BARNTON CEMETERY RULES

Hayes Drive, Barnton, Cheshire, CW8 4JX

Introduction

The purpose of these rules is to ensure that our cemetery remains a safe and respectful place.

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1.0 Arranging a funeral service

1.1 Booking a burial service

Burials must be booked with the Parish Clerk's office by telephoning 01606 784270.

The following information is required to allow a booking to be made:

- Name, address and contact details of the funeral director or organiser
- Day, date and time* of service. *Please note that our funeral operational hours are Monday - Thursday 9:30 am – 3.00pm
- Full name, age and address of the deceased
- Address where the death occurred
- Size of coffin (feet and inches)
- Confirmation of whether a new grave or vault is required or an existing grave or vault is to be used
- For an existing grave or vault the section reference, and plot number
- Issuer of the burial certificate
- Officiating minister
- Applicant's full name & address - i.e. the person purchasing the new grave; the current owner of the grave deed, or the person applying to transfer ownership of the deed.

Once a booking for a burial service has been made a completed **Notice of Interment/Inurnment form, with the appropriate fee*,** must be submitted to the Parish Council Clerk's office no later than 48 working hours ahead of the scheduled service time. This completed form may only be submitted once a booking has been secured and will not be accepted as a way to request a burial.

* A full list of cemetery fees is available on request from the Clerk's office. Fees are reviewed annually. Please note also that the Parish Council operate a double fees policy in the case of non-residents.

On or before the day of the burial service a completed Cremation Certificate (issued by the crematorium), the Certificate for burial (issued by a Registrar) or the Coroner's Order for burial must be provided to the Parish Council Clerk. This is a legal requirement and is necessary to allow the burial to take place.

1.2 Grave preparation

All grave preparation, testing or excavation must be carried out by the councils nominated contractor. No other contractor shall be allowed on site without prior permission of the Clerk

1.3 Producing the grave deed

The Parish Council have the right to demand to see the Grant of Exclusive Right of Burial before a grave is opened. If the deed is lost, we have the right to demand a statutory declaration before a burial can take place.

1.4 Speculative enquiries

Enquiries about the availability of a specific date or time for a service are accepted. To avoid any misunderstanding clients who make an enquiry but then wish to proceed to make a booking must make this clear to the Clerk.

1.5 Alterations to funeral arrangements

Funeral directors and independent funeral organisers must notify the Clerk's office of any changes in requirements, in writing, no later than 48 working hours ahead of the scheduled funeral time. The change should be emailed (with the updated form attached) using the subject title '**Important - change in funeral details'.**

An additional fee may be charged when changes to funeral arrangements are made.

1.6 Arriving at the cemetery

The time booked for a funeral is the time that the cortege is due to arrive at the cemetery. You should keep to this time to avoid disruption to other funerals. If the cortege arrives early or late, it should wait until it is convenient to carry on. The Clerk should be notified if the funeral is running late/early.

2.0 Purchasing a grave or vault

2.1 Exclusive rights of burial

When purchasing a grave or vault you are buying the exclusive rights of burial, not the land itself. Once granted, exclusive rights of burial last for a 100 year term, after which, an option to extend the term is offered. The rights allow the owner to:

- Grant (or deny) permission for the grave or vault to be used for additional burials including the interment or inurnment of cremated remains.
- Arrange for the installation of authorised memorial items. Section three provides further information about this.

2.2 Transferring ownership of exclusive rights

In the event of the death of the owner of the rights of burial it is possible for ownership to be transferred. Transfers do not happen automatically so if you wish to arrange transfer of ownership please contact the Clerk to the Parish Council's office. Please allow time for the transfer to be processed - deed transfers are relatively complex and cannot usually be carried out on the same day.

The Clerk will require proof of entitlement to ownership. Depending on the circumstances this might mean you will need to produce a certified copy of the last will and testament identifying the executor/executrix. The information that you may be requested to provide is needed to make sure that ownership is only transferred to the correct person.

