**NORTH SCARLE PARISH COUNCIL**

**NORTH SCARLE CEMETERY**

**BURIAL GROUND POLICY**

* The Cemetery will be open to members of the public at all times.
* The Burial Ground is administered by and is under the charge of the Clerk to North Scarle Parish Council (the Council) whose office is at PO Box 1344, Lincoln LN5 5UE.
* The Council will maintain the Burial Ground in a good and decent order. The Council reserves the right to prune, cut down or remove any shrubs or trees within the Burial Ground at any time in order to maintain decent order.
* All Burial Records are kept at the Parish Office and will be made available to individuals with an established interest who can request information from the Clerk.
* The allocation of all grave spaces is subject to agreement and approval of the Clerk and shall be subject to payment of fees applicable at the time of allocation.
* Cycling is not permitted within the Cemetery.
* Dogs are permitted in the Cemetery but must be kept on a lead at all times and must not be allowed to foul the Cemetery.
* No vehicles are permitted within the Cemetery ground except those of:

i) An officer of the Council

ii) A person authorised by the Council to perform any work within the Cemetery

iii) A person who due to exceptional circumstances has been given prior permission by the Council

GENERAL

* Any spent flowers, waste materials, etc should be discarded in the litter bin by the Memorial Well.
* Excess soil from any excavation should either be taken away or placed in the designated area (far left southern corner of the cemetery).

MEMORIALS

* Before the erection of any memorial or other work relating to a burial plot an application must be made to the Council on the appropriate form provided. This application must include a drawing/sketch with measurements and nature of the proposed memorial, along with full details of proposed inscription. Subject to approval and on payment of the appropriate fees, authorisation will be granted. No memorial may be erected, or inscription made, unless approved by the Clerk to the Parish Council.
* All Memorials shall be constructed of good quality stone with all fixings made in accordance with recognised trade standards (Recommendations of National Association of Monumental Masons (NAMM) or equivalent) and shall be stabilised using the recommended underground fixing. Headstones shall be erected vertically on the outer edge of the plot at the head of the grave and shall not exceed 900mm (3 feet) in height measured from the ground nor 900mm (3 feet) in width, nor 100mm (4 inches) in thickness and shall be in positions approved by the Clerk. Exceptions may be made where an applicant requests a memorial stone which is for two people buried next to each other.
* In the event of neglect of any memorial, after 3 months’ notice posted or delivered to the last known address of the owner, the Council shall have the right to remove or otherwise dispose of any such memorial as they may direct. The Council reserves the right to take any such action as may be deemed appropriate in cases of neglected or vandalised memorials which (but without prejudice to the generality of the foregoing) have become a danger to the public and the cost of such action may be sought from the family or legal representatives.
* All persons erecting headstones or memorials must use such means as to protect the grass and the walks and shall be responsible for the clearing of the site following erection of the same including surplus materials.
* It is the responsibility of the owner of the headstone to consider purchase of insurance. The Parish Council is not responsible for insuring headstones.
* The erection (or renewal) of a wooden cross is not allowed other than for a temporary period not exceeding six months, following interment. In default of this regulation the Council reserves the right to remove any such cross.
* Flowers and shrubs must not be planted on purchased graves. The Council will remove any shrubs, plants, or flowers that have been planted in the vicinity of burial plots. This to facilitate proper and effective maintenance of the burial ground.
* No vases (other than those incorporated within a memorial), shrubs, trees, plants, artificial wreaths, jars, toys or memorabilia, railings, fencing, or other structures enclosing the grave, shall be permitted. Any breach of this condition may result in the removal of any such item by the Council. This is to facilitate the proper and effective maintenance of the burial ground.
* No headstone, monument or tomb shall be permitted to be erected over any grave in which the Exclusive Right of Burial has not been purchased.
* No memorial will be allowed in the cemetery except on the condition that the memorial be erected and remain at the owner’s sole risk and the Council shall not be held responsible for any damage which may occur to the memorial.
* The name of the firm supplying or erecting a memorial may be cut in small letters at the back of the memorial and nowhere else. No other form of advertising or canvassing within the Cemetery will be permitted.
* Vehicles conveying memorials into the Cemetery must keep to the carriageways.

INTERMENTS

* All burial plots are suitable for the interment of a single coffin.
* The Council will grant to any person, the exclusive right of a burial plot, in the designated area for burials, for a period of 100 years. Appropriate fees will be paid to North Scarle Parish Council
* No burial shall take place, or any memorial placed relating thereto, without the prior permission of the Clerk to the Parish Council. All excavations for the interment shall be undertaken only by persons approved by the Council
* In every case a minimum of 1 week’s notice shall be given to the Clerk, confirmed in writing within twenty-four hours, excluding weekends, Public and Bank Holidays. The only exceptions to this rule are in cases of epidemic diseases and where extraordinary circumstances prevail.
* No grave shall be raised using turf, or any other means, above the level of the ground in the immediate vicinity.
* Every notice of interment shall be on the form provided or otherwise agreed by the Council and must contain a full and true statement of the particulars required and be signed by the applicant. All fees and charges shall be paid at the time of giving notice and no interment will be allowed to take place in any grave for which any fees remain unpaid.
* Orders or instructions received by telephone shall be confirmed in writing as soon as possible. The Council will not accept responsibility for loss of any remittances or instructions forwarded by post.
* The Registrar’s or Coroner’s Certificate for the disposal shall be delivered to the Clerk prior to the funeral taking place.
* Flowers and wreaths may be placed on the actual area of the grave, but the Council reserves the right to remove these after 2 weeks.
* Some disturbance to floral tributes may be necessary if further interments occur in adjacent grave spaces. Any floral tributes that are displaced from the original gravesite will be replaced where possible. Where displaced tributes cannot be readily identified they will be collected and removed.
* Burials can take place Monday – Friday.
* The scattering of cremated remains is not permitted.
* Interment of cremated remains can take place Monday – Friday. If exceptional circumstances arise where weekend interments are required, this may be agreed at the discretion of the Clerk
* Interment of cremated remains can take place in a purchased plot at a depth of at least 18 inches with the ashes enclosed in a biodegradable container. Arrangements must be made with the Clerk in advance and details of the deceased provided to the Clerk.
* Cremated remains of relatives already interred in the cemetery may be added to the appropriate grave (on production of the appropriate paperwork). This must be done by way of interment at a depth of at least 18 inches with the ashes enclosed in a biodegradable container or by the cutting of a channel in which the cremated remains are placed and covered. All removed turf must be replaced. Arrangements must be made with the Clerk in advance and details of the deceased provided to the Clerk.

OFFENCES

Under the Local Authority Cemeteries Order 1977, Section 18, no person shall:

* Prevent, interrupt or delay by any violent or indecent behaviour the burial of any body
* Create any disturbance or cause a nuisance within any part of the Cemetery
* Interfere wilfully with any grave, vault, tombstone, memorial, or any flowers, plants or other such matter
* Use indecent or obscene language to the annoyance of any person within the Cemetery
* Carelessly use or throw lighted matches, throw stones or any other missiles, play any games or sport in any part of the Cemetery

The Council reserves to itself the power to make alterations from time to time in the foregoing rules and regulations.

Version 1

Approved: 8 March 2023