

FLITTON & GREENFIELD CEMETERY – RULES AND REGULATIONS

CHARGES

1. The fees, payment and sums are set out in the Scale of Fees and Charges (see Appendix 1) and apply where the person to be interred or in respect of whom the right is granted is, or immediately before his/her death was, a resident of the Parish of Flitton and Greenfield (please see section below for definition). For non-residents the fees are multiplied by four. No charge will apply to serving members of the Armed Forces, Fire, Police or Ambulance Services.

RESIDENTIAL QUALIFICATION AND FEES

2. A deceased person is deemed to be a resident of the Parish of Flitton and Greenfield if
 - that person's ordinary place of residence was within the Parish of Flitton and Greenfield, as shown on the electoral register. NOTE: proof of residency will be required – e.g. a bank statement, utility bill, etc., dated within the preceding 6 months.
 - that person has not lived in the Parish for the last three years but would normally reside in the Parish except ill health, infirmity or disability has meant that they have moved into care with a registered provider or a family member located outside of the Parish.
 - in the case of a still-born child, where the parents (or one of them) are or at the time of interment were, residents of the Parish of Flitton and Greenfield
3. For non-residents the fees are as set out in the Scale of Fees and Charges at Appendix 1, but in summary are four times those of a resident
4. The resident rate will be applied if a plot has been pre-purchased (this is only available to residents at the time of purchase) and the Exclusive Right of Burial has already been granted to the resident.

EXCLUSIVE RIGHTS OF BURIAL

5. In order to own the exclusive right of burial or for the exclusive right of burial of cremated remains, a Deed of Grant will be issued to the purchaser for the period of 100 years.
6. The fee for this is set out in the Scale of Fees and Charges
7. It is necessary for the Parish Council to have up to date records of plot owners in advance on the Burial Request Form, in order to grant the Exclusive Rights, including name, address and contact details. A supplementary contact is also requested.
8. It is the responsibility of plot owners to maintain the plot and the headstone as part of the Exclusive Rights (in accordance with the Rules and Regulations below) and from time to time the Parish Council may need to get in touch with the owner if there are any issues which need attention. It is also therefore the responsibility of the plot owner, or their successor, to update contact details (if they change) with the Clerk to the Parish Council.
9. In the case of out-of-date contact details, where the Council is unable to get in touch with a plot owner, a notice will be displayed on the cemetery notice board and the Parish website, for a period of three months seeking contact.
10. After this time, the Parish Council will take any action necessary to maintain the plot in a safe and secure manner. This will mean that any loose headstones are laid down to prevent them falling over and any reinstatement will then be the plot owners responsibility and cost.

RESERVATION OF PLOTS

11. Reservation of grave space may be made by residents only on payment of the relevant fee as set out in the Scale of Fees and Charges
12. Reservation must be accompanied by the purchase of the Exclusive Rights (see above)
13. The purchaser is responsible for marking the plot with a paving stone and the Clerk will make the appropriate entry in the Exclusive Rights register

14. Arrangements can be made through the Clerk to the Council, with the Cemetery gardener, working at his hourly rate, to mark the plot with an appropriate paving slab, if this should be required.

