

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO  
482 Newark Road, North Hykeham, Lincolnshire, LN6 9SP  
Email csncpcclerk@outlook.com Telephone 01522 695396

## CEMETERY REGULATION POLICY 2020

### Introduction

- 1 These Regulations shall be known as Carlton Scroop and Normanton Parish Council Cemetery Regulations 2020 and are made pursuant to the Local Authorities Cemeteries Order 1977.
- 2 These Regulations will come into operation on 1 May 2020 from which date all previous Regulations made by the Council with respect of the management of the Cemetery shall cease to have effect.

### Fees and Charges

- 3 The Fees and Charges in respect of the Cemetery shall be as set out in the Table of Fees and Charges for the time being in force. These are reviewed annually and amended as necessary, with any changes coming into effect from 1<sup>st</sup> May.
- 4 All Fees and Charges shall be paid in advance to the Clerk of the Parish Council
- 5 Special rates apply to non-Parish residents.

### Interpretation

- 6 Where these Regulations require an opinion or approval to be given it shall be that of the Clerk (acting on behalf of the Council). Any person aggrieved by such a determination may challenge it through the Council's complaints procedure but shall comply with the Clerk's decision in the interim.
- 7 Wherever these Regulations prohibit or limit actions which may be taken by the public, the Council reserves the right to take any action necessary to ensure compliance, and where necessary, recharge the cost of that action to the person causing the contravention of these Regulations.
- 8 In these Regulations certain terms may have particular meanings and are explained in the Definition of Wording section at the end of these Regulations.

### Plans, Regulations and Fees

- 9 Plans of the Cemeteries showing the Grave spaces and the various sections, copies of the Regulations and table of Fees and Charges, together with Registers of Burials are held and may be seen on application to the Clerk of the Parish Council

### Definition of Wording

#### In these Regulations:

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO  
482 Newark Road, North Hykeham, Lincolnshire, LN6 9SP  
Email csncpcclerk@outlook.com Telephone 01522 695396

<b>“The Council”</b>	means the Parish Council
<b>“The Cemetery”</b>	means the Carlton Scroop, Church Lane Cemetery
<b>“Grave”</b>	means a burial place formed in the ground by excavation and without any internal wall of brickwork, stonework or any other artificial lining or, where the context so admits, a plot of ground reserved for any burial place.
<b>“Purchased Grave”</b>	(graves or cremated remains plots) means a grave in which the Council have granted the Exclusive Right of Burial for a limited period of time.  <i>NB The ground itself is not purchased, only the Right of Burial.</i>
<b>“Public Grave”</b>	means a grave in which no Exclusive Right of Burial has been or will be granted by the Council and no memorial other than a simple one provided by the Council will be permitted.  <i>No planting or ornamentation will be permitted on the grave</i>
<b>“Memorial”</b>	includes monument, gravestone or kerbing
<b>“Ash Section”</b>	means that section or sections of the Cemetery provided and laid out by the Council for the internment of urns or caskets containing cremated remains.  <i>Kerbing is not permitted</i>
<b>“Base”</b>	means that piece of the memorial which is an integral part of that memorial
<b>“Plinth”</b>	means the foundation stone which supports the base and the entire memorial
<b>“The Clerk”</b>	means the person appointed by the Council to act as Manager of the Cemetery, or his or her duly authorized Deputy (Administrator)
<b>“NAMM”</b>	means The National Association of Monumental Masons

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO  
482 Newark Road, North Hykeham, Lincolnshire, LN6 9SP  
Email csncpcclerk@outlook.com Telephone 01522 695396

## General Regulations

### Anyone visiting the Cemetery must adhere to these Regulations:

- 10 **Opening Times:** The Cemetery allows for public access 24/7 via the pedestrian gate on Church Lane, or through the church yard
- 11 **Parking**  
Parking is on the roadside on Church Lane for a limited time only.
- 12 **Children**  
In the interests of Health & Safety, children under the age of 12 years are not allowed in the Cemetery unless under the care of a responsible adult.
- 13 **Games**  
No games or ball games whatsoever are permitted within the Cemetery
- 14 **Dogs**  
Dogs are allowed if under control and no fouling of the cemetery.
- 15 **Office Hours**  
All enquiries should be made with the Parish Council Clerk.
- 16 **Floral Tributes and Christmas Wreaths**  
Floral tributes will be removed no less than four weeks following an interment
- 17 **Behaviour**  
Anyone whose behavior is unfavourable or disrespectful may be asked, by the Clerk, member of the Council staff, Councillor or any contractor acting on behalf of the Parish Council to leave the Cemetery.
- 18 **Interments**  
  
Applications for burials (graves or cremated remains) must be made to the Council office between the hours of 9.30 am and 12.30 pm Monday to Friday.  
  
19 Notice of interment must be made to the Council office, on the prescribed form, at least seven clear working days prior to an interment. No notice of interment will be accepted for a Saturday or Sunday or on a Public Bank Holiday.  
  
