

**INTRODUCTION**

1. The purpose of these rules and regulations are:-
  - a. To provide clear and unambiguous information to all users and visitors to the cemetery.
  - b. To set out appropriate rules and regulations for the effective implementation of health and safety requirements.
  - c. to always ensure a safe and aesthetically pleasing appearance of the cemetery, to all users.
  - d. To provide for the efficient use of burial space for the future.

**GENERAL INFORMATION**

2. This information has been prepared in accordance with relevant legislation and recommended codes of conduct as prescribed and practiced by the National Professional Bodies, engaged in the management of cemeteries. The policy will be reviewed and updated periodically in accordance with such legislative changes as may be appropriate from time to time.
3. All aspects of this policy shall apply equally to all persons having appropriate business in the cemetery i.e.
  - Members and Staff of North Kelsey Parish Council
  - Visitors
  - Bereaved Persons
  - Clergy
  - Funeral Directors and Staff
  - Monumental Masons and Staff
  - All contractors
4. The cemetery will be open for pedestrian access at all times, although the Council reserves the right to make such closures as may be necessary for repairs, emergencies or in the interests of public safety .
5. The dignity and calm of the cemetery must be respected at all times and dogs must be kept on a lead under proper control. Cycling is not permitted within the cemetery grounds.

6. The Council will regularly maintain the cemetery grounds. Bins are provided for the use of visitors and all litter should be placed therein.
7. The Council reserves the right to remove any dead floral tributes after 4 weeks from being placed on the grave in order to accommodate appropriate grounds maintenance. Christmas tributes will be removed after the end of the following January. All floral tributes **must** be placed on the headstone base and not on surrounding grassed areas.
8. It should be noted that only Rights of Interment are granted and not ownership of the ground upon which a grave or cremated remains are situated.
9. The Council provides a water supply.
10. No trees, shrubs or flowers shall be planted in the cemetery. The Council reserves the right to prune or remove any planted material already existing if, in the opinion of the Council, it has become unsightly, overgrown or is deemed to have an adverse impact upon any grave space or interferes with the general maintenance.
11. As the burial authority the Council, as owner of the site, has a duty under health and safety regulations to do all that is reasonably practical to protect the health and safety of persons who enter the site.
12. To identify potential hazards and risks, a monthly informal site inspection will be conducted by the Council and any required action taken.
13. A copy of the statutory registers and records in relation to burials conducted at the cemetery shall be kept by the Council. The registers and records are open for inspection, by prior appointment with the Clerk to the Council. An administrative fee of £45 plus £20 for every additional hour, will apply. These fees will be reviewed periodically.

14. Burial plots are 2.7 mtrs (9') x 1.20 mtrs (4').
15. Cremation plots are 0.30 mtrs (1') x 0.30 trs (1').
16. This policy is effective from 13/12/2022

**INTERMENTS – FEES AND PAYMENTS**

17. The fees set out below apply where the person to be interred or in respect of whom the right is granted is (or immediately before death was) a resident of North Kelsey, or in the case of a still-born child, where a parent is a resident.
18. All standard fees for burial or interment of cremated remains, relate to persons who have a proven residency or connection with the Parish over the previous 12 months.
19. All fees and charges must be paid in full to North Kelsey Parish Council by the date of the interment.

**EXCLUSIVE RIGHTS OF BURIAL**

20. If the interment is in a new grave and the bereaved family wish to reserve that grave for a future burial and/or place a memorial upon it, it is necessary to purchase an exclusive right to burial in that grave in accordance with the schedule of fees above.
21. For the exclusive right of burial in a new grave for one interment or suitable for two interments, the maximum period granted will be 99 years
22. For the exclusive right of burial of cremated remains only, in a full size grave, the maximum period granted will be for 75 years.
23. At the end of the said 75 years, or any extension thereof, the right to use the plot shall cease. Any interested person may, before the expiry of the said period, give to the Clerk of the Parish Council at their offices, written notification that they wish to retain any memorial erected or placed on the plot. If, after the expiry of the grant or extension thereof, no notice is received

by the Parish Council or written notice has been received but the memorial is not removed within one month from the expiry of the grant/ extension, at the expense of the person giving notice, the memorial will be removed by the Parish Council and disposed of in such a manner as the Parish Council shall choose. Proof of posting of the said notice shall not be deemed to be the proof of the receipt thereof by the Parish Council.

