

**BROCKWORTH PARISH COUNCIL**  
**BURIAL GROUND RULES & REGULATIONS**  
**(August 2014)**

**BROCKWORTH PARISH COUNCIL**

Brockworth Community Centre  
Court Road  
Brockworth  
Gloucester  
GL3 4ET

Tel: 01452 863123

Email: [clerk@brockworth-pc.gov.uk](mailto:clerk@brockworth-pc.gov.uk)

The office is open from 9am to 2pm Monday to Friday.

## **TRANQUILITY AND APPEARANCE OF THE BURIAL GROUND**

The Parish Council endeavours to ensure that the burial ground is managed as an area of tranquillity for remembrance of all the people whose remains have been placed here.

We seek to have a generally harmonious appearance for the whole burial ground and to avoid the placing on graves of unusual or inappropriate items that appear out of keeping with the overall state of the burial ground.

After 6 months from a burial or cremation, the Parish Council particularly wishes not to have short-lived objects (such as toys of any description and plastic items) on grave plots because of the probability of their decaying or being dislodged, and so spoiling the character of the burial ground. Accordingly we request that permission is sought before anything other than the usual memorials and flowers are put on grave plots. In the interests of the general community, the Parish Council reserves the right to refuse permission, or to remove to a store, anything placed without permission.

The Parish Burial Ground is for the residents of the Parish of Brockworth.

Sympathetic consideration will be given to:

- a. longstanding former residents of Brockworth Parish who have moved away to live with sons/daughters and/or in residential care
- b. relatives still living in the Parish
- c. past relatives in the cemetery
- d. former residents that have lived out of the Parish for no longer than eight years
- e. the person has to have resided in the Parish and not just owned property which may have been occupied periodically or rented out to others.

## **NOTICE OF INTERMENT**

Notice of Interment must be given at the Parish Council Office, Court Road, Brockworth on forms provided by the Council, and must be provided at least two working days prior to the funeral. The Registrar's Certificate / Coroner's Order, or other relevant legally required authorisation for the burial, should be delivered in advance of the funeral to the Parish Office.

Interment may take place with or without any religious service and such person as the person in charge of the interment thinks fit may conduct any service, but notice must be given of such intention when giving the Notice of Interment.

Empty plots are not permitted. For those that wish to purchase a memorial plaque, there is a small memorial area in the burial ground.

### **FEES**

All fees must be paid before interment takes place.

Current list of fees is available on request from the Parish Council on 01452 863123.

### **GRAVEDIGGING**

The gravedigger is to be approved by the Parish Council prior to burial/interment of ashes and prior to commencement of work. Evidence of adequate public liability insurances must be produced.

All the graves must be hand dug in the traditional manner and permission must be obtained from the Clerk's office prior to undertaking any digging of graves. All gravediggers to conform to the layout of the Burial Ground as per plan displayed in the Parish Council Office. Grave walls must be supported by shuttering during digging and whilst the grave is open. Open graves must be covered by boards for safety.

All graves must be dug as doubles to a minimum of 6'6" deep. All gravediggers must reinstate the turfs once a burial has taken place and must either remove from site excess soil or deposit the excess in the approved area.

Any gravedigger finding excess water, dangerous objects or any other item of concern should report to the Parish Council Office immediately.

In order to excavate or gain access to a grave, it may be necessary to temporarily place equipment and soil on top of adjacent graves. The period during which this may be necessary will be kept to a minimum. Once the burial has been completed, the grave will be backfilled and the surface of any adjacent grave affected by the works will be made good. Where mourners wish to backfill a grave, advance notice of this should be communicated to the Parish Council on the Notice of Interment.

For every opening of a grave, subject to an exclusive right of burial, either the Grant Certificate of such right, or the written consent of the owner thereof or his/her legal representative, must be produced to the Clerk's office prior to the Order for such opening being given.

## **STONEMASON INFORMATION**

There are two types of grave stone: Memorial Grave Headstones are for the grave plots. Memorial Cremation Tablets are for cremation plots.

A written application for the right to erect a grave headstone / cremation tablet in the Burial Ground must be submitted and approved by the Parish Council before the work is carried out.

Only plaques supplied by reputable suppliers of such may be placed in the Burial Ground. The name of the stonemason and grave number are to be carved into the back of all headstones erected. Stonemasons are to agree suitably convenient times to erect the stones at the Burial Ground.

All applications must contain the inscription, materials and a drawing with the dimensions of the proposed memorial and all work must be carried out strictly in compliance with the approved design. Where a person who is not the owner of the grave makes application, the written consent of that owner must be provided.

All materials used shall be of best quality and description. Polished finish is acceptable. All memorials must be fixed in accordance with relevant standards set by NAMM or BRAMM. No memorial shall be constructed of bricks, plaster, wood, Bath, Caen or other soft stone, artificial stone, zinc, iron or other metal. Bell glasses, shells, glass wreaths or wirework of any kind will not be allowed.

Should a photograph be requested on the stone, this must be to a maximum diameter of 5”.

The Parish Council reserves the right to remove any memorial stone, which either does not conform to its description on the application form or which is erected without permission. The memorial will be retained at the Parish office for 3 months only, pending collection by the individual concerned, after which it will be disposed of if unclaimed.

The maintenance of the memorial is the responsibility of the owner. Should the memorial stone become unstable or dilapidated, the Parish Council will contact

the next of kin to arrange repairs. However, if the situation requires urgent response then the Parish Council will lay the unstable stone down for safety and reserves the right to remove the stone for storage off-site for three months only, pending collection, after which it will be disposed of if unclaimed.

All memorial stones are to be kept in good repair and condition by the owner.

## **MEMORIAL GRAVE HEADSTONES**

Headstones will be vertical.

