



# CLAYPOLE PARISH COUNCIL

## Cemetery and Garden of Remembrance

### Rules and Regulations

#### **Regulations for cemetery**

Regulations made by Claypole Parish Council under Article 3 of the Local Authorities Cemeteries Order 1979/1 for the management of the cemetery for which the Parish Council is the Burial Authority.

#### **Interpretation**

In these regulations the following expressions shall have the meanings assigned to them:

'The Council' means the Parish Council for the Parish of Claypole acting as the Burial Authority for the said Parish.

'Clerk' means the person for the time being appointed by the Council to act on its behalf.

'Grave' means a burial place formed in the ground by excavation and without any internal wall of brickwork, stonework or other permanent lining.

'Grave space' means the area of land in the records of the Council.

'memorial' means any headstone or in the case of cremated remains a flat tablet.

#### **Hours of admission**

The cemetery shall be open to the public during daylight hours.

#### **Conduct**

All persons shall conduct themselves in a quiet, decent and orderly manner and no person shall remove any plants or flowers without lawful authority. Any person who wilfully destroys or injures any property within, or forming part of the cemetery, or plays any games or sport therein, or wilfully and unlawfully disturbs any persons assembled for the purpose of attending a funeral, or commits any nuisance within the cemetery shall be liable to prosecution under Article 19 of the Local Authorities Cemeteries Order 1977.

No smoking shall take place within reasonable proximity to any place where an interment has taken place.

No person shall deposit litter or other waste material within the cemetery.

No dogs or other pets shall be taken into the cemetery.

#### **Funerals Control**

The conduct of any funeral in the cemetery shall be subject to the control and supervision of the funeral director in attendance.

**The purchase of a grave space in the cemetery is conditional upon the acceptance by the purchaser of:**

## **Maintenance**

The principal maintenance of the cemetery is by the use of mechanical mowers on the grass over the grave areas.

With the exception of the erection of a headstone the remainder of the grave space will be turfed or seeded flat.

No grave or grave space shall be raised. After an interment has taken place, the soil will be allowed to settle naturally over the following months. Any subsidence will be rectified.

No kerbstones, wooden crosses or railings shall be permitted to surround the grave or grave space.

The Council does not permit the setting out and planting of the grave space with trees, plants, shrubs, flowers or any other form of decoration.

The Council does not permit artificial trees, plants, shrubs, flowers/foilage or other form of decoration to be placed on any grave space.

## **Flowers and floral tributes**

Following an interment all floral tributes will be placed on the grave or close by. Floral tributes will be removed when, in the opinion of the Parish Council, they become unsightly.

No planting is allowed on the grave. The Parish Council will arrange to remove planting at their discretion if in default of the above, after first requesting the owner to do so, giving an appropriate period of notice.

Flowers or plants in pots are allowed on the plinth at the base of the headstone. Flowers and plants will be removed when, in the opinion of the Parish Council, they become unsightly.

## **Headstones and Inscriptions**

Memorials in the form of headstones may be placed at the head of the grave. A headstone is only permitted on a grave space in accordance with these regulations and upon payment of the appropriate fee. The approval of the Parish Council is necessary before a headstone is placed in the cemetery and before the alteration or addition of an inscription. Before erecting a memorial, you must agree the written inscription with the Parish Council.

The council will allow a memorial headstone to be erected across two (2) adjoining grave areas.

This can be either;

1. One headstone in the centre of the two graves, but mounted on an extended concrete foundation slab, that will cover the width of the two graves, or;

2. An extended (up to double width) headstone, that will cover the width of the two graves, again on an extended concrete foundation slab, that will cover the width of both graves.

Memorials for both the Cemetery and the Garden of Remembrance must be made from natural stone, granite or marble. The dimensions and position on the plot must be agreed with the Parish Council. Any flower receptacle must be incorporated in the memorial and NOT on the turf.

Where the exclusive right of burial has been granted a headstone erected shall not exceed 4' (122cm) in height, 2'6 (76cm) wide and 1'6 (46cm) in depth.

Stones in the Garden of Remembrance are to be laid below the level of the turf and the receptacle for flowers is to be incorporated in the stone and as for the cemetery no flower receptacle is to be placed on the turf.

The following are not allowed on memorials: inappropriate or offensive sentiments, political, racist, sexist symbols and/or statements.

On a cremated remains plot the memorial shall not exceed 18x 18”.

## **General**

### **(i)**

The Exclusive Right of Burial in a private grave shall be for the term of fifty (50) years. A grant of Exclusive Right of Burial in a private grave for a term of fifty years shall be made to the purchaser of such a right and that person shall be registered in the Burial Authority records of the cemetery as the owner of the grave space.

The Exclusive Right of Burial, if no longer required, can be returned to the Parish Council and a refund of payment for the remaining term, (at the rate originally paid), minus an administration fee, obtained at the discretion of the Parish Council. The Rights owner will need to sign a declaration form acknowledging the return of the Rights and return the original Exclusive Right of Burial Certificate sent to them when they purchased the Rights (reserved the plot).

