



OLD NEWTON with DAGWORTH & GIPPING PARISH COUNCIL

Cemetery Policy



OLD NEWTON with DAGWORTH & GIPPING PARISH COUNCIL INTRODUCTION TO THE CEMETERY

The death of a loved one is a distressing experience and the purpose of this policy is to try and help you and your family as much as possible with the long-term care of your loved one's grave space.

Of necessity there are rules and regulations which have to be adhered to for the benefit of all. These are listed further on in this booklet and may seem quite daunting at first. Most of these rules and regulations are for the benefit of your funeral director and stonemason. However, some do relate to aftercare of the graves, so it is important to know what is permissible when planning any ornament or fixture for a grave. We regret that permanent planting on the grass area on or around grave spaces is impractical.

In order to keep The Cemetery maintained at a high level we do ask that no glassware is left on or around the headstones or graves. Glass can easily be broken and cause a hazard to visitors and maintenance workers.

After the funeral, flowers and wreaths will be left for a period until they have withered. They will then be removed by our maintenance team. We ask that any subsequent flowers brought to the cemetery and placed on graves are only placed in an approved receptacle on the base of the headstone. This will enable maintenance workers to keep The Cemetery looking as we would all wish to see it, in a neat and tidy condition.

Temporary wooden crosses are removed when a headstone is installed or after a year. Any ornament, vase or other decoration placed on the grassed area of the grave will also be removed. Periodically these items will be disposed of if not collected.

Our Parish Clerk is always available to help with queries. Up-to date plans and records of the burial ground, together with all other information are obtainable from the Clerk to the Parish Council.

We are often asked if photographs can be placed on crosses or headstones. We are sorry but this is not allowed.

Visits to a cemetery can sometimes be very distressing for people. Please treat other people and the surroundings with respect. Irreverent behaviour is forbidden by law and will not be tolerated. Witnesses of any such act are asked to report the facts to the Clerk. Your help and observance of the regulations will help us to keep The Cemetery a peaceful and beautiful place to visit.

These rules are to ensure that our Cemetery achieves a high standard and allows families to pay their respects to their loved ones in an environment of peace and tranquillity.

Thank you.

Old Newton Cemetery

REGULATIONS 2017

Made by Old Newton with Dagworth & Gipping Parish Council
acting as The Burial Authority

GLOSSARY

GRAVE SPACE and URN BURIAL PLOT means a burial place formed in the ground by excavation and without any internal wall of brickwork or stonework or any other artificial lining.

THE BURIAL AUTHORITY means the members of the Old Newton with Dagworth & Gipping Parish Council for the time being.

REGISTRAR TO THE BURIAL AUTHORITY (The Registrar / Clerk) means the person appointed by Old Newton with Dagworth & Gipping Parish Council.

EXCLUSIVE RIGHT OF BURIAL

1. At the time of the interment you will buy an Exclusive Right of Burial in a grave for an agreed period of time (75 years). 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).
2. 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 subject to the Council's permission).
3. The Exclusive Right of Burial relating to cremation plots and cremation earthen plots may, at any time, be extended for a further 25 years subject to the appropriate fee being paid.
4. When the Exclusive Right of Burial period comes to an end, the buyer (or their heirs or successors who have become the deed holder) will have the option of renewing that right for a further 25 years, subject to any restrictions which may be in force at that time and subject to the appropriate fee being paid.
5. Deed holders will need to apply to renew the Exclusive Right of Burial within 12 months prior to the initial grant lapsing.
6. The Council may grant a renewed right of burial to another person if the Exclusive Right of Burial 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 their personal representative) to give them the option to renew it.
7. If the Council gives permission, the initial grantee of an Exclusive Rights of Burial may transfer it to another person if they provide 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.

8. Ownership of the ground does not at any time; pass from the control of the Council.
9. Before the reopening of a purchased grave, the ownership for Exclusive Right of Burial must be proven.

