



URCHFONTS CEMETERY REGULATIONS

Urchfont Cemetery is owned, maintained and operated by Urchfont Parish Council in accord with current legislation. It is located at post code SN10 4RR.

1. No interment, whether burial or interment of cremated remains, may take place without the express prior written permission of the Parish Council.
2. No interment, whether burial or interment of cremated remains, may take place without the Clerk to the Council having received the Certificate of Burial form from a registrar, a disposal document for the interment of cremated remains, or an Order for burial from a Coroner, at least 24 hours prior to the burial. If the necessary paperwork is not forthcoming then the Parish Council will not give or will withdraw permission for the burial to take place.
3. Funeral Directors and Memorial Masons are expected to follow legal requirements and Best Practice in force at the time.
4. Interments may only be undertaken by Funeral Directors / Undertakers and / or their accredited staff / contractors. The scattering of ashes on the top of a specific grave or in the wider cemetery is not permitted.
5. All interments in the cemetery have and will be recorded in Parish Records.
6. The fees payable for any interment shall be as agreed by the Parish Council, and shall be reviewed annually. The fees do not include the digging of the grave or cremation plot; this is not the responsibility of or undertaken by the Parish Council. Fees shall be doubled for the interment of any person or their ashes who were not a resident of the Parish immediately prior to their death, or in the case of a child less than 12 years, their parents were not resident.
7. A Deed of Grant of Exclusive Rights of Burial will be issued for each interment. Such a deed confers exclusive rights to the grave space for 75 years from the date of the Deed. It remains the responsibility of the person who holds the exclusive right, or their executors, heirs or successors, to inform the Parish Council of any change in the holder and/or his/her address. A new Deed for a further 75 years may be purchased when the initial Deed expires.
8. Grave spaces / cremation plots may be reserved in advance, on payment of the appropriate fee. This reservation will exist for 75 years from the date on which the Deed is granted.
9. Unless a specific grave space / cremation plot has been reserved in advance by or on behalf of the deceased, all interments shall be made in the next available space in the current row as defined by the Parish Council.
10. Memorial headstones may be erected, or in the case of cremated remains memorial tablets placed, only with the prior written agreement of the Parish Council. Headstones will not normally be allowed more than 3' 6" in height, nor tablets exceeding 2' x 2'. Kerb stones or any other structure on or around the grave are not permitted (except where already in place on earlier plots). Headstones shall comply with and be installed in accordance with the current National Association of Memorial Masons (NAMM) 'Code of Working Practice' to ensure ongoing quality and safety standards. Memorials are subject to prior payment of Parish Council fees currently in force.

11. The maintenance of all graves and memorials shall remain the sole responsibility of the holder of the exclusive rights for the specific grave. Graves must be kept tidy and vegetation / flowers / plants must not be allowed to overgrow the individual grave space. The Council reserves the right to remove dead or overgrowing plants / vegetation / flowers.
12. An H&S inspection of the Cemetery is required and will be carried out annually by the Parish Council, including a topple test of all memorials / headstones. Where an issue of any sort is identified with a particular grave, an attempt will be made within two weeks of the inspection to identify the holder of exclusive rights for that grave before any remedial action is taken. Where the holder cannot reasonably be traced within this timeframe, or maintenance has clearly not been carried out for a while, the Parish Council shall have the right to take whatever steps it deems necessary in the interests of safety, appearance and wellbeing of the grave / memorial / headstone.
13. No waste material or litter is to be left loose in the Cemetery. Green waste only and/or surplus soil from new graves must be placed in the skip provided in the Cemetery. All non-green waste is to be placed in the litter bins provided.
14. Maintenance of the cemetery grass, trees, roadways, buildings and hedges shall be the responsibility of the Parish Council.
15. Dogs are permitted in the Cemetery but only with visitors to the Cemetery. Dogs are to be kept on a lead at all times and under strict control. Any dog waste is to be removed by the owner / handler.
16. The Parish Council organises a working party once or twice each year to tidy old and unmaintained graves and generally tidy up the cemetery as a whole. Grave owners / maintainers may specifically request that no maintenance is carried out on their grave by contacting the Clerk to the Council and registering their request. The grave will nevertheless be subject to the H&S inspection defined in clause 12 above.
17. Water for plants and flowers is available from the rainwater tank attached to the Bier House.
18. All vehicles (except maintenance vehicles) entering the cemetery are restricted to the tarmac driveway only and indicated parking areas, they are not permitted to drive on or over any grassed area. Official funeral vehicles have priority to access and park in the Cemetery.
19. The Cemetery gate is to remain closed at all times except for entry and exit from the grounds.
20. Complaints and / or reports of damage should be made to the Clerk to the Parish Council (see details below).
21. Access to Cemetery grounds is for Cemetery business only, use as a short cut to adjacent footpaths and by-ways is not permitted.

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Mark Botham
Chairman
Urchfont Parish Council

A copy of these regulations and associated cemetery fees can be found on the Parish Council and Community Website at www.urchfont-pc.gov.uk/amenities/cemetery.