

# Granby Cemetery Regulations

These regulations have been written by Granby cum Sutton Parish Council and are intended to ensure that Granby Cemetery is maintained to the highest possible standards. The following guidelines are set out to take into account some of the rules and regulations that exist. The Parish Council's concern is to provide and preserve a fitting amenity for the village. We trust they will be helpful to you when you are considering and making any plans.

Granby cum Sutton Parish Council is the owner of the cemetery and welcomes all visitors. We ask you to please respect the peace, dignity and reverence of the site. The following rules and regulations are intended to create a harmonious environment, and to ensure that the cemetery is maintained in a good and safe order for the future.

Granby cum Sutton Parish Council operates the cemetery as a Burial Authority under powers set out in the Local Government Act 1972 section 214. The day-to-day operation of the cemetery is delegated to the Parish Clerk acting as Burial Clerk.

A plan of the cemetery showing the situation of each grave, with the Register of Burials is kept at the office of the Parish Clerk where all enquiries should be made.

## **General Rules**

The cemetery is never locked; however, on grounds of safety we recommend that visitors do not enter during the hours of darkness.

All persons entering the cemetery do so at their own risk – the Council does not accept any liability for injuries or damage sustained however caused. Special care should be taken when walking between the burial plots as the ground may be uneven.

## ***How you can play your part***

If you identify a hazard please report this to the Parish Clerk.

Children and Young People under the age of 16 are not permitted into the cemetery except under the care and responsibility of a responsible adult. We request that children are discouraged from walking or climbing on the memorial masonry.

No dogs except guide dogs are permitted into the cemetery. Please close the gate on entering and leaving the cemetery.

We request that all litter and unwanted flowers and wreaths are disposed of in the dustbins provided.

## **Funeral Directors**

Funeral Directors will be required to acknowledge acceptance of the following regulations.

No burial (including the burial of ashes) shall take place without prior consent of the Parish Clerk.

Applications for interment must contain full details of the deceased, the proposed interment and proof of ownership of any exclusive right of burial, if applicable. The

application should be accompanied by the appropriate fee for interment and presented at least two clear days before the intended date.

The Parish Clerk will confirm receipt and mark out the plot.

The Certificate of the Death of the person to be buried or the Coroner's Certificate (when an inquest has been held) must be delivered to the Parish Clerk on or before the day of burial.

Each body brought to the cemetery for interment must be contained in a suitable coffin or shroud. Coffins or shrouds will not be accepted unless they bear adequate particulars relating to the identity of the deceased person therein.

Coffin materials other than traditional timber will be considered.

The scattering of ashes will be permitted in a designated area. Contact the Parish Clerk for details.

The grave digger must be approved by the Parish Council. Anyone doing any work whatsoever at the burial ground in relation to a grave, memorial or any other purpose must undertake the work with due regard for the safety of themselves and the general public. This includes shuttering the ground where necessary and providing suitable protection for the public at all times. Unattended graves must be covered. A Risk Assessment and Method Statement should be prepared and third party insurance cover of £3 million held. Evidence of these should be made available for inspection by the Parish Council.

Surplus earth must not be deposited elsewhere in the cemetery and must be removed from the site. After burial the grave digger will be required to return, at no charge to the Parish Council to make good any ground settlement for a period of 18 months.

## **Memorials**

All headstones, memorials and inscriptions are to be subject to the approval of the Parish Council.

Applications must be submitted to the Parish Council on the appropriate Memorial Application Form for approval of the following:

- to place a new memorial in the cemetery
- to alter, repair or add to an inscription
- to replace, add to or remove from the cemetery any memorial or kerbset

The application form and appropriate fees should be submitted at least 2 weeks in advance of the proposed date of the work.

A memorial stone may only be erected on a plot with Exclusive Rights.

The following memorials are permitted:

- One-piece upright headstones of simple rectangular shape with either a curved or straight top

- Height- no more than 1200mm nor less than 750mm measured from the surface of the ground
- Width- no more than 900mm nor less than 500mm
- Thickness- no more than 150mm nor less than 75mm (except slate, not less than 38mm)
- Headstones must be sunk directly into the ground to a minimum of a third of its height and firmly tamped into the earth
- Alternatively a flat stone of a size not more than 900mm or less than 300mm in either direction may be secured so that its upper face is level with the surrounding ground
- A vase. This must be set into the ground so that when not in use it does not protrude above ground level
- Casket size for Garden of Remembrance 300mm x 240mm

The following memorials are **not** permitted:

- Crosses
- Statues and other representational designs
- Flat stones covering the whole grave area
- Kerbstone surrounding the grave

### **Responsibilities**

Any memorial erected in the cemetery remains the property and responsibility of the grave owner or their personal representative, and therefore remains in the cemetery at the sole risk of, and must be kept in a good state of repair by, the said owner or personal representative.

The Parish Council will not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.

In accordance with Article 14 Local Authority Cemeteries Order 1977. The Parish Council reserves the right to:

- Remove any memorial which has been installed without the appropriate authorisation;
- Remove any memorial which has become or is likely to become dangerous, or is in a derelict or unsightly condition;
- Remove or exclude from the cemetery any memorial not executed in a workmanlike manner, or from sound materials, or which would in the opinion of the Parish Council disfigure the cemetery or offend public decency;
- Monuments, gravestone or other structures that have become unsafe may be required to be removed. If the owner fails to comply with any such requirement within 28 days, or if the Parish Council deems removal to be effective immediately the council may carry out the work without incurring any liability for any damage arising and the cost thereof shall be recovered from the owner.

## **Maintenance**

The overall responsibility for maintaining the cemetery in a safe and tidy condition rests with Granby cum Sutton Parish Council. We will encourage the participation of the community in the care and maintenance of the burial ground. We will consider appropriate suggestions that further this aim, including gifts and sponsorship of approved furniture for the use of visitors, and any help towards the cost of maintaining the cultivated areas. However no authority is given to any individual, group or organisation to undertake any general work associated with the burial ground without the specific permission of the Parish Council before any work commences.

The Parish Council encourages the maintenance of an individual grave including the local trimming of grass. It is not permissible to use any fertiliser or other chemicals including weed killers in the course of this maintenance.

Plants including bushes, trees and summer flowering bulbs are not permitted. Permission will not be granted for anything that interferes with the general maintenance of the area.

Artificial flowers are permitted at the discretion of the Parish Council. Faded or inappropriate artificial flowers may be removed.

Christmas wreaths or Remembrance Day poppies are permitted but these should be removed within two months of the occasion.

## Granby Cemetery

### Agreement to erect and maintain a memorial

I (full name).....

Of (address).....

.....

Being the (enter relationship to deceased).....of.....

Apply to erect a memorial on grave plot number .....at Granby Cemetery.

I enclose the Certificate of Exclusive Rights to the plot.

I have read and agree with the regulations in force at the time of this agreement.

I supply details of the memorial and the proposed inscription.

I understand that this agreement will terminate after 100 years from the date of signing. Applications to renew can be made at any time but must not exceed 100 years.

During the term of the agreement I agree to keep the memorial in a safe and tidy condition at my own expense within twenty-eight days of receiving a request to carry out such work.

I agree to notify the Parish Council of any change to my contact details.

The Parish Council will consider an application to transfer responsibility of the memorial to another person. Applications should be made on the approved application form.

Signed by the applicant.....date.....

The Parish Council has considered the above application and grants consent.

Signed on behalf of the Parish Council.....Parish Clerk

Date.....

*These regulations and fees were approved by the Parish Council on 13/01/2011 and were adopted from this date.*