If the 100 year term expires and is not extended or transferred the exclusive rights of burial are automatically revoked and control returns to Barnton Parish Council.

2.3 Responsibilities of owners

Owners of exclusive burial rights for graves and vaults have responsibility for the general upkeep of the grave or vault and for the maintenance and safety of any memorials on them. Details about this are provided in sections three and four.

2.4 Maximum number of owners

The maximum number of grave or vault owners permitted is 3. If you wish to discuss shared grave ownership, or changing ownership, please contact the Clerk's office.

2.5 Change of contact details

Owners must inform the cemetery office of any change to their contact details. This is to ensure that ownership records are kept up to date and so that the Council can contact owners when necessary.

2.6 Wooden crosses

Wooden crosses are not permitted.

3.0 Memorials

When we lose someone it can be comforting to honour their memory by placing memorial items on their grave or in the cemetery grounds.

With your co-operation we can achieve a balance between freedom of expression and a degree of uniformity so that the cemetery environment is acceptable to most owners and visitors.

By complying with the rules you will also help to keep visitors and staff safe and will reduce the time spent removing unauthorised items (so freeing up time to spend on general grounds maintenance instead).

To make it easier to understand the rules, memorial items have been divided into two groups - memorials and tributes. Memorials are items intended to be long lasting or permanent and these are covered in section three. Tributes are items that are not long lasting and these are covered in section four.

3.1 Authorised memorials - graves

We wish to ensure that the cemetery grounds are a safe, dignified and respectful place. To help achieve this, only **authorised memorials** may be placed in the cemetery. An authorised memorial is one which:

Permission for the memorial has been granted by the Clerk and:

- The installation and/or associated works on the memorial is carried out by a BRAMM/NAMM registered memorial mason to BS8415:18
- The memorial is installed following approval of an application made **only by the owner(s)** of the exclusive rights of burial for that grave
- The memorial does not encroach or otherwise interfere with other grave spaces or authorised memorials; and
- **Does not impede or prevent routine grass cutting and/or other maintenance of the grounds**
- The memorial is not of a style which is offensive*, or likely to cause distress to other visitors including those attending funerals.
- Complies with size and materials guidelines

No person should install or arrange the installation of any type of memorial (including, but not limited to headstones, benches, and plaques) in the cemetery without first obtaining permission from the Parish Clerk.

** For example has racist, sexist, inflammatory imagery or text*

3.2 Obtaining permission for memorials on a grave space

To request permission for a memorial to be installed onto an existing grave space an application should be made to the Parish Clerk.

The application should be made by the owner of the exclusive rights of burial for the grave with the assistance of a memorial mason. The memorial mason must be BRAMM/NAMM registered and

approved to work in cemetery grounds. Once completed the application should be sent to the Clerk's office by email or by post.

Work to install a memorial must not start until the permission for that work has been issued by the Parish Council. The Parish Clerk should also be notified of the date and time that the work will be carried out once approved.

3.3 Permitted types and size of memorials on a grave space

Only authorised memorials which meet Parish Council requirements*, including permitted sizes, materials and types, may be placed or erected upon a grave space. **All new memorials must be fitted with a ground anchor as standard. The mounding up of graves is not permitted, nor are kerbstones.**

Memorials must be in a style and size in keeping with existing memorials in that area of the cemetery. Requests for permission to install a new memorial should clearly state the overall dimensions (including any plinths or similar), materials and inscription. In the case of a new memorial, it should also confirm that a ground anchor will be fitted.

