Kirk Smeaton Parish Council

Clerk to the Council - Kate Bowden Tel: 01977 621628
email: kirksmeatonclerk@gmail.com

Cemetery Rules and Regulations

1. General

1.1. The Cemetery is normally open to the Public between dawn and dusk each day.

1.2. The Cemetery is administered by and under the charge of the Clerk to KSPC.

1.3. The Parish Council will maintain the Cemetery in good and decent order. The PC reserves the right to prune, cut down or remove any shrubs or trees within the Cemetery at any time for maintenance purposes and to keep the Cemetery in good order.

1.4. Plans of the Cemetery are kept at the residence of the Clerk and may be seen during normal working hours at a time agreed with the Clerk (email above). A copy of these Rules and Regulations together with list of fees etc may also be obtained. All Burial records are kept at the residence of the Clerk and will be made available upon request to individuals with an established interest.

1.5. *The reservation and allocation of all grave/cremated remains plots* - when reserving a plot, residents will be able to select a plot from those given as available. In the event that no selection has been made, the allocation will be on a 'next available plot basis.' The 'next available plot basis' also applies to requests for a plot with immediate interment. Allocation of grave plots is subject to payment of the fees applicable at the time. Further fees are payable upon interment and erection of a monument. These fees can be paid altogether at the time of allocation. Please note: refunds cannot be given on pre-purchased plots where the owner/s decide it is no longer required. The transfer of ownership is available subject to the completion of the necessary transfer form.

2. Burials

2.1. No burial shall take place, or any memorial placed relating thereto, without the prior permission of the Clerk to the Parish Council and all relevant forms completed. All excavations for the interment shall be undertaken only by the person approved by the Council (at this time Mr George Hill).

2.2. A minimum of one week's notice shall be given to the Clerk whereupon the details of the interment shall be completed on the correct form provided, and dates for the funeral agreed. All fees and charges shall be paid prior to the interment.

2.3. Order or instructions received by telephone must be confirmed in writing within 24 hours. The Parish Council will not accept responsibility for any loss of remittance forwarded by post.

2.4. The Registrar's Certificate for the disposal shall be made available prior to the funeral taking place wherever possible.

3. Memorials

3.1. Before the erection of any memorial or other work relating to a grave plot an application must be made to the Clerk of the Parish Council.

3.2. The Application Form must include a drawing/sketch with measurement and nature of the proposed memorial.

3.3. A minimum of **3 months** must be left from the date of the burial before any memorial can be erected.

3.4. The overall requirement is that the monument should be sympathetic with and blend into both the cemetery as a whole and where it is situated in particular.

3.5. All memorials should be made of natural stone, slate, granites or marble.

3.6. Headstones shall be between 750 to 1200mm in height, 500 to 900mm in width and 75 to 150mm thick (for slate minimum thickness is 38mm).

3.7. A headstone may stand on a base, provided that such a base is an integral part of the design and does not project more than 100mm beyond the headstone in any direction (except where a receptacle for flowers is provided, in which case this should be flush with the top of the base and may project 200mm in front of the headstone.) Due regard should be paid to the nature of the ground and the problems of settlement. All fixings to be made in accordance with recognised trade standards (recommendations of National Association of Monumental Masons or equivalent)

3.8. No kerbs, railings, paving, built-in case containers or chippings are permitted.

3.9. Figure statuary, cameos, portraitures or photographs are not permitted.

3.10. Memorial for cremated remains must measure 46 cm x 31 cm (18” x 12”) and cover the plot completely.

3.11. The Christian name(s) and surname of the deceased should be given with an indication of the dates of birth and death. Inscriptions must be simple and reverent and should be incised, or in relief, and may be painted. Plastic or other inserted lettering is not permitted. Additions may be made to an inscription at a later date following a subsequent interment in the same grave or for other suitable reason. However, any such addition must be separately approved and must be in keeping with original.

3.12. No advertisement or trademark shall be inscribed in a gravestone (the mason’s name may be inscribed at the side or reverse with unfilled letters no larger than 20mm in height).

3.13. Monuments may not be removed without permission. The clerk must receive notification of the date of removal and return.

3.14. Monuments remain the property of the ‘heirs at law’ who are responsible for maintaining them.

3.15. Neither the reservation of a grave space, nor the right of burial nor the erection of a monument, confers any right of ownership upon the relatives of the deceased.

3.16. All excess material from both grave excavations and memorial installations must be removed from the cemetery.

3.17. In the event of neglect of any memorial and if deemed unsafe, the Council reserve the right to lay the memorial down. The Council will endeavour to contact any family member before this happens.

3.18. Persons working in the Cemetery must at all times be conscious of the sanctity of the Cemetery and work around existing grave sites.

4. **Approved List of Memorial Masons**

All stonemasons who carry out work in Kirk Smeaton Cemetery must hold a current registration with BRAMM (British Register of Accredited Memorial Masons) and all work must be carried out in accordance with the NAMM (National Association of Memorial Masons) or BRAMM current Code of Conduct which complies with BS 8415. This ensures that the stonemason is suitably qualified, competent and will always provide high standards of workmanship. Further details of these organisations can be found on their respective websites: www.namm.org.uk and www.bramm-uk.org

5. **Interment of Cremated Remains**

5.1. Cremated remains may be interred in an existing grave plot and must have the permission of the Clerk and relevant documents completed. The cremated remains must be placed in a suitable container. The registered gravedigger must be employed to make the excavation. It is an offence for any persons to place cremated remains in an existing grave plot without permission and the relevant documentation completed.

5.2. The Parish Council has identified an area in the Cemetery where cremated remains may be placed. It is possible to purchase one of these special plots by applying to the Clerk to the Council. As with a burial plot, the registered gravedigger must be employed to make the excavation. Two containers of cremated remains may be placed within this plot but these must not be mixed together.

6. **General Conduct**

6.1. Persons within the Cemetery shall at all times conduct themselves with proper decorum and any person found conducting him or herself in a noisy, discourteous or disorderly manner will be expelled from the Cemetery.

6.2. Children under the age of 14 years will not be admitted except under the supervision of a competent adult.

6.3. Dogs are not allowed in the Cemetery unless secured on a lead and must be prevented from fouling the area.

6.4. Cycling is prohibited.

Kirk Smeaton Parish Council reserves the right to amend the above regulations at any time.