One vase will be allowed on or around the grave headstone. After settlement the grave will be grass-seeded and maintained as a lawn.

Sizes for Grave Headstones (must not exceed dimensions below)

Height: 36" (900 mm)

Width: 24" (600mm)

Thickness: 4" (100mm)

All Grave Headstones must be securely fixed onto a plinth not exceeding 34" (865 mm) wide x 12" (300 mm) deep x 4" (100 mm) thick, and in accordance with the NAMM Code of Working Practice, and on a foundation not exceeding 18" (450mm) x 36" (900mm).

## **MEMORIAL CREMATION TABLETS**

Cremation tablets will be horizontal.

One integral vase or one external vase will be permitted on or around the cremation tablet.

The colour of the lettering may be the owner's choice.

No scattering of ashes is allowed.

Sizes for Cremation Tablets (must not exceed dimensions below)

Height: 12" (300mm)

Width: 18" (450mm)

Thickness: 2" (50mm) 5

## **EXCLUSIVE RIGHTS**

The whole of the Brockworth Burial Ground and each grave space within it is the property of Brockworth Parish Council. However, Brockworth Parish Council grants exclusive rights within each grave plot so that individuals may decide who is buried in a particular grave and the details of the memorial. As in all cemeteries, the purchase of exclusive rights does not grant the purchaser any interest in the land as real property. Exclusive rights are not granted for cremation plots

The exclusive rights are granted, to one named individual, for a 100 year period for grave plots. The Parish Council issues a Deed of Grant of Exclusive Rights for each grave plot and this forms the legal contract with Brockworth Parish Council and the purchaser. No burial may take place within a grave and no memorial may be erected upon a grave without the written consent of the registered owner of the exclusive rights in that grave. The ownership of the exclusive rights may be transferred either during the owner's lifetime or after their death. However, transfers of ownership must be confirmed at the time of transfer with Brockworth Parish Council.

It is the responsibility of the owner of the exclusive rights to inform Brockworth Parish Council of any change of address or their intention to transfer ownership of the rights.

Ownership of exclusive rights does not give individuals or families the right to place any items on a grave that are not permitted.

## **PLOT INFORMATION**

After 6 months, no memorials other than the memorial stone and / or vase will be allowed on or around the grave, with the exceptions listed opposite. Special consideration will be given to children's memorials and will be at the discretion of the Parish Office staff, sensitive issues will be referred to the Parish Council for a final decision.

One vase per grave or cremation plot is permitted and shall not exceed 250 mm (h) x 150 mm x 150 mm and no other ornaments of any description will be allowed, with the exception of those items listed on the next page.

No fencing or edging of any kind will be allowed, nor is it permitted to cut away turf from around cremation tablets, due to it being safety issue as a trip hazard.

On grave plots only, it is permitted to have one small flat tear-shaped stone providing it has been embedded into the ground.

During Christmas, Easter, Remembrance Day and birthdays, small items are permitted on the grave providing they are removed after seven days.

Balloons are permitted for significant birthdays (aged 16, 18, 21, 30, 40, 50 etc) and will be removed the next day.

### **Flowers / Plants**

All funeral wreaths and flowers will be left on a new grave for a period not less than four weeks. After the four week period has elapsed, the wreaths and flowers will be removed if this has not already been done by the family of the deceased.

After settlement, the Parish Council will routinely top up the level of any grave and it will be grass seeded and maintained as a lawn.

A planted area will be permitted on a grave plot provided:

- Plot owners must make their intentions known to the Parish Council within three months of interment.
- The area must be regularly maintained and is the responsibility of the owner of the Exclusive Right of Burial.
- The maximum length of the planted area in front of the headstone does not exceed 1.8 metres or 6 feet and a maximum width of 0.6 metres or 2 feet (the width of a headstone).
- The maximum height of the plants does not exceed 300 mm or 12 inches
- Soil level to be maintained and compost/soil topped up, as required, to keep the soil level with grass edge.

Natural plants or one spray of artificial flowers can be displayed. Once artificial flowers begin to deteriorate they should be replaced with new, failure to replace them will result in the Parish Council removing them from the plot. Floral arrangements can include ornamental picks providing they are in keeping with the arrangement.

## **UNATTENDED GRAVES**

If a previously planted grave is left unattended for a period of approximately 3 months and the Parish Council have failed in all reasonable efforts to contact the plot owner then they retain the right to remove all extraneous plants/artefacts and replace them with turf.

## **REMOVAL OF ITEMS**

The Parish Council reserves the right to request alterations be made to plots or to request the removal of any objects in order that plots conform with the above rules. Where a person requested to remove objects from a plot fails to do so, within a period of 6 weeks, the Parish Council will remove such objects and retain them for three months.

## **GENERAL**

- No horse or vehicle will be admitted to the Parish Burial Ground.
- Children under the age of 12 will not be allowed within the Parish Burial Ground except under the care of an adult.
- Walking on the graves and memorial tablets is strictly prohibited.
- Smoking is strictly prohibited within the Parish Burial Ground.
- Photography is strictly prohibited, unless permission has been granted by the Parish Council.
- Dogs must be kept on a lead at all times. Dogs must not be allowed to disturb anyone or cause any damage. Any fouling must be cleared immediately and removed from the burial ground.

## **REVIEW OF REGULATIONS**

Brockworth Parish Council reserves the right to make any alterations in the foregoing Rules and Regulations, consistent with general law.

### **BROCKWORTH PARISH COUNCIL**

Brockworth Community Centre  
Court Road  
Brockworth  
Gloucester  
GL3 4ET

Tel: 01452 863123

Email: [clerk@brockworth-pc.gov.uk](mailto:clerk@brockworth-pc.gov.uk)

The office is open from 9am<sup>8</sup> to 2pm Monday to Friday.