

ELM PARISH COUNCIL

LAWN CEMETERY AREA - EARTHEN BURIALS

The area currently available for full burials is designated as a Lawn Cemetery - this means that all graves have flat, grassed surfaces with vertical headstones set into a concrete beam. Shrubs, trees, bushes, lights (including solar/battery powered), ornaments, candles, balloons etc. may not be planted/placed on the grave. Any such items will be removed from the grave. Flowers should only be placed in non-breakable receptacles (i.e. not glass or ceramic) situated on the memorial base stone or concrete plinth (with the exception of flowers/wreaths laid during the interment ceremony). In the interests of health and safety and to allow proper maintenance; particularly when mowing; the placing of a kerb, shingle, stone, or artificial surround is not permitted.

1. In these Regulations, unless the context otherwise requires, the word 'Council' means the Parish Council of Elm; the Burial Authority.
2. The Cemetery is open to visitors every day during daylight hours.
3. Fees charged will be those in force at the time an application is submitted.
4. Interments shall take place between the hours of 09.00 and 17.00 hours.
5. All enquiries concerning the use of the Cemetery should be made to;
The Parish Clerk – Mrs S England.
Tel: 07471 235906; E mail: clerk@elm-pc.org.uk
6. All fees and charges must be **PAID IN ADVANCE**. Payments can be made direct to; Account Name – Elm Parish Council, Sort Code; 20 97 34, Account No; 80353337 Reference; Deceased's surname. Alternatively, cheques should be made payable to Elm Parish Council and sent directly to the Parish Clerk.
7. In the event of Notice of Interment being cancelled after work on the preparation has commenced, the Council will require payment to cover the costs already incurred.
8. In order for an interment to be arranged, a completed Application of Interment form should be forwarded via the Funeral Director to the Parish Clerk. The document should be supported by a Certificate of Burial or Cremation issued by a Registrar. In cases where a Coroner's inquest has been held, the Coroner's Warrant must be produced to the Parish Clerk or representative of the Council prior to the interment. [In the case of a stillborn child a certificate in accordance with the Births and Deaths registration Act 1926 will be required].
9. Where an application for interment relates to a plot for which an Exclusive Right of Burial exists, no interments will be permitted without written consent of the owner of the Exclusive Right. If the owner is the deceased, then the transfer of Exclusive Right will need to be properly investigated and managed in accordance with legislation prior to the interment taking place.
10. The Council reserves the right to refuse to accept an application for interment in special circumstances.
11. The grave space will be allocated by the officer approved by Council (in this case the Parish Clerk). The wishes of the person/s applying will be taken into consideration and met as far as may be deemed practicable.

12. The purchase of double-depth graves is no longer permitted (due to ground water levels). The reservation of an adjacent grave space (for the partner of the deceased) may be permitted subject to availability.
13. An Exclusive Right of Burial Certificate, giving burial rights (NOT ownership) to a particular plot for a period of 99 years will be issued in relation to each plot purchase. The Certificate may be issued in the name/s of up to a maximum of two individuals.
14. The Council will not accept responsibility for the proper performance of any direction or request conveyed to it by telephone. Requests **MUST** be in writing, by email or post.
15. All excavations including preparation of ashes graves will be the responsibility of the Funeral Director concerned and graves must be left tidy with turf replaced after interment.
16. The box containing the body of a stillborn child must bear an indelible inscription to include the name of the parent.
17. The Council reserves the right to placing a mark of reference to all graves.
18. The Funeral Director or other person having charge of the funeral must arrange previously with a Minister or other person to conduct any religious or committal procedure.
19. After interment, the appropriate registers shall be filled in and signed by the responsible person or official.
20. All vehicles except the hearse and one family car must park outside the cemetery gates. The hearse and family car may proceed through the gates along the Parish driveway.
21. Floral tributes placed on a grave immediately following a burial will be allowed to remain until they have withered or up to a period of 21 days. **VERTICAL 'EASEL STYLE' TRIBUTES ARE NOT PERMITTED.**
22. The Burial Authority reserves the right to remove any unauthorised memorial, ornament (or other decoration), flower container glass/ceramic), bottles of alcohol, stone chippings, kerb stones, planted flowers, shrubs and trees or any other item which may present a risk for example; scissors, weedkiller, cleaning materials etc.
23. Smoking, the playing of music (or other sources of excessive noise) and the consumption of alcohol are strictly prohibited and mobile telephones must be switched off within the Cemetery. All persons entering the Cemetery must conduct themselves in a quiet and orderly manner and not stand or sit on any grave or monument. **LARGE GATHERINGS AND OVERNIGHT VIGILS ARE NOT PERMITTED.**
24. The Parish Council does not accept any responsibility for damage to memorials or thefts of items from graves. Any incidents of theft should be reported to the Police.