BURIAL ARRANGEMENTS

15. Due to the number of organisations involved in a burial or interment of ashes, the Council requires that all arrangements are made through a Registered Undertaker
16. Fees indicated in the Scale of Fees and Charges do not include the digging of the interment grave for burials, this is managed by the Undertaker. The Parish Council can make the arrangements for the digging of ashes plots as set out in the Fees and Charges
17. Surplus soil excavated from any grave is to be carted away immediately from the Burial Ground.
18. The Registrar's Certificate for Burial (Green form) must be in the Undertakers possession prior to the burial being arranged and a copy of it passed to the Parish Council at the first possible opportunity
19. Notice of interment, with the name, residence and other particulars relative to the deceased, must be given and the fees and charges agreed before the ground is opened and received within 5 working days after the burial.
20. The plot holder must sign the Application for Burial Form at the time of submission, to indicate that they will comply with the Rules and Regulations
21. Notice of interment must be given at least two clear days before the funeral and for an interment on Monday notice must be given on the preceding Friday except in exceptional circumstances.
22. The Council will allow only single or double depth burials per plot. The first burial should usually be a full interment, and the second may, at the discretion of the Council, be an interment of ashes so long as this is made clear on the inscription. Where there have already been two full interments in a plot, the Council may permit a maximum of two subsequent ashes interments providing there is sufficient depth of soil remaining in the plot to allow for this. The Council will require written confirmation of sufficient depth from the Undertaker acting on behalf of the grave owner before permission is granted. The full burial cost applies. The full burial cost applies.
In the case of ashes interments, the Council will allow a maximum of two interments per plot. The full interment cost applies to each interment.
The Council will allow only single or double depth burials. The first burial should usually be a full interment, and the second may, at the discretion of the Council, be an interment of ashes so long as this is made clear on the inscription. The full burial cost applies. In the case of ashes interments, the Council will allow a maximum of two interments per plot. The full interment cost applies.
23. Interments will be allowed on Saturdays, but no interments will be allowed on Sundays or Bank Holidays (except in the cases of emergency – the certificate of a coroner or registered medical practitioner stating that immediate burial is necessary, will be required.)
24. Brick graves or vaults are not permitted
25. Caskets must be made of a bio-degradable material. Metal caskets are not permitted
26. Permission is required for ashes to be scattered in the Garden of Remembrance and this may be commemorated with a memorial plaque (see fees and charges)

PLOT LAYOUT(S) AND SIZE

27. The maximum burial plot (excavated) size is 7' x 2'6" for adults and those aged 16 and above
28. The maximum plot area for interments which may be tended, including the headstone will not exceed 7' x 2'6"
29. Edging or stone chippings on burial plots must be contained within the tended area only. Edging should be no more than 2" wide by 2" above ground, must measure no more than the permitted 7' x 2'6" as maximum and be in keeping with the cemetery.
30. The tended plot area where ashes are interred may be a maximum area of 2' x 2' including the headstone. The height of the headstone may not exceed 2' including the plinth.

31. Where brick vaults have been installed prior to 2016, edging stones of a removable construction may be installed to the outer edges of the vault construction, but these should be no more than 2" wide by 2" above ground to be in keeping with the cemetery. Permission must be sought and approvals given before any kind of edging or surrounds are used.
32. The maximum burial plot (excavated) size is 2' x 2' for infants in a separate part of the cemetery. Applications only by request through the undertaker
33. The tended plot area for infants is 2' x 2' including the memorial headstone, which must not exceed 2' in height including the plinth
34. No edging including stones, fencing or any kind of wooden/plastic is permitted around cremation or infant plots

MEMORIALS SIZE AND SPECIFICATION

35. Memorial stones on Principal Burial plots must not exceed the following dimensions - 3' high (including the base) x 2'6" wide (including the plinth) x 3" deep. The base must not exceed 3" high x 2'6" wide x 12" deep see the Fees and Charges for more details of sizes and fees applied.
36. One formal memorial vase (stone or similar material) which is free-standing will be permitted within the plot area and charged according to current fees. It must not exceed 1'5" in height and must be positioned within the specified tended plot area (see 28 and 33 above)
37. Base plinths may include a maximum of two integral flower containers
38. Memorial stones on ashes plots must not exceed the following dimensions- maximum overall height must not exceed 2' (including the base) x 2' wide (including the plinth) x 3" deep
39. One formal memorial vase (stone or similar material) which is free-standing will be permitted within the ashes plot area and charged according to current fees. It must not exceed 1' 5" in height and must be positioned within the specified tended plot area (see 36 above)
40. Any other features with size specifications are included in the list of Fees and Charges

