

Barrow cum Denham Parish Council

CEMETERY POLICY

1. Introduction

- 1.1. These regulations apply to all burial grounds/Cemeteries/Burial Grounds owned by the Council.
- 1.2. Currently the sites include:
Barrow New Cemetery
Barrow Cemetery

2. Contact Details

- 2.1. All funeral bookings, general enquiries and comments regarding the Cemeteries should be directed to:
Antonia King, Clerk to the Council
clerk@barrowcumdenham-pc.gov.uk

The offices are open between 09.00 to 17.00 Monday to Friday. The clerk is contracted to 10 hours per week and will respond to queries as soon as possible
- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Burial Grounds

- 3.1. The Cemeteries are open for visitors every day of the year.
- 3.2. The Cemeteries are places of peace and quiet reflection. They are also workplaces. Visitors to the sites are welcome, but please respect the special nature of the sites, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the burial grounds. No consumption of alcohol or drugs may take place within the burial grounds, and anybody under the effects of such substances will not be admitted.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the cemetery/burial ground.
- 3.5. No dogs are permitted in the cemetery with the exception of Guide Dogs, Hearing Dogs or other recognized Assistance Dogs, or with the express permission of the Clerk.
- 3.6. Visitors with disabilities or other special requirements should contact the Clerk who will be pleased to assist.

Barrow cum Denham Parish Council

4. General Regulations

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the cemetery either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for interments or memorial works must be paid in full to the Council in advance.
- 4.4. The Council will publish a scale of fees and charges annually. Residents of the area will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of the area, or who lived in the area for over ten years and moved out of the area less than 24 months before their death.
- 4.5. The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

5. Graves

- 5.1. Graves are available in the cemetery, which is consecrated. The selection of grave spaces shall be at the final discretion of the Council, but the wishes of applicants will be met wherever possible.
- 5.2. Private graves are graves to which an Exclusive Right of Burial has been issued.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 100 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 5.4. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the council.
- 5.5. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.6. The types of graves available are Lawn Graves, Cremated Remains Graves and Children's Graves. Lawn Graves are laid to lawn and a headstone only is allowed with a small space at the head of the grave available for planting; Cremated Remains Graves are for the burial of cremated remains only; Children's Graves are reserved for the burial of children under 16.
- 5.7. All graves will be excavated and prepared for interment by the Council or their appointed contractors only. No other person or company will be allowed to undertake any excavation within the cemetery/burial ground except with the express permission of the Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.

Barrow cum Denham Parish Council

- 5.8. Following the interment the Council or appointed contractors will level the grave and either re-turf or topsoil and seed it as appropriate to the season.
- 5.9. At the time of the interment you may buy an Exclusive Right of Burial (ERB) in a grave for an agreed period of time. The purchase will be subject to you paying the appropriate fee and completing the relevant application form, which needs the signature of the proposed owner (who then becomes the deed holder).
- 5.10. The Exclusive Right of Burial deed holder is entitled to decide who is buried in the grave and whether a memorial can be erected on it (once the relevant fee is paid and the council has given permission).
- 5.11. We will allocate new graves in strict rotation. We will try to meet the wishes of applicants who buy grave spaces if it is practical to do so, subject to the council's approval and payment of the appropriate fee.
- 5.12. The council keeps plans and records of graves which visitors may view, by appointment, during normal office hours.
- 5.13. When the Exclusive Right of Burial period comes to an end the buyer (or his/her heirs or successors who have become the deed holder) will have the option of renewing that right, subject to any restrictions which may be in force at that time.
- 5.14. Deed holders will need to apply to renew the ERB within 12 months of the previous grant finishing.
- 5.15. The council may grant a renewed right of burial to another person if the ERB grant period has finished and nobody has informed us that they want to renew it. Before we do this we will, where possible, notify the previous owner (or his/her personal representative) to give them the option to renew it.
- 5.16. Where no interment has taken place in the grave, the owner of the ERB may surrender it to the council. We will pay the owner an amount which is in proportion to the number of years remaining for the ERB. We will not make a payment if the ERB has lapsed or finishes within ten years.
- 5.17. If the council gives permission, the owner of an ERB may transfer it to another person if he or she provides satisfactory evidence of ownership. The owner must register the transfer in the cemetery's records, have the deed of grant of Right of Burial endorsed by the council and pay the appropriate transfer fee.
- 5.18. Provided that there is sufficient room and subject to receiving consent from the Cemeteries Registrar cremated remains can be interred in any adult grave in the cemetery for which you have the Exclusive Right of Burial. No adult interments, either full or cremated remains are allowed to be interred into the grave of a child or baby unless the child or baby was interred into a full adult grave and the appropriate adult Exclusive Right of Burial fee was paid.
- 5.19. Ownership of the ground does not at any time; pass from the control of the Council.

