

BURSTWICK PARISH COUNCIL

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Cemetery and Garden of Remembrance Regulations

Burstwick Cemetery is owned by Burstwick Parish Council and the regulations are designed to manage the Cemetery efficiently and sensitively, to the highest possible standards. The parish council makes sure there is safe access for all visitors and for maintenance and burial requirements.

General

- 1. Cemetery fees.** The fees are reviewed yearly by the parish council, increases come into effect from 1st April each year. Double fees apply to residents who live outside the parish boundary. Long-standing former residents may also be considered on an individual basis, using the resident definition criteria agreed in August 2018. The decision of Burstwick Parish Council is final.
- 2. Exclusive Right of Burial.** A Deed of Grant for Exclusive Right of Burial will be issued for a grave or cremation plot. The Deed of Grant is an important document and should be kept in a safe place. It will need to be produced for business concerning the plot such as organising a funeral, interment of cremated remains or the placing of a headstone. The Exclusive Right of Burial deed is for 100 years but can be extended at a later date for an additional fee. Please note that the Deed of Grant is a transferable asset and arrangements should be made in your will as to who in your family this will transfer to (please also inform Burstwick Parish Council). On expiry date, the ownership of the grave space reverts to Burstwick Parish Council, if the Deed has not been transferred.
- 3. Hours of Opening.** The Cemetery is open to the public during daylight hours throughout the year. The Council reserves the right to exclude the public if necessary and notice of any exclusion will be shown on the gates and in the Cemetery.
- 4. Notice of Burial.** Notice must be given to the Clerk to the Parish Council of at least 3 working days prior to the interment date. Interment can take place with or without the services of a Minister of religion.
- 5. Hours of Burial.** The hours of burial are normally 9am to 5pm Mondays to Fridays excluding Sundays, Christmas Day, Good Friday and Bank Holidays with the time of burial taken as arrival at the graveside. Burials can be organised for other times under special circumstances such as production of a coroner's certificate or medical notification.
- 6. Graves.** Burstwick Parish Council does not undertake the digging of graves. Responsibility for this rests with undertakers and gravediggers who must adhere to their Code of Practice and Safe working Procedures. No part of any coffin may be less than 90cm below the level of the ground and there must be at least 15cm of earth between the coffins of a double depth grave. There must be no disturbance of any interred remains and no grave can be deepened after the first burial. The parish council will prepare cremation plots upon request and after the payment of the relevant fee.

- 7. Cremated remains.** These may be buried in a grave when it is full. If space remains, they may be buried beneath the headstone to allow for further interments. Ashes can be scattered on a grave or beneath the turf at any time.
- 8. Register of Burials.** A register of all burials of remains and ashes is kept by the Clerk to Burstwick Parish Council and is available for consultation by prior arrangement.
- 9. Cemetery maintenance.** Grave spaces and open areas will be maintained by Burstwick Parish Council and all graves will be treated as lawn for ease of maintenance and tidiness. Kerb sets or other hard objects except for headstones are not permitted and Burstwick Parish Council accept no responsibility for damage to any items outside headstone area.
- 10. Visitors.** Visitors to the Cemetery are asked to behave in a quiet and respectful manner to preserve the peaceful and dignified atmosphere.
- 11. Dogs.** All dogs must be kept on a lead at all times. Keep to the paths and do not allow your dogs onto the graves. Dog fouling must be picked up and the waste taken away with you to be disposed of.

Headstones for burial plots

- 12. Permission.** Approval from Burstwick Parish Council must be sought along with payment of the relevant fee, before placing a headstone.
- 13. Time.** Headstones should not be placed until six months after interment to allow for settlement. A temporary wooden cross or grave marker may be used showing the name of the deceased until a permanent memorial can be placed.
- 14. Type, material, colour.** One lawn type memorial headstone made of natural colour of stone, marble or slate is permitted per grave. The headstone and base are to be of the same material and colour. It should be of respectful design and face east. A maximum of two flower holders or vase containers can be incorporated within the headstone.
- 15. Dimensions.** Headstones should be no higher than 90cm from the ground including the base, and no wider than 60cm wide. They must stand on a base of stone or reinforced concrete not more than 90cm long, 45cm wide and 12cm in thickness. They must be fixed by a stonemason according to current NAMM regulations (BS8415) and comply with any manufacturers' guarantees.
- 16. Inscriptions.** The wording of inscriptions are required to be respectful and not cause offence to other Cemetery users. All inscriptions need prior approval by Burstwick Parish Council.
- 17. Vases and other markers.** If no memorial headstone is to be placed, a vase of suitable design and material may be placed after obtaining prior permission from Burstwick Parish Council. This would need to be placed in the headstone position to allow for grass cutting. In the absence of a memorial or grave marker, Burstwick Parish Council reserves the right to place a marker bearing the grave number.

18. Memorial Maintenance. Maintenance of the headstone is the responsibility of the Deed holder and must be kept in a safe and sound condition. Should a memorial become broken or unsafe, Burstwick Parish Council reserve the right to take action to protect the public.

19. Insurance. All risks insurance for your headstone is recommended. Stonemasons and members of the National Association of Memorial Masons (NAMM) can provide insurance at a reasonable cost.

Headstones in the garden of remembrance

20. Dimensions. Cremated remains plots are approximately 90cm by 62cm and will accommodate 2 caskets side by side. They can be marked with a suitable memorial headstone not exceeding 62cm high and 45cm wide or a suitable vase memorial or plot marker.

21. Paragraphs 12, 16, 18 and 19 also apply to headstones in the garden of remembrance.

Other types of memorial

22. Other types of memorial such as benches, trees, plaques or inscriptions will be considered by Burstwick Parish Council on an individual basis.

Permitted displays

23. Type. This can be fresh or silk flowers, wreaths and other soft decorative or commemorative items placed on a temporary basis. Items should be removed or replaced after 6 weeks to keep the cemetery looking fresh and tidy.

24. Location. All displays to stay within the headstone area of burial and cremation plots.

25. Safety. To help keep the cemetery tidy and for the safety of others, please secure any display materials and, when finished, dispose in the bins provided. No glass, sharp objects or anything that could cause injury or annoyance to other users or local residents should be left in the cemetery.

Please keep this information safely as any funeral arrangements made with Burstwick Parish Council will be deemed as an acceptance of these regulations.

Document review record

Item	Date
Updated regulations adopted by Parish Council	27/2/20
Addition of reference to resident definition under para 1	27/2/20
Updated regulations adopted by parish council	22/2/18
Document updated, fees info removed and kept on a separate document and text re-ordered for ease of understanding	14/12/17
Regulation 11 regarding dogs added	31/03/2016
Document updated to include new fee levels as agreed by parish council on 27/11/2015 New fees to take effect from 1 st April 2016	31/3/2016
Document adopted by parish council	27/11/2014