GRAVE SPACE AND URN BURIAL PLOT

10. The selection of the site for any grave space or urn burial plot either by way of general interment or of purchase shall be in the sole discretion of The Burial Authority. No specific plot can be reserved. A reservation may only be made at the time of interment for a double grave in depth only and in the same grave space. No other form of reservation is currently permitted.
11. Exclusive right of burial in a grave space or urn burial plot will be purchased for a period of 75 years after which all rights return to The Burial Authority. (see 3. Exclusive rights of burial) unless the exclusive rights of burial are extended for a further 25 years subject to the appropriate fee being paid.
12. Residents fees: A resident is a person who, at the time of death, is or was an inhabitant of the civil parish of Old Newton, Dagworth or Gipping for a minimum of 5 years in the joint parishes of Old Newton with Dagworth and Gipping, or in the case of a child under 5 years, where the parents qualify. This fee is deemed to give exclusive right of burial for a period of 75 years and includes the cost of the Deed of Grant.
13. Any person not qualifying by regulation 3 above, but wishing to be buried in this cemetery, must apply in person by writing to the Burial Authority during their lifetime stating their claim. The Burial Authority shall decide by ballot and confirm the decision in writing to the applicant. In instances of successful outcome for the applicant, all fees payable at time of death shall be double those applicable to a parishioner.
14. Double depth graves may only be used for members of the same family or for persons not related by blood or marriage but who have lived as part of the family.
15. The mound on a new grave must be turfed but will be levelled by the caretaker when the grave has settled at or about eighteen months after internment.
16. In order to facilitate maintenance of The Cemetery, no trees, shrubs, plants, bulbs, wreaths, glassware or platter jars, vases or any other thing whatsoever will be permitted on the grassed area. The Burial Authority reserves the right to have removed from graves any unsightly or dangerous objects. Dead or unsightly vegetation must be removed.

MEMORIALS, VASES, MEMORABILIA AND VEGETATION

17. No grave space or urn burial plot shall have a headstone erected upon it unless the exclusive right of burial in that space has been purchased.

18. Plaques for the memorial wall are to be of uniform size – 12”x 8”(30cm x 20cm) and materials as are used at present. The old memorial wall is to be filled before moving onto the new wall.
19. Urns can be positioned in one of the following three areas
 - a) Beside the new memorial path on the grass, with a plaque with a base 18”x 18”x 24” (46cm x 46cm x 60cm) and a maximum height of 12” (30cm) mounted behind on the paving slabs. The middle row of slabs is the walk way / footpath. The other two rows can be used for the purpose of siting memorials urns and small stones.
 - b) To the left of the old memorial wall in line with existing rows.
 - c) In an existing grave.
20. No structures to enclose or cover grave spaces, other than headstones and vases referred to in Regulations 21 and 24, will be permitted to be erected on or around graves in The Cemetery, with the exception of flat stones or plaques on urn burial plots referred to in Regulation 22.
21. Grave space headstones and crosses in the cemetery shall be erected not exceeding 4ft 6” (135cm) in height, or other fixed monument at head of gravestone, not exceeding 2ft (60cm). Headstones shall be of materials as described in regulation 23.
22. Urn burial headstones and flat stones or plaques shall be placed from the outer edge of the plot in line with adjoining urn burial memorials and in a position approved by The Burial Authority. Headstones shall not exceed 4ft 6”(135cm) in height and of materials as described in regulation 23.
23. Monuments shall be of natural stone (including slate and grey granite or marble), and black, grey or white is the preferred colour. Vases of stone may be set in or on the plinth immediately in front of the headstone
24. No advertisement or trademark shall be inscribed on the headstone, but the name of the mason may be inscribed at the side or on the reverse of the headstone in letters no more than 5/8” (1.5cm) in height.
25. Temporary marker crosses may be placed on the grave space at the time of interment but must be removed upon the erection of any permanent memorial/headstone after a year the Burial Authority has the right to dispose of any temporary marker cross remaining.
26. All headstones and inscriptions are to be subject to the approval of The Burial Authority and a copy of every proposed inscription and a drawing showing the form and dimensions must be left with the Clerk for at least two weeks for approval.
27. The Burial Authority will undertake regular safety inspections. The Burial Authority will make every effort to contact owners of headstones if repairs are considered necessary, but reserves the right to straighten, realign or remove any headstone which it deems to be unsafe.
28. The Burial Authority will not be held responsible for the safety of, or any damage to, headstones. Insurance is available from stonemasons and funeral directors.

