

Carlton Parish Council

Cemetery Rules

1. GENERAL

- 1.1. The Cemetery is normally open to the public between dawn and dusk each day.
- 1.2. The Cemetery is administered by, and is under the charge of, the Clerk to Carlton Parish Council whose address is:
Mrs S. Rockliff, Clerk to Carlton Parish Council, Stockhill Farm, Camblesforth, Selby, YO8 8HR
Tel: 07714125183. Email: clerk@carltonparishcouncil.net
- 1.3. The Council will maintain the Cemetery in a good and decent order. The Council reserves the right to prune, cut down or remove any shrubs or trees within the Cemetery at any time in order to maintain decent order.
- 1.4. Plans of the Cemetery are kept at the Clerk's address and may be seen by prior appointment. A copy of the rules and regulations, table of fees etc. may also be obtained. All Burial Records are kept at the Clerk's address and will be made available to individuals with an established interest who can request information from the Clerk.
- 1.5. The allocation of all grave spaces and cremated remains plots is subject to agreement and the approval of the Clerk.
- 1.6. Allocation of grave spaces shall be subject to payment of fees applicable at the time of allocation. An Exclusive Right of Burial Certificate will be issued soon after. Further fees are payable at the prevailing rate upon an interment taking place.
- 1.7. The Exclusive Right of Burial Certificate means that the grave owner owns the Right to Inter for 99 years. The certificate does not mean that the grave owner owns the land. The land always belongs to Carlton Parish Council.
- 1.8. It is the grave owner's responsibility to inform Carlton Parish Council of any change of address.
- 1.9. It is the grave owner's responsibility to inform family and/or executors of the grave purchase.
- 1.10. Carlton Parish Council will endeavor to contact the grave owner when the Exclusive Right of Burial Certificate is due for renewal. However, it is the grave owner's responsibility to keep in touch with the Council

(see 1.8). If 6 months after the date of expiry the grave owner has not renewed the ownership it will be presumed that the grave is no longer wanted.

2. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (Right of Ownership)

- 2.1. A transferred Exclusive Right of Burial to a grave is only valid if it has been registered and agreed by the Parish Council.
- 2.2. It is advisable that once the grave owner has been interred within the grave, arrangements be made for the transfer of ownership. No further burials, interments of cremated remains, scattering of cremated remains, additional inscriptions on memorials or installation of new memorials will be permitted until entitled ownership has been established.
- 2.3. In cases where the original purchaser is deceased, the new owner must demonstrate ownership of the grave by producing a) A valid will, b) Grant of Probate, c) Letters of Administration, or d) if the others are missing, a completed Statutory Declaration witnessed by a Commissioner of Oaths (solicitor).
- 2.4. A fee is charged for accepting this documentation which must be paid at the time of application.

3. INTERMENTS (INCLUDING THE INTERMENT OF CREMATED REMAINS)

- 3.1. No burial shall take place, or any memorial placed relating thereto, without the prior permission of the Clerk to the Parish Council. All excavations for the interment shall be undertaken only by persons approved by the Council.
- 3.2. No burial of cremated remains shall take place, or any memorial placed relating thereto without the prior permission of the Clerk to the Parish Council. All excavations for the interment of cremated remains shall be undertaken only by persons approved by the Council.
- 3.3. All funeral directors and persons responsible for excavating must provide evidence of public liability insurance to the council.
- 3.4. A minimum of 48 hours' notice shall be given at the office, confirmed in writing within 24 hours.
- 3.5. Every notice of interment shall be on the form provided or otherwise agreed by the Council and must contain a full and true statement of the particulars required and be signed by the applicant.

- 3.6. Orders or instructions received by telephone shall be confirmed in writing within twenty-four hours. The Council will not accept responsibility for loss of any remittances or instructions forwarded by post.
- 3.7. The Registrar's or Coroner's Certificate for the disposal shall be made available prior to the funeral taking place.
- 3.8. The funeral director in charge of the funeral must arrange for a minimum of FOUR people to carry the coffin to the graveside. It is the responsibility of the funeral director to increase the number of bearers subject to Health and Safety considerations.
- 3.9. Cremated remains may be interred 'loose', or in urns and caskets of a suitable design and construction which must be biodegradable.