20 Graves will be excavated only by Council's approved grave digger to a specification of **6'8" in length x 28" wide. If a grave needs to be larger the exact coffin or casket size must be clearly stated.** It should be noted that additional cost may be incurred.  
  
21 The Council will not hold themselves responsible for any documents sent by post. Information regarding an interment given by telephone must be confirmed in writing immediately.

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO  
482 Newark Road, North Hykeham, Lincolnshire, LN6 9SP  
Email csncpcclerk@outlook.com Telephone 01522 695396

22 The hours for an interment (either full burial or cremated remains) shall be between 9.30am to 3.30 pm Monday to Friday.

23 Where it is proposed that the interment shall be preceded by a service in the Church, the latest time for the commencement of such will be at the discretion of the Minister.

24 No interment shall take place in the Cemetery other than between the times specified in Regulation 23.

25 The time specified for an interment shall be that fixed for its commencement at the Cemetery and this time must be punctually observed.

26 In the event of a funeral arriving early or late at the Cemetery, the Council reserves the right to delay the funeral service or interment if such early or late arrival will interfere with any other funeral arrangements

27 The person having charge of a funeral shall make arrangements with the person intended to officiate at the interment. The Council undertakes no responsibility on this account.

28 The Certificate for Burial or Cremation, Certificate of Cremation for Disposal or Cremated Remains or Coroner's Order for Burial MUST BE RECEIVED by the Clerk at least 24 hours before

*If the Clerk is not in possession of the **Certificate or the Coroner's Order for Burial** then the interment **MUST NOT take place** EXCEPT in the situation where the certificate has been issued but forgotten by the funeral director. If this happens, the funeral director must sign a declaration in accordance with the Births and Deaths Registration Act 1926 before the funeral can proceed. This declaration must explain why the certificate has not been delivered and a promise to deliver it to the Council office that same day.*

29 New graves will be issued in rotation. Only in exceptional circumstances will grave selection be permissible. All grave or ashes plots are sold on the basis that they are double plots allowing two interments of the same type.

30 Each individual body whether an adult or child must be brought into the Cemetery in a separate coffin. The only exceptions to this rule will be:

- *When a mother dies in childbirth in which case both the mother and child can be in the same coffin*
- *When twins or multiple births die in childbirth the babies can be in the same coffin*

31 All bodies received for burial shall be enclosed in coffins made of wood (including chipboard or MDF), wicker or cardboard. If other types of covering, i.e. shroud or metal are required, permission will be at the discretion of the Clerk.

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO  
482 Newark Road, North Hykeham, Lincolnshire, LN6 9SP  
Email csncpcclerk@outlook.com Telephone 01522 695396

32 A Grant of Exclusive Right of Burial will be issued for all graves, in a form approved by the Council, for the predefined period of 99 years.

- *The ground is NOT purchased, it is always Council land, and it is only the Right of Burial that is purchased.*

33 The Grant of Exclusive Right of Burial may be transferred at cost, subject to the approval of the Clerk being first obtained and no such transfer shall have effect unless and until it has been registered with the Council.

34 No grave for which a Grant of Exclusive Right of Burial applies can be opened without the written permission of the Registered Owner unless the burial is to be that of the Registered Owner.

35 If the burial is to be of the Registered Owner of the Grant of Exclusive Right of Burial, written permission to open the grave is not needed. However, the name of the deceased as shown on the Registrar's Certificate for Disposal must be *exactly* the same as the name on the Grant. To ensure that only the correct person is buried in the grave, any variation in the names must be explained and confirmed by a Statutory Declaration before the burial takes place.

36 The Council maintains the right to see a Grant of Exclusive Right of Burial before a grave is opened. If lost, the Council has the right to demand a Statutory Declaration to say you have lost the Grant. *A copy of the Grant will NOT be issued.*

37 If the Parish Council's approved grave digger is not available, his nominated deputy will be used. All graves will be dug to depth in accordance with the law. If the grave is to be re-opened no previous remains will be disturbed.

38 The Council has the right to place excavated soil on adjacent graves to those that need to be opened for a burial without notice. At all times these graves shall be covered. Excess soil and the boards will be removed immediately after the burial and the area left tidy.

39 When graves are being dug in certain areas of the Cemetery it may be necessary to move memorials on surround Graves without notice to make room for equipment or to prevent damage. (This is a health and safety requirement). Memorials may only be moved by an approved stonemason. Memorials will be replaced in their correct position as soon as possible after the burial.

40 The charge payable for any interment in a Public Grave shall not include any right of privilege other than the right to be buried. *The Council will provide a simple flat memorial stone showing the deceased's name and date of death only. No other memorial shall be permitted and will be removed.*

41 The Council will maintain the whole of the Cemetery (graves and cremated remains) including the headstone border at the head of each row of graves. No person shall place any surround of any description, freestanding bases, or plant any tree, shrub or plants therein, or otherwise interfere with the ground. Any shrubs, plants etc. found will be immediately removed without consultation with the

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO  
482 Newark Road, North Hykeham, Lincolnshire, LN6 9SP  
Email csncpcclerk@outlook.com Telephone 01522 695396

owner of the Exclusive Right of Burial. In areas where shrubs are present between headstones, the Council may remove such items at any time.