29. Glassware, jam jars, milk bottles, metal cans or similar jars or other potentially injurious articles will not be allowed upon grave spaces, urn burial plots or anywhere else within The Cemetery.
30. Wind chimes, solar lights, audio equipment or any other ornamentation as The Burial Authority determines from time to time will not be allowed upon grassed grave spaces or headstone plinths or anywhere else within The Cemetery.
31. Photographic, computer generated or similar images are not permitted in The Cemetery.
32. The Burial Authority reserves the right to remove and dispose of any vegetation, object, item, or memorabilia from The Cemetery.
33. The Burial Authority's decision in relation to any breach of the Regulations shall be deemed final.

MEMORIAL PLAQUES

34. All memorial plaque applications are to be made to the Clerk by the next of Kin. Once the application has been approved by the Parish Council the memorial plaque can be purchased
35. The memorial plaques will be of a standard size, 12"x 8" (30cm x 20cm), and will be fixed by the Stonemasons onto the memorial wall.
36. Floral tributes relating the memorial plaques on the wall may be placed at the base of the memorial wall. These may be removed later at the discretion of the Caretaker and / or the Burial Authority.
37. The Parish Council accepts no liability for the plaques once installed and the cost of any replacements will be the responsibility of the original applicant.

INTERMENT NOTICE AND FEES

38. Notice of any interment is to be given to the Clerk during reasonable hours and no application can be received nor any interment take place on Sundays.
39. The notice of interment must contain a statement of the full name, age and occupation of the deceased, the date of death and parish in which the death occurred, the date and time of the intended burial, the location and description of the grave, and by whom the grave has been purchased.
40. No burial may take place before 9am or after sunset. No internments are permitted to take place on Sundays with the exception of cremated remains.
41. All fees and charges according to the Schedule of Fees and Charges are to be paid to the Clerk of the Parish Council before any work is commenced, and if required the receipt for such fees and charges is to be produced to The Burial Authority or its duly appointed official before the funeral enters The Cemetery.

GENERAL

42. A register of burials will be kept by the Clerk and searches may be made of the register and certified extracts obtained for a fee, at all reasonable times at the discretion of The Burial Authority.
43. Visitors to The Cemetery shall not, except for the purpose of properly attending any grave that they are authorised to tend, remove flowers or wreaths placed on any other grave.
44. Persons shall not distribute any business card, advertisement or literature of any kind within The Cemetery.
45. Persons shall not sell or offer to sell or display for sale in The Cemetery any article, commodity or anything of any kind whatsoever.
46. Domestic animals may not be allowed loose or to stray into the Burial Ground. Animals must be on a lead at all times and owners are reminded to always clean up after their animal.
47. Motorised vehicles may not enter the Burial Ground without the authority of the Chair to the Parish Council.
48. The Burial Authority will take all reasonable precautions to ensure the safety of persons visiting The Cemetery, but all persons entering the Cemetery do so at their own risk.

ADOPTION OF REGULATIONS

The above Regulations were adopted at a meeting of the Old Newton with Dagworth & Gipping Parish Council, in its capacity as the Old Newton Burial Authority, on 3rd January 2018. The Parish Council will aim to review this policy, rules and charges annually in September of each year.

Cllr J Miller - Chairman

Cllr M Clements - Vice-Chairman

Mrs Karen Hall-Price - Clerk to the Parish Council

SCHEDULE OF FEES AND CHARGE

The current schedule of fees and charges can be obtained from the Clerk of Old Newton with Dagworth & Gipping Parish Council.

Mrs Karen Hall-Price

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