TEMPORARY MEMORIALS AND/OR ADORNMENTS

41. Fresh flowers, plants or silk flowers may be placed in temporary containers or vases so long as they are within the tended plot area and they are removed periodically. The Council reserves the right to remove them to prevent littering (if this has not been done by the grave owner). They will be discarded if they have blown off the grave and are littering the cemetery
42. No rose, bush plants or standard, shrub, or tree shall be planted on any plot area or any planting undertaken in the surrounding area.
43. Adornments or any other objects may not be placed outside the tended plot area or on any trees or in the hedgerow(s).
44. Glass bottles or other glass-based receptacles, solar lights, windmills, flags, tinsel and alcoholic tributes are not permitted in the Burial Ground. Relatives are advised to seek the opinion of the Council as to permitted ornaments in the event of any doubt as to suitability
45. The Council will remove any unauthorised memorials, kerbs, railings, receptacle for flowers, horticultural decoration or ornaments which it considers unsuitable. The Council may recover the cost of removal of these items from the holder of The Grant of Exclusive Right of Burial to that grave, in accordance with the powers and procedures set out in Article 14 of The Local Authorities Cemeteries Order 1977.
46. Temporary wooden crosses may be placed on the tended plot area immediately after the burial but must be removed when the permanent memorial is erected or by six to nine months of the burial. The Council reserves the right to remove the temporary wooden cross once the permanent memorial has been erected if this has not been done by the grave owner or after six to nine months, whichever is the soonest. Any costs incurred shall be recoverable from the owner as a simple contract debt in any court of jurisdiction.
47. Plot owners may request that the whole plot be grassed over and indeed this will be done regardless if the tended area is left untended after the memorial stone is erected or a six-to-nine-month period, whichever is the soonest
48. Any plot which is left in an unkempt state will be grassed over in order to maintain the amenity of the cemetery grounds

It is the plot owner's responsibility to maintain the tended area of the plot. Where upkeep is not maintained the Council will make every effort to contact the plot owner to resolve but reserves the right to make changes to or tend the plot to upkeep the tidy appearance of the cemetery.

ARRANGEMENTS FOR PERMANENT MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS

49. Permanent memorials may not be installed before 6 months has elapsed, at which point any temporary memorial or wooden cross should be removed
50. Permanent memorials should be in position within 9 months of the interment. Any wooden cross will be removed at this point.
51. Before any memorial is placed in the Cemetery a drawing thereof showing the dimensions, type of stone and finish, system of fixing and the inscription of be placed thereon shall be prepared by the Stone Mason on the relevant application form and sent to the Clerk to the Council for approval.
52. Application forms for permission to erect a memorial stone are available from the Clerk to the Council or on the Village website <https://flittonandgreenfieldparishcouncil.gov.uk/parish-services/flitton-cemetery/> The application forms must be duly signed and dated by the registered owner of the Exclusive Right of Burial and be accompanied by the appropriate fee.
53. Memorials may not be fixed until formal written approval is given by the Council. On completion of the work the person who has fixed the memorial should inform the Parish Clerk without delay.
54. Monuments or other memorials shall not be altered or interfered with after they have been erected in the Burial Ground in accordance with the designs submitted to and approved by the Council.
55. No inscription may be cut, nor work of any kind undertaken to any monument or memorial within the Burial Ground without the prior written consent of the Council.
56. Memorials must be of a material approved by the Council. Granite, Marble or Dressed Stone.
57. All monuments and materials must be conveyed into the Burial Ground in such a manner as not to cause any damage to roads, footpaths or turf. If any damage is done to the Council's land or premises by bringing in any materials, gravestones, or monument or from any other cause, the person or persons doing such damage will be held responsible for the same and the Council may recover the cost of repairing such damage from such person or persons.
58. The Stone Mason erecting a memorial must be registered with NAMM/BRAMM and must have current public liability insurance
59. For each inscription on the headstone, after the first, a fee is payable
60. The Stone Mason erecting a memorial shall ensure that the relevant Grave Number is inscribed 2" (50 mm) above ground level on a suitable part of the memorial.
61. Anyone erecting a monument or who undertakes any Memorial work within the Burial Ground not in compliance with these regulations will be required to remove the said memorial and pay all costs involved.
62. Garden of Remembrance memorial plaques may be placed around the perimeter edging of the garden following consent and must not exceed 6" x 4". Permission and approval is required and an application including wording must be made to the Clerk to the Council in advance
63. The Council will not be responsible for any damage to monuments, gravestones and other structures other than damage occasioned by the negligence of its officers or workmen.

