with the Parish Clerk.

6. DISPOSAL CERTIFICATES.

- 6.1. A Certificate from the Registrar of Births, Deaths and Marriages of the registration of death, or in cases where a Coroner's Inquest has been held the Coroner's Warrant, must be produced to the Parish Clerk prior to the Interment.
- 6.2. In the case of a still born child a certificate in accordance with the Births and Deaths Registration Acts 1926 will be required.

7. GRAVES

- 7.1. The maximum permitted size of graves are:
Burial Plots – 2.4m (7'10") by 1.2m (4'0")
Cremation Plots – 450mm (1'6") by 600mm (2'0")

- 7.2. Graves are to be a minimum of 1350mm (4'6") deep with a 1350mm (4'6") centre. Single depth graves only are allowed. Graves purchased prior to 1989 may only be used for double depth burials if recorded as such in the Parish records and confirmed on the Exclusive Right of Burial.
- 7.3. With the exception of purchased graves, interments shall take place in consecutive order, if the soil permits, until the whole area has been buried or appropriated. The selection of purchased grave space is, in all cases, not permitted. The wishes of the persons applying will be met as far as deemed practicable.
- 7.4. The Council reserves to itself the right of placing a mark of reference to all graves.
- 7.5. No interment shall be allowed in an earthen grave unless the body is in a properly constructed wooden or biodegradable coffin.
- 7.6. No interment of cremated remains shall be allowed unless the ashes are contained in an appropriate urn or container. Cremation plots may be purchased for double depth. It is not permitted to scatter ashes within the cemetery.
- 7.7. No brick or concrete lining of graves is permitted.
- 7.8. Undertakers shall at all times provide sufficient bearers for carrying and lowering of coffins into the grave.
- 7.9. The undertaker, or any other person having charge of the funeral, must arrange with a minister to conduct any religious service.
- 7.10. The Council will not be responsible for the preparation of graves. All excavations applicable will be the responsibility of the funeral undertaker. (The council reserves the right to carry out spot checks to ensure health & safety guidelines are being adhered to.) Graves will be backfilled immediately after the mourners have left the graveside. Excess soil should not be removed from the cemetery but put in the bunker by the main gates. Floral tributes should be gathered together and placed on the finished grave. Tributes must be removed once spent (normally after two weeks.)
- 7.11. The Parish Clerk has authority to remove any Headstone which, in his/her opinion, should be removed to facilitate the opening of any adjoining grave. Any headstone removed will be replaced at the earliest opportunity.
- 7.12. Ground settlement will invariably occur in the months following a burial. For twelve months, the council will regularly inspect the grave and, as ground settlement occurs, will re-level the surface of the grave and sow grass seed where required.

8. EXCLUSIVE RIGHT OF BURIAL.

- 8.1 Only Parishioners of Holywell-cum-Needingworth, those dying in Holywell-cum-Needingworth, permanent residents of Holywell-cum-Needingworth or residents who have left the Parish to reside in care may have their body or cremated remains interred in Mill Way cemetery.
Mill Way cemetery is closed to non-residents and those who have never resided in Holywell-cum-Needingworth,
- 8.2. The person to whom the Exclusive Right of Burial is granted (referred to as the deed holder from this point on) has the sole right to determine who is buried in a grave. It does not confer ownership in respect of the land concerned. In any grave, a maximum of one coffin is allowed. Cremated remains may also be buried in the same grave (space permitting).
- 8.3. The Exclusive Right of Burial may be assigned by deed or bequeathed by will to a relative or nominated person. If the right has not been assigned, it is conferred on a relative as interpreted in the Local Authorities' Cemeteries Order 1977.
- 8.4. The Exclusive Right of Burial is to be purchased at the time that a request for interment is made. A partner may purchase the adjacent grave plot at the time of burial or interment of their partner.
Parents who are predeceased by the death of their child may purchase the adjacent grave plot at the time of burial or interment of their child.
- 8.5. On purchasing the Exclusive Right of Burial for a grave or cremated remains plot, a deed will be issued to the purchaser valid for a period of 100 years. The council has the right to buy back any unwanted burial or cremation plot (for the administrative sum of £50) once the certificate for Exclusive Right of Burial has been returned.
- 8.6. The council will keep records of any rights granted, together with any assignment or bequest of those

rights. These must be notified to the Council as soon as possible after an assignment or bequest is made.

8.7 After interment the burial will be recorded in the Council's Register of Deaths.

8.8 Funeral Directors, Monumental Masons or any member of their staff will not be permitted to acquire the Exclusive Right of Burial in any grave space, except to bury a member of their family.

9. VEHICLES.

9.1. All vehicles except funeral corteges and maintenance vehicles must proceed within the cemetery by the main driveway.

9.2. No vehicle must be turned on the driveway or grassed area within the cemetery. Any damage caused by such an act will be charged to the owner or undertaker using the vehicle.

10. CONDUCT.

10.1. Children under the age of 12 shall not be permitted in the Cemetery unless in the charge of some responsible person.

10.2. All persons must conduct themselves in a decent, quiet and orderly manner and must not:

(i) Create a disturbance or nuisance.

(ii) Interfere with any burial

(iii) Interfere with any grave, headstone, cremation tablet or other memorial or floral tribute.

(iv) Play any game or sport.

(v) Ride a bicycle or use any other recreational equipment.

(vi) Enter the cemetery when it is closed to the public.

(vii) Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.

10.3. Any person soliciting orders within the cemetery will be removed.

10.4. No dogs are allowed in the Cemetery.

10.5. Any person detected picking or damaging shrubs, trees or flowers in the cemetery may be prosecuted.

11. When circumstances render it desirable to deviate from any of the above Regulations a special application must be made to the Parish Clerk.