4. **MEMORIALS**

- 4.1. Before the erection of any memorial or other work relating to a plot an application must be made to the Council. This application must include a drawing/sketch with measurements and nature of the proposed memorial including materials to be used, along with full details of proposed inscription. Subject to approval and on payment of the appropriate fees, authorisation will be granted. No memorial may be erected, or inscription made unless approved by the Clerk to the Parish Council.
- 4.2. All Monumental Masons must provide evidence of Public Liability Insurance to the Parish Council.
- 4.3. All Memorials shall be constructed of good quality stone with all fixings made in accordance with recognised trade standards (Recommendations of National Association of Monumental Masons or equivalent) and shall be stabilised using the recommended underground fixing. Headstones shall be erected vertically on the outer edge of the plot at the head of the grave and shall not exceed 3 feet (900mm) in height measured from the ground or 3 feet (900mm) in width, or 4 inches (100mm) in thickness and shall be in positions approved by the Clerk.
- 4.4. In the event of neglect of any memorial, after 3 months' notice posted or delivered to the last known address of the owner, the Council shall have the right to remove or otherwise dispose of any such memorial as they may direct. The Council reserves the right to take any such action as may be deemed appropriate in cases of neglected or vandalised memorials which in particular, have become a danger to the public and the cost of such action may be sought from the family or legal representatives.
- 4.5. All materials must be transported to the Cemetery by hand or on carts or trucks with wheels of not less than 100mm (four inches) in width.

- 4.6. All persons erecting headstones must use such means as to protect the grass and the walks as directed by the Clerk or a nominated representative and shall be responsible for the clearing of the site following erection of the same including surplus materials.
- 4.7. The erection (or renewal) of a wooden cross is not allowed other than for a temporary period not exceeding six months, following interment. In default of this regulation the Council reserves the right to remove any such cross.
- 4.8. **Flowers and shrubs must not be planted on purchased graves. The Council will remove any shrubs, plants or flowers that have been planted in the vicinity of burial plots. This is to facilitate proper and effective maintenance of the Cemetery.**
- 4.9. No grave shall be raised by the use of turf, or other means, above the level of the ground in the immediate vicinity.
- 4.10. **No grave shall be covered with artificial grass, stones, paving or gravel. The Parish Council will remove any artificial grass, stones, paving or gravel that have been planted in the vicinity of burial plots. This is to facilitate proper and effective maintenance of the Cemetery.**
- 4.11. **No vases, shrubs, trees, plants, artificial wreaths, jars, bowls, toys or memorabilia (other than those incorporated within a headstone), shall be permitted. Any breach of this condition may result in the removal of any such item by the Council. This is to facilitate the proper and effective maintenance of the Cemetery.**

5. FLOWERS, FLORAL TRIBUTES AND CHRISTMAS WREATHS

- 5.1. Floral tributes from funeral services will be removed and disposed of two weeks after the funeral service. This is to facilitate the proper and effective maintenance of the Cemetery.
- 5.2. Only artificial flowers, fresh cut flowers and seasonal flowers in pots are permitted. These must be placed on the headstone's plinth or in vases on the headstone's plinth.
- 5.3. All wrappings should be removed and taken home for disposal.
- 5.4. Containers for transporting water must be taken home for reuse or disposal. Containers left behind headstones will be removed by the Parish Council for disposal.

- 5.5. Perished floral tributes should be disposed of in the green bins provided.
- 5.6. All perished floral tributes and cut flowers may be removed by the Council at their discretion.
- 5.7. Carlton Parish Council cannot be held responsible for any floral tributes that cannot be found. Floral tributes are left at the family's own risk.
- 5.8. **Christmas wreaths may be placed in front of headstones during the Christmas period. (1st December to 7th January). They will be removed from 1st February onwards.**

6. GENERAL CONDUCT

- 6.1. Persons within the Cemetery shall at all times conduct themselves with proper decorum and any person found conducting himself or herself in a noisy, discourteous or disorderly manner will be expelled from the Cemetery.
- 6.2. Children under the age of 12 will not be admitted except under the care of a competent person and all persons admitted to the Cemetery will be subject to the directions of the Clerk or his nominated representative.
- 6.3. Dogs will only be allowed in the Cemetery, secured on a lead and must be prevented from defecating the area.
- 6.4. Cycling, skateboarding, scooters or roller blading within the Cemetery is prohibited.

The Council reserves to itself the power to make alterations from time to time in the foregoing rules and regulations.

Approved by the Parish Council on 25th February 2020 for implementation on 1st March 2020