ARRANGEMENTS FOR ANY POST BURIAL CHANGES TO THE PLOT

64. Any changes to the plot post memorial stone installation or after six to nine months, will need to be approved by the Parish Council. This relates to any permanent or semi- permanent feature to be amended or added to the plot, including artificial grass which may be laid, but the council needs to be satisfied that this is done professionally to avoid any trip hazard. Any permanent or temporary post burial additions may not be fixed until formal written

approval is given by the Council and approval will only be given if the work is undertaken by a registered stone mason as above.

- 65 Before any changes are made a drawing thereof should be submitted, on the relevant application form and sent to the Clerk to the Council for approval.
- 66 There is a fee for making this application – for details please contact the Clerk to the Council or refer to Cemetery Fees and Charges document on the Parish website
<https://flittonandgreenfieldparishcouncil.gov.uk/parish-services/flitton-cemetery/>
- 67 The application form must be duly signed and dated by the registered owner of the Exclusive Right of Burial and be accompanied by the appropriate fee, which is set out in the list of Fees and Charges
- 68 If an amendment or addition is made to a plot without prior approval, the Council will require the owner of the amendment or addition, to submit an application retrospectively, pay the applicable fee and where appropriate provide certification that works were carried out by a certified Stone Mason. It will not be deemed safe without this certification and approval may be refused if the installation does not comply to Rules and Regulations laid out elsewhere in this document
- 69 The owner is not permitted to do this work themselves. This is because the Council needs to be sure the work is done properly and with third party liability insurance cover in case of any accident. If approval is not given, either prior to installation or retrospectively, the plot owner will be required to remove the amendment or addition.
- 70 The Council will take all reasonable steps to contact the plot owner in the event that an unauthorised amendment or addition has been identified, by using the contact details most recently provided by the plot owner and/or advertising on the cemetery notice board and the Parish website.
- 71 If, however, in the opinion of the Council removal of an amendment or addition should be effected immediately due to any risks it poses, then the Council may carry out the work without incurring any liability for any damage arising and the costs thereof shall be recoverable from the owner
- 72 If the owner fails to comply with any such requirement within 3 months of notification or advertising, then the Council will take action to remove the amendment or addition and the costs thereof shall be recoverable from the owner

SAFETY AND RISK ASSESSMENT

- 73 Flitton and Greenfield Parish Council is committed to ensuring the safety of its cemetery to ensure the wellbeing of those visiting or working there.
- 74 The Council has a safety policy which can be found on the website
<https://flittonandgreenfieldparishcouncil.gov.uk/parish-services/flitton-cemetery/>The Council is required to have a risk register in place for all of its areas of responsibility including the cemetery and a major part of the risk here relates to the stability of headstones and memorials.
- 75 Regular checks of headstone and memorial stability will take place and plot owners are responsible for ensuring that they are firmly affixed to the ground and are not liable to topple.
- 76 If a structure is found to be unstable, the Council will require the owner of the monument, gravestone or other memorial, to repair the structure using a certified Stone Mason. It will not have deemed to be repaired without this certification.
- 77 The owner is not permitted to do this work themselves. This is because the Council needs to be sure the work is done properly and with third party liability insurance cover in case of any accident
- 78 The Council will take all reasonable steps to contact the plot owner once a risky headstone has been identified, by using the contact details most recently provided by the plot owner and/or advertising on the cemetery notice board and the Parish website
- 79 If, however, in the opinion of the Council the removal should be effected immediately due to the risk involved, then the Council may carry out the work without incurring any liability for any damage arising and the costs thereof shall be recoverable from the owner
- 80 If the owner fails to comply with any such requirement within 3 months of notification or advertising, then the Council will take action to lay the headstone down and the costs thereof shall be recoverable from the owner

- 81 In the circumstances above ((80) the Council will take all due care and attention not to damage the headstone, but it may be required to be cut away from the base in order to lay down flat into the ground
- 82 The ground, if necessary, will be flattened and levelled to accommodate the laying down of the headstone.
- 83 If the owner chooses to re-instate or lay down the headstone, they must use the services of a registered Stone Mason, who should submit plans to the Clerk for approval showing how they will necessitate the work.
- 84 The owner may ask the Council to lay the headstone down providing their prior written consent is granted and the cost incurred will be recoverable from the plot owner