Barrow cum Denham Parish Council

- 5.20. Before the reopening of a purchased grave the ownership for Exclusive Right of Burial must be proven.

6. Coffins

- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.

7. Booking of Interments

- 7.1. A provisional booking for a funeral may be made by telephone to the Parish Clerk.
- 7.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by the Town Council) to the Council Offices at least 48 working hours in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3. In respect of private graves, the deed of grant for the exclusive right of burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.
- 7.4. The **exact size** of the coffin, casket or container must be given in writing to the Council as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape (eg locking bar handles, casket shape, wicker coffin etc). The Council will subsequently add a suitable amount to the given size in order to determine the dimensions of grave to be excavated.
- 7.5. As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual.
- 7.6. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.
- 7.7. It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.
- 7.8. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices prior to the funeral.
- 7.9. The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance.

8. Interments

- 8.1. Funerals will normally only be permitted Monday to Friday 09.30 – 15.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to additional cost. Please contact the Clerk if a time outside of the permitted hours is required.

Barrow cum Denham Parish Council

- 8.2. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 8.3. Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 14 days before being cleared by Council staff (unless family have already removed them).
- 8.4. The council will not open a grave covered by an Exclusive Right of Burial without the written permission of the registered owner unless the burial is to be that of the registered owner.
- 8.5. We will need to see and verify the deed before a grave is re-opened. If the deed is lost or mislaid then a Statutory Declaration must be made.
- 8.6. We must receive the Registrar's Certificate for Disposal or Coroner's Order for Burial before any burial can take place.
- 8.7. We will require a Medical Practitioner, Midwife or Nurse's certificate if the interment is for a non-viable foetus
- 8.8. Each cemetery contains a children's grave section. We do not permit the interment of adults in children's graves in the children's section.
- 8.9. Persons authorised by the Council will normally carry out the back filling of any grave. However, in the event that relatives and friends wish to do so, permission must be sought from the Parish Clerk and the back filling must be carried out under the direction of a member of cemeteries staff or another authorised person.
- 8.10. We reserve the right to delay or reschedule a funeral if any burial area or excavated grave becomes unstable or dangerous due to severe weather, other naturally occurring instances or an Act of God

Memorials

9. The Council has adopted a Management of Memorials Policy dealing with current and future memorial installations, safety inspections and making safe unstable memorials. Masons carrying out work in the burial grounds must comply with the Council's Management of Memorials Policy.
- 9.2. All memorials fixed in the cemetery/burial ground must comply with British Standard 8415 (Latest version) and the BRAMM Blue Book (Latest version).
- 9.3. Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.
- 9.4. Memorials other than those fixed by a BRAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined other than through planting of suitable plants. On lawn sections planting is confined to the head of the grave and no objects must be placed on the length of the grave.
- 9.5. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk on the appropriate form supplied by the Council. The grave owner

Reviewed: June 2026

Next review: June 2027

Barrow cum Denham Parish Council

must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible Memorial Mason.

- 9.6. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 9.7. The maximum height of lawn memorials is 2'6, the maximum width is 2' and the depth is 12". The memorial must be a minimum of 3" thick. On cremated remains and children's graves the maximum size of a memorial is 18" X 12".
- 9.8. The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1" high.
- 9.9. Memorial masons must remove all arisings from the cemetery/burial ground at the conclusion of their work, and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery/burial ground prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.

10. Care of Graves and Memorials

- 10.1. All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.
- 10.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.
- 10.3. All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery/burial ground or which interfere with the Council's maintenance of the site. Grave owners are requested to adhere to this rule so as to enable maintenance of the grass areas without risk of damaging any personal items.
- 10.4. No trees may be planted on graves. Only suitable planting such as annual bedding or small shrubs only will be permitted on traditional graves and in the head border of lawn graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.

Reviewed: June 2026

Next review: June 2027

Barrow cum Denham Parish Council

10.5. No benches to be erected without prior consultation with Barrow cum Denham Parish Council.