The Exclusive Right of Burial shall not be assigned or transferred without the prior consent of the Council and the execution of the Deed of Assignment, the appropriate fee shall be charged for registering the transfer and endorsing the Grant.

At the end of fifty years all Rights will cease to the person who bought the Right of Burial. However, the Parish Council will consider an extension period if written application is received. The Parish Council representative of burial dates will keep a register. This register will be referred to should there be a dispute over the original burial date. A form is available for you to apply for an extension period from the Parish Council representative. Proof of posting is not proof of receipt.

- (ii) Receipt of this Grant will be accepted as evidence of the grantee's title to Right of Burial.
- (iii) Graves will be dug to a single depth only therefore only one interment can take place in any one grave space. This limitation shall not apply to the interment of ashes in the Garden of Remembrance where in any one grave space two interments of ashes can take place.
- (iv) **Reservation of plots:**  
 When purchasing a plot in the cemetery at the time of a burial, an option will be given, to reserve one more plot adjacent to the purchased plot wherever possible.  
 A maximum of two (2) adjacent plots can be reserved prior to a burial.  
 Reservations will remain at the discretion of the Parish Council.  
 Reservation of plots in the Garden of Remembrance is not permitted.
- (v) There may from time to time be additional regulations made by the Secretary of State in respect of this grant.
- (vi) At the end of the fifty (50) year period written notice should be sent to the Parish Council if you want to retain a memorial erected on the plot. If written notice is not received within one month of the expiry date the Parish Council will remove the memorial. The memorial will be disposed of as the Parish Council chooses.
- (vii) Cremated remains must at all times be interred. They must not be scattered on any part of the cemetery unless prior agreement has been obtained from the Burial Authority.

**Amendment of Regulations**

The grant will, be subject to, in addition to these regulations, any order that the Secretary of State may, from time to time, make in respect of the Management of Cemeteries by Burial Authorities, the District Council's Table of Fees, and any regulations in force for the time being regarding the cemetery or the portion thereof, in which the grave space, which is the subject of the grant, is situated.

The Parish Council, will not be held liable for any damage or loss occasioned to any person, vehicle, equipment or memorials howsoever caused.

The foregoing Regulations were adopted by Claypole Parish Council on the 3rd day of May 2018 and shall come into force immediately.



**CLAYPOLE PARISH COUNCIL**  
**Cemetery and Garden of Remembrance**  
**Rules and Regulations**

**Scale of Charges, effective from April 2024 until further notice**

<b>Residents of the Parish</b>	<b>Burial</b>	<b>Garden of Remembrance</b>
Right of Burial	£270.00	£160.00
Interment	£80.00	£60.00
Right to Erect a Stone/Memorial	£80.00	£60.00
Re-Opening of Area for Burial of Ashes	£80.00	£60.00
An Additional Inscription on a stone/Memorial at a later date	£80.00	£60.00

**Residents of the Parish – Aged less than Twelve Years old**

	<b>Burial</b>	<b>Garden of Remembrance</b>
Right of Burial	£90.00	£50.00
Interment	£25.00	£20.00
Right to Erect a Stone/Memorial	£25.00	£20.00
Re-Opening of Area for Burial of Ashes	£25.00	£20.00
An Additional Inscription on a stone/Memorial at a later date	£25.00	£20.00

<b>Non-Residents of the Parish</b>	<b>Burial</b>	<b>Garden of Remembrance</b>
Right of Burial	£550.00	£330.00
Interment	£165.00	£120.00
Right to Erect a Stone/Memorial	£165.00	£120.00
Re-Opening of Area for Burial of Ashes	£165.00	£120.00
An Additional Inscription on a stone/Memorial at a later date	£165.00	£120.00

This policy was reviewed and amended in May 2024.  
 Minute Ref 24/124

Position: ..... Date of next review – April 2025



## CLAYPOLE PARISH COUNCIL Cemetery and Garden of Remembrance Rules and Regulations

Please sign both forms, detach and return the bottom form in the enclosed SAE, and retain the top copy for your records.

I acknowledge receipt of the Exclusive Right of Burial Certificate for Plot No.    in the Burial/Garden of Remembrance section in Claypole Parish Council Cemetery.

Signed (Applicant or Representative of the deceased) .....

Name..... Date .....

Address .....

Signed for the Parish Council (Clerk/Councillor) .....

Name: Paddy Furey ..... Date: .....

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Please return this form in the enclosed SAE to Claypole Parish Council c/o Mr Paddy Furey, 10 Allen Close, Claypole, Newark, NG23 5FH

I acknowledge receipt of the Exclusive Right of Burial Certificate for Plot No.    in the Burial/Garden of Remembrance in Claypole Parish Council Cemetery.

Signed (Applicant or Representative of the deceased) .....

Name ..... Date .....

Address .....

Signed for the Parish Council (Clerk/Councillor) .....

Name: Paddy Furey ..... Date received .....