GENERAL CONDUCT

- 85 The Cemetery is open to the public during daylight hours throughout the year, but the Council reserves the right to exclude the public if it should be necessary on any particular occasion. Such days and hours may be varied by the Council from time to time, notice whereof will be given in the Cemetery.
- 86 By law, no dogs, other than Guide dogs are allowed into the Cemetery.
- 87 No games or sports to be played in the Cemetery and no children under the age of 12 years are allowed in the Cemetery unless accompanied by a responsible adult.
- 88 Visitors to the Cemetery shall not pick, cut, fell or remove from the Cemetery any flower, tree or shrub.
- 89 Visitors to the Cemetery shall not sit, stand or lean on any memorial, monument or headstone and should prevent children from doing this.
- 90 Litter and withered flowers should be cleared regularly and placed in the appropriate receptacle provided.
- 91 The registers, records, tables of fees and plan of the Cemetery are available for inspection by appointment with The Clerk to the Parish Council.
- 92 Visitors to the Cemetery must conduct themselves in a quiet orderly manner so as to preserve the quiet reverence and peaceful atmosphere created in the Cemetery.
- 93 The council reserves the right to alter or add to these regulations and will review them periodically.

Appendix 1 FLITTON CEMETERY - Scale of Charges (April 2021)

	Residents of the Parish of Flitton & Greenfield	Non-Residents of the Parish of Flitton & Greenfield
Interments		
Adults and 16 years plus.	£250.00	£1,000.00
Under 16 years	£100.00	£400.00
The cemetery makes provision for infant burials.	No charge	£120.00
Plot preparation	Arranged and Charged by Undertaker	
Ashes plots		
Adults and 16 years plus	£40.00	£160.00
Children aged below 16 years	£80.00	£320.00
Plot preparation available by Parish Council	£100.00	£100.00
Opening of existing plots or pre purchased plots purchased prior to 2013		
Adults (from 16 years) Children aged below 16 years Plot preparation	£150.00	£600.00
	£30.00	£120.00
	Arranged and Charged by Undertaker	
Remembrance Garden		
Scattering of Ashes	£30.00	£120.00.
Installation of Remembrance Garden Plaque	£20.00	£80.00
Reserved Plot		
Residents of the Parish only	£210.00	N/A
Exclusive Rights of Burial (100 years) Granted to named owner only		
Burial	£200.00	£800.00
Ashes	£100.00	£400.00
Infant	£20.00	£80.00
For the Erecting of Monuments/Memorials at time of burial and afterwards		
Headstone	£80.00	£320.00
Vase (1 permitted)	£40.00	£160.00
Plot edging	£50.00	£200.00
Any inscription after the first.	£30.00	£120.00
Permanent or semi- permanent feature to be amended or added to an existing plot	£30.00	£120.00
Permitted maximum sizes		
Burial Interment Plot size and specifications		
Actual Burial Plot size for adults &16 years plus	7' x 2'6" maximum tended area	
Actual Burial Plot size for infant burials	2' x 2'	
*Tended Plot Size	7' x 2'6" including headstone and base plinth - Edging or stone chippings must be contained within the tended area only.	
Headstones	2' 9" high x 2' 6" wide x 3" deep	

Headstone base plinths	3" high x 2' 6" wide x 12" deep	Maximum overall height must not exceed 3 foot
Base for a Book Memorial	2' 6" wide x 2' deep x 3" high	
Edging (to maximum 7' x 2'6" plot size)	Maximum materials size 2" wide x 2" above ground, to be in keeping with the cemetery.	
Ashes Plot size and specifications		
Interment Plot size	2' x 2'	
Headstones	1' 9" high x 2' wide x 3" deep	Maximum overall height must not exceed 2 foot
Headstone base plinths	3" high x 2' wide x 12" deep	
Other		
Vase (1 allowed)	1' 5" high	
Garden of Remembrance	6" x 4"plaque	