The maximum size, (including base) for *full grave* memorials is 36"H x 30"W x 12"D; and for *cremated remains* memorial stones, a minimum of 24"H x 15"W, and maximum of 36"H x 21"W x 12"D. Materials should be either Marble, Granite, or Natural stone

3.4 Authorised Memorials - Above-ground Vaults

The above-ground granite vaults are each supplied with a standard black granite plaque measuring 450mm x 380mm, and one integrated gold flower vase.
A gold gilded inscription of up to 120 characters can be added to the plaque. Each vault can accommodate up to 4 cremated remains urns. Subsequent inurnments of ashes include the cost of a new memorial plaque each time, to add further inscriptions, subject to a maximum of 120 characters in total. All plaques and urns must be provided by the Parish Council's approved supplier, and may only be installed by the Clerk or BPC cemetery staff. **Tributes must be placed on or around the headstone/plinth only** and must not encroach on the lawned area of the cemetery

3.5 Other memorials

Memorials which are not installed on an existing grave space e.g. benches and plaques are only permitted with the written authority of the Parish Council. Applications should be made to the Parish Council for permission to install such memorials, who reserve the right to decide each application individually, and impose conditions on, and oversee it's installation.

Areas where memorials may be placed are restricted to help ensure that sites are safe and that the cemetery's environment is respectful and serene. The Parish Council will determine which spaces are available, if any, for memorials.

The planting of memorial trees/shrubs is not permitted.

3.6 Installing memorials

Only BRAMM/NAMM approved memorial masons may install memorials on a grave space.

3.7 Maintenance and safety of memorials

Where a memorial is installed on a grave space, the owner of the exclusive rights of burial has responsibility for that memorial. This includes ensuring that the memorial is kept in a good state of repair.

The Parish Council will not be responsible for any damage, theft or vandalism or any other circumstances beyond their control. Owners of memorials may therefore wish to obtain appropriate insurance to protect the memorial from unforeseen circumstances.

The Parish Council will periodically assess the condition of memorials and owners will be advised of any memorial considered unsafe so that they may arrange repair. If a memorial is unsafe or falls into a state of disrepair the Parish Council may take action and/or arrange necessary works to be undertaken if: a) the owner cannot be contacted or b) urgent action is necessary or c) the owner appears not to have taken action to address the condition of the memorial

The costs incurred may be recovered from the owner or registered as a charge against the grave, to be recovered when the grave is opened in the future.

3.8 Removal of memorials

No memorial shall be removed from the cemetery grounds unless the permission of the owner has been given and the Parish Council has been notified. The only exceptions to this are where:

a) It is necessary for the Parish Council to arrange for a memorial to be removed to allow for adjacent graves to be excavated. In such cases the memorial will be reinstated as soon as possible.

b) A memorial is unauthorised, unsafe, has fallen into a state of disrepair or is deemed objectionable by the Parish Council - in these cases the Council may remove the memorial without the permission of the owner and without notice.

If, for any reason the grave digger requests that a headstone is removed prior to a subsequent interment, the grave digger, stonemason, or funeral director should contact the Clerk to discuss further. Only with the full agreement of the Clerk may the grave digger, stonemason or funeral director then remove, temporarily store, and replace the headstone. The Parish council take no responsibility whatsoever for any associated costs, damage or loss resulting from this. All third parties undertaking work in the cemetery must ensure that they have full and comprehensive insurance cover.

4.0 Tributes

Tributes are commemorative items that are not long lasting. Placing a tribute to the memory of a loved one can be comforting, however, to facilitate maintenance of the cemetery, **tributes must be placed on or around the headstone/plinth only** and must not encroach on the lawned area of the cemetery.

4.1 Tributes on graves

Tributes on graves must not:

1. Present a risk to the health and safety of visitors or staff (e.g. fragile items which may shatter and items with sharp edges or points are not allowed including glass vases and ornaments)

2. Detract from an overall peaceful environment (e.g. tributes that are wind, solar, battery or powered in some way to emit light or sound are not allowed as they can interrupt the tranquil environment that bereaved visitors can expect)

3. Be placed on a grave unless it is with the permission of the owner of the exclusive rights for that grave

4. Encroach upon or interfere with other grave spaces or authorised memorials

5. Impede or prevent routine grass cutting and/or other maintenance of the grounds (fencing/kerbing is not allowed)

6. Be of a style which is offensive*, likely to cause distress to other visitors including those attending funerals.

7. No tribute of any kind may be placed behind the headstone of any grave. Tributes must be placed within the curtilage of the grave. The size and number of tributes placed on a grave should be proportionate.