HEALTH & SAFETY

25. Any accidents or hazardous situations (for example, unsafe memorials, vandalism) arising in the cemetery should be reported to the Parish Clerk as soon as reasonably possible.
26. The grass area of the Cemetery is naturally uneven; where possible the centre driveway should be used. Take care not to walk on the surface of graves, those with mobility issues should exercise extreme caution when entering the grass area, if at all.

27. Children under 12 years of age will not be permitted in the Cemetery unless in the charge of a responsible adult.
28. No dogs (or other animals) except guide and assistance dogs will be allowed into the cemetery.
29. Motorised vehicles (other than those used in connection with funerals and grounds maintenance) are not allowed in the cemetery.
30. Cycles, scooters, skateboards (or similar) and ball games are not allowed in the cemetery.
31. Care should be taken not to interfere with any work being undertaken by contractors within the grounds of the cemetery (For example; grounds maintenance teams, grave diggers, stonemasons). Be aware of any vehicles which may be using the Cemetery driveway.
32. When circumstances render it desirable to deviate from any of the above Regulations, a special application must be made to the Parish Burial Authority via the Parish Clerk.

REGULATIONS RELATING TO GRAVESTONES AND MEMORIALS.

33. The Council reserves the right without giving any notice whatsoever:
 - i. To remove any headstone which is not being maintained in a position and in a manner to the satisfaction of the Council and/or it presents a health & safety risk.
 - ii. To remove and replace any headstone so that the opening of a grave may be facilitated.

In the event of the exercise by the Council of the rights reserved in the above points, any expense incurred by the Council shall be recoverable from the persons to whom the headstone memorial belongs.
34. Prior to the placing of any memorial headstone on a grave, **the Parish Council's consent must be sought** by completion of an application form (in the name/s of the holder/s of Exclusive Right) obtainable from the Parish Clerk or Funeral Director. The form must include all dimensions, proposed inscription, choice of materials and include a sketch. When approved, a signed copy of the form will be returned to the stone mason. Headstones should be of a reasonable colour (for example; black, light grey, dark grey), and must adhere to dimensions laid down by the Council.
35. No headstone may be removed from the cemetery by any person other than the Council, until consent in writing of the owner of the headstone has been deposited with the Parish Clerk.
36. No responsibility will be accepted by the Council for the safe keeping of or damage to any memorial.
37. Headstones must be prepared ready for fixing before being taken into the cemetery and masons and other workmen must provide and afterwards remove all tools, planks, blocks etc. required in the work of erecting headstones.
36. Masons or other persons engaged in the erection, renovation or repainting of any stone memorial must perform the work expeditiously and in all respects in accordance with these regulations. The work must be carried out at the sole risk and liability of the person executing them and any damage caused by or in the execution thereof shall be made good

to the satisfaction of the Council or other persons whose property is so damaged.

37. All monuments must be properly fixed to the existing reinforced concrete plinth for stability. If a base is required with the head stone, the design and dimensions must be included in the memorial application. Provision for flowers may be incorporated within the specified dimensions of the memorial.
38. Where no receptacle is included on the memorial stone, flowers must be placed in a durable container which; if damaged; will not create a health and safety hazard. Items placed in glass or china receptacles or similar materials will be removed. At Christmas, wreaths may stay until 31st January of the New Year. The Council representative has the right to remove all dead flowers (for funeral tributes see paragraph 19).
39. The Council reserves the right to refuse permission to erect a memorial if the style, material or inscription is unsuitable or inappropriate to the dignity of the cemetery.
40. A temporary cross may be erected in front of the plinth for a maximum of six months. Permanent wooden crosses must be secured on to the plinth with L shaped metal brackets.

DIMENSIONS FOR MEMORIALS

These are the maximum dimensions permitted.

LAWN GRAVES SECTION		
ITEM	Head Stone	Base
Memorial grave stones.	Height 700mm Width 550mm Depth 80mm	Height 80mm Width 650mm Depth 300mm
Ashes memorial tablet	455mm Square	Provided

A concrete plinth/base is provided for grave memorials.

PLEASE NOTE:

The next phase of the cemetery is in the process of development. However until it is ready, the Burial Authority can only reserve burial plots for a spouse/partner of the deceased.

I/We hereby agree to abide by the Lawn Cemetery Rules & Regulations. I/We acknowledge that any unauthorised item/s will be removed from the grave space. The information collected on this form is necessary to process your application and will not be used for any other purpose.

Name of person/s applying for the Exclusive Right of Burial:

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Signature: Date

Reviewed April 2024