**24. EXCLUSIVE RIGHTS OF BURIAL IN RESERVED SPACES**

25. The exclusive right of burial in a grave space may be purchased for a period of 75 years.
26. Should the permit holder, or his executors, wish to relinquish the plot or transfer permission to another member of the family, due notice in writing must be sent to the Parish Clerk. No fee will be payable.

**INTERMENT ARRANGEMENTS**

27. A certificate from the Registrar of Births, Deaths & Marriages of the registration of death or in cases where a Coroner's inquest has been held the Coroner's Warrant, must be produced to the Parish Clerk prior to the interment.
28. In the case of a still born child a certificate in accordance with the Births and Deaths Registration Acts 1926 will be required.
29. No interment shall take place without the express permission of the Council. Requests for interment must be made at least three working days prior to the interment to the Parish Clerk. **NB. Access to the cemetery to undertake work can only be gained via the clerk.**
30. The hours of interment shall generally be between 9.30am and 4.00pm, Monday to Friday. Interments will not normally take place at weekends or public holidays, although Saturday interments will be permitted in special circumstances.

31. The Parish Council will consider sympathetically any reasonable application for interment outside normal hours.
32. Burials must take place in the grave space allocated by the Parish Clerk.
33. The Parish Council will not be responsible for the preparation of the graves. All excavations applicable thereto will be the responsibility of the Funeral Director. Graves must be left tidy after interment.
34. All graves shall be dug by hand. Mechanical diggers are not allowed in the cemetery.
35. Interment of cremated remains will only be permitted in accordance with the following:
  - a. In a designated area of the Cemetery as directed by the Council
  - b. In existing family grave spaces where all interments have been completed.

**MONUMENTS, HEADSTONES AND INSCRIPTIONS**

36. No headstone shall be placed in the Cemetery and no additional inscription shall be made on any memorial without the permission of the Council. This should be done on application to the Parish Clerk.
37. Because of the need for settlement of the grave, headstones should not be erected for a minimum of six months after the date of burial.
38. When seeking to erect a memorial, the Monumental Mason must complete a memorial application form which includes details of the purchaser. The named purchaser will be regarded as the owner of the memorial and any relevant change of detail should be notified to the Parish Clerk in writing as soon as possible.
39. All fees and charges must be paid to the Parish Clerk. Cheques should be made payable to North Kelsey Parish Council.
40. Following the granting of erection, the Monumental Mason must give at least 3 working days notice prior to erection. This

must be done on application to the Parish Clerk.

41. It is the responsibility of the owner to maintain their memorial in a good state of repair. In the event of any memorial becoming dangerous or defective, the Council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities Cemetery Order 1977, give notice to the owner requiring them to repair or remove the memorial.
42. The owner will be given a reasonable timescale to commission the necessary remedial work, having regard to the level of risk posed by the memorial. If, after the expiration of the notice period given by the Council, the owner has failed to repair or to remove the memorial or if the Council has been unable to trace the owner after it has taken such reasonable steps as it may consider necessary for that purpose, the Council reserves the right to take appropriate action to make the Cemetery safe.

**Dimensions & Specification:-**

Council recommends that:-  
Headstones should not exceed 3 ft in height, 2 ft 6 in and 9 in in thickness  
Tablets should not exceed 1 ft by 1 ft  
Kerbstones or border stones should not exceed 12 inches in height  
Cremation tile should not exceed 8 inches by 6 inches

43. Anything other than the above, will be at North Kelsey Parish Council's discretion.

**INSURANCE**

44. The Council recommends that owners take out appropriate insurance in respect of all future maintenance of their memorials.

<b>Item</b>	<b>Resident of North Kelsey</b>	<b>Non-resident of North Kelsey</b>
Exclusive Right of Burial	500.00	1000.00
Interment Fee	125.00	250.00
Administration fee to renew exclusive rights	50.00	50.00
Body of child stillborn or under 1 month	Free	Free
Body of child aged 1 month to 12 years	Free	Free
Body of person over 12 years	400.00	800.00
Cremated remains in grave where exclusive rights of burial granted	100.00	200.00
Permission for headstone including one inscription (with kerbstone)	100.00	100.00
Further inscriptions	50.00	50.00
Permission to erect vase or tile in lieu of headstone	50.00	50.00
Interment of ashes in Garden of Remembrance	250.00	500.00
Permission to install a tile on a burial plot	50.00	50.00