8. BARNTON PARISH COUNCIL ACCEPT NO LIABILITY FOR TRIBUTES LEFT ON GRAVES

** For example has racist, sexist, inflammatory imagery or text*

4.2 Additional requirements - lawned graves

Tributes may only be placed on the headstone and headstone plinth of a lawned grave. The remainder of the grave space must remain free of tributes. The only exception to this is for floral tributes which may be placed anywhere on a grave immediately following a funeral service or at significant times of the year such as birthdays and anniversaries.

We do not allow mounds and surrounds on graves in the lawn section. Fencing or kerbing is not allowed. Neither do we allow plants, ornaments, vases or kerbs.

After a burial the ground requires time to settle. If however after a period of 6 months, the grave owner has any concerns that the grave has sunken, or requires reseeding, please contact the cemetery office and we will discuss options with you.

4.3 Plants and shrubs

Planting of shrubs or plants on grave spaces is not permitted. Plants and shrubs are only permitted if they are in a durable container and are placed on either the headstone or headstone plinth.

4.4 Removal of tributes from graves

Floral tributes should be removed from a grave when they have perished or (in the case of artificial flowers) have become dilapidated. The Council may remove and dispose of such floral tributes, without notice, if the person(s) who placed the tribute has not done so.

If it is necessary to temporarily move tributes from a grave (e.g. in order to level a grave or to prepare a new grave) they will be moved with care and returned to their original location as soon as practical.

Tributes which do not meet requirements or which are broken, dilapidated or deteriorated may be removed and disposed of, without notice.

On an annual basis Christmas wreaths, flowers and any other tributes will be removed and disposed of. This will usually be carried out during the second week of February, anyone who wishes to recover a tribute should do so before this time.

Removal of tributes (general)

The Council has the power to remove any tribute, which it deems objectionable or of unauthorised type or size or which may have fallen into decay or is classified unsafe. Removal may be carried out without notice.

5.0 Cremated remains

5.1 Scattering of cremated remains

Scattering of ashes is not permitted within the cemetery grounds.

6.0 Visiting cemetery grounds

6.1 Opening times

The cemetery grounds will be open to the public every day of the year. Funeral service times are restricted (See 1.1 above); and must be agreed with the Clerk beforehand.

6.2 Expected behaviour

All persons shall conduct themselves in a quiet, orderly and respectful manner when visiting cemetery grounds.

For their own safety children under the age of 12 should be accompanied by a person aged 16 or over when visiting the cemetery. Parents and guardians are asked to help ensure that this rule is complied with.

No alcohol may be consumed within the cemetery grounds.

It is an offence to:

- Wilfully create a disturbance or to commit a nuisance at the cemetery
- Wilfully interfere with any burial taking place
- Wilfully interfere with a grave, tombstone or other memorial
- Play games or sports at the cemetery

No demonstration of any kind shall be allowed within the cemetery or any religious service other than the service at the time of interment, without prior consent of the Council.

6.3 Vehicles

No vehicles are allowed in the cemetery grounds. The only exception to this are contractors authorised by Barnton Parish Council.

6.4 Dogs

Persons visiting a grave may bring a dog with them so long as the owner or person in charge of the dog keeps the dog on a lead and the dog is kept under control at all times. Dog faeces must be removed and deposited in an appropriate and responsible manner by the dog owner/ person in charge of the dog. Any person who does not abide by this may be liable to prosecution.

6.5 Unauthorised Advertising or selling is prohibited

No unauthorised person is allowed to distribute business cards or advertisements around the cemetery. No unauthorised person is allowed to solicit, sell, offer for sale or advertise for sale within the cemetery or at the entrance any article of commodity of any description.

Contact us

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