12. REGULATIONS RELATING TO GRAVESTONES AND MEMORIALS.

12.1. Memorials are only permitted on graves for which the Exclusive Right of Burial has been acquired and on the application of the deed-holder. A memorial may not be erected on the grave prior to the first interment.

12.2. A fee is payable for the erection of a Memorial. Only inscribed Memorials will be permitted. To erect or alter a Memorial an application must be made to the Parish Clerk for approval.

12.3. Before erecting a memorial, a Right to Erect a Memorial is required. Such a right will remain valid for the remaining term of the Exclusive Right of Burial.

12.4. No Memorial may be removed from the Cemetery without the consent of the owner of the Memorial and approval from the Parish Clerk.

12.5. No responsibility will be accepted by the Council for the safe keeping of, or damage to any memorial in the Cemetery other than damage caused by a Parish Council official.

12.6 The only persons allowed to erect, repair or carry out work on Headstones or cremation tablets are qualified memorial masons.

12.7. Memorials must be prepared ready for fixing before being taken into the Cemetery. Masons and other workmen must provide and afterwards remove all tools, planks, blocks etc. required in the work of erecting headstones. Work in the Cemetery will not be permitted on Sundays, Christmas Day, Good Friday or outside of the cemetery opening hours.

12.8. Masons or other persons engaged in the erection, renovation or repainting of any stone monument must perform their work expeditiously and in all respects in accordance with these regulations. The work must be carried out at the sole risk and liability of the person executing it, and any damage caused by or in the execution thereof must be made good to the satisfaction of the Council or the person whose property is so damaged.

- 12.9. Cut flowers, wreaths and mourning cards may be placed on graves at the time of interment. These must be taken away when damaged, faded or decayed or they will be removed by the Cemetery Groundsman. This includes artificial flowers. Once the Memorial has been erected floral tributes must be confined to the plinth area of the Memorial. Decorations of a non-floral construction are not allowed.
- 12.10. Requests for Memorials should be forwarded to the Parish Clerk. The application for approval should include details of material, design, size and fixing methods and the proposed inscription. No monument constructed of plastic, wood (unless a temporary marker) glass or metal tiles will be permitted. Applications deviating from the aforementioned specifications will be forwarded by the Parish Clerk to the Council for a decision.
- 12.11. All memorials shall be erected to conform to the most recent edition of The British Register of Accredited Memorial Masons Recommended Code of Working Practice and BS 8415.
- 12.12. The Headstone is to be no more than 750mm (2'6") high by 600mm (2 feet) wide by 100mm (4") thick and erected on a base no more than 750mm (2'6") long by 300mm (1ft) wide by 100mm (4") thick.* The whole Headstone is to be erected on a plinth no more than 900mm (3'0") long by 450mm (1'6") wide by 50mm (2") thick. (* The thickness of the headstone should match the thickness of the base.)
- 12.13. The headstone should be fixed using steel threaded rod fixed/ground anchors in accordance with current BRAMM specifications.
- 12.14. A Guarantee of Conformity should be issued to the Parish Council once works are complete.
- 12.15. The new Headstone is to be erected in line with existing headstones. Requests for headstones to span two graves must be made in writing to the Parish Clerk for Council consideration.
- 12.16. The remainder of the grave's surface is to be laid flat with turf and no mounding is allowed. Kerbing or fencing is not permitted on the grave area.
- 12.17. The Council may remove any memorial erected in contravention of these regulations and recharge the deed-holder for any costs incurred.
- 12.18. Flowers are permitted on the plinth in fixed ornamental vases no more than 300mm high. No free-standing ornamental vases are to be placed on the concrete slab in front of the plinth. Potted plants are permitted on the plinth only; they must not encroach onto the grassed areas. Flowers and pot plants must be removed when faded, damaged or decayed. Decorations of a non-floral construction are not allowed. Any tribute deviating from regulation 12.18 may be removed by Parish Council staff.
- 12.19. The Council is not responsible for the care of the Memorials, which shall be kept neat and in good order by the owners or their representatives. The Council undertake the care and maintenance of the turf.
- 12.20. Only one memorial is permitted per plot. This will consist of a headstone in the burial section, see regulation 12.12 or a cremation tablet in the cremation section, see regulation 12.21. Memorials and floral tributes must not encroach upon adjacent plots or other areas of the cemetery. Decorations of a non-floral construction are not allowed.
- 12.21. Cremation Tablets are to be no more than 300mm (1ft) wide and no more than 450mm (18inches) high, to be laid portrait. This must be level with the ground and not raised.
- 12.22. Masons or other persons engaged on the erection, renovation or reappointing of any Headstone are prohibited from exhibiting their names or addresses on Headstones erected in the Cemetery.

13. SAFETY OF MEMORIALS.

- 13.1 The primary responsibility for safety and ongoing maintenance of a memorial rests with the deed-holder.
- 13.2 The Council has a general duty of care to ensure its cemeteries are safe for visitors and its employees, in view of this the Council will undertake regular inspections of all memorials.
- 13.3. Where a memorial is found to be unsafe, the Council reserves the right to make it safe by temporary means.
- 13.4. Reasonable efforts will be made to notify the deed-holder that the memorials are in need of attention to make it safe on a long-term basis.
- 13.5. If the deed-holder is not contactable, or the deed holder fails to make the memorial safe within a reasonable period after notification then, in accordance with the Local Authorities' Cemeteries order 1977, the Council reserves the right to make the memorial safe on a long-term basis, including the repair, repositioning, removal or destruction of the memorial, The Council may attempt to recover the costs of making the memorial safe for the deed-holder should the opportunity arise at any time in the future.

Adopted at meeting of Holywell-cum-Needingworth Parish Council held on 3rd June 2014.

Last Reviewed 1st April 2025

Signed.....

Miss J Bowd

Parish Clerk