42 No glass or other breakable containers for flowers (other than in the form of a memorial approved by the council) shall be erected or placed in ground surround a headstone or memorial.

43 Funeral Directors may place a temporary wooden cross at the head of the grave following an interment. This can contain a small plate showing the deceased's name and must be no more than **18 inches high in total**. Temporary markers can remain for 12 months or until a headstone is erected, at which time the marker will be removed. The council will NOT provide any temporary markers.

## Cremated Remains

44 The scattering of cremated remains of a person on the Strewing Bank shall be permitted only on payment in advance of the prescribed fee. Individuals are not permitted to conduct the scattering of ashes, unless in the presence of a Minister or Council Representative, as certain Regulations have to be observed as there are legal recording requirements.

## Memorials

45 A drawing of every proposed memorial to be erected and a copy of every proposed inscription to be placed thereon shall be submitted, via a recognized and approved stonemason, to the council office for approval.

46 No memorial application will be approved without the permission of the owner of the Exclusive Right of Burial.

47 No memorial shall be erected or inscription placed on a memorial in the cemetery without the approval of the Council

48 Kerbing is NOT permitted.

49 The Clerk will refuse permission for any memorial or inscription likely to cause offence. Guidance for acceptable inscriptions can be obtained via the Clerk to the Parish Council.

- **Any memorial erected without the permission of the Council or which differs from the approved application WILL be removed.**

50 It is recommended that advice is sought from the Parish Clerk for acceptable headstone or memorial prior to any application being submitted.

51 All memorials shall be of a material approved by the Council and shall be placed on a plinth or foundation stone to the satisfaction of the Clerk.

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO  
482 Newark Road, North Hykeham, Lincolnshire, LN6 9SP  
Email csncpcclerk@outlook.com Telephone 01522 695396

52 Person erecting or fixing memorials shall carry out the work during normal working hours and shall leave the site of the works and the adjoin ground in a clean and tidy condition and shall make good all damage which in the progress of the work may be done to any adjacent grave or memorial. A minimum **three working days' notice is required for the fixing of memorials.**

53 Upon receipt of permission for the erection of a memorial the responsibility for maintenance shall be solely with the grave owner.

54 If, in the opinion of the Clerk, any headstone, memorial etc. are considered dangerous or unsightly, action will be taken to temporarily make them safe – this include the laying down of headstones – but the responsibility for repair shall rest solely with the grave owner and at the grave owner's expense.

## **Maintenance**

55 The Parish Council accepts responsibility for maintaining the paths, fences and open areas and reserves the right to remove anything that impeded mowing and strimming.

56 The Parish Council seeks to ensure that the Cemetery and its setting is attractive and dignifies the memories of those who are buried. Therefore, the following are considered to be to be inappropriate and are **NOT** permitted under any circumstances:

- *Artificial grave surrounds*
- *Any form of lighting*
- *Ornaments attached to the headstones, or*
- *Any moveable object on the grave which is deemed inappropriate*

**Any of the items listed in Regulation 57 will be removed without consultation.**

57 The planting of trees or shrubs is NOT permitted. Any such item found shall be removed without consultation of the owner.

58 Plants may not be planted within the confines of a grave. The Council reserves the right to prune, cut down, or dig up and remove any shrubs or plants at any time when, in their opinion, they have become unsightly or overgrown, or when necessary for the purpose of allowing a grave to be opened.

59 Flowers: silk or plastic are not permitted

60 Those tending graves are obliged to remove rubbish from the graveside. A compost area is at the rear of the cemetery. Non compostable items can be put in the bins provided by the church entrance.

## **Miscellaneous**

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO  
482 Newark Road, North Hykeham, Lincolnshire, LN6 9SP  
Email [csncpcclerk@outlook.com](mailto:csncpcclerk@outlook.com) Telephone 01522 695396

61 A person shall not wilfully destroy or damage any wall or fence in the Cemetery or any turf, tree, plant or shrub therein or mark or disfigure any wall or fence thereof, or put up any printed or other paper handbill or placard therein, or wilfully destroy, deface or damage any memorial, or inscription within the Cemetery, do any other wilful damage or play at any game or sport or discharge any fireworks or firearms in a Cemetery (save at a Military Funeral by prior permission of the Council) or commit any nuisance within the Cemetery.

62 Any Councillor, the Clerk, a member of the Council staff or any contractor acting on behalf of the Parish Council may remove from the Cemetery any person who shall improperly deviate from the roads or paths, or who shall damage the turf, or any tree, shrub, plant, memorial, erection or inscription or otherwise misconduct him or herself within a Cemetery.

63 There are occasions when it is necessary for the Cemetery to be closed for Health & Safety maintenance reasons. In such cases prior notification shall be posted, under the Health & Safety at Work Act 1974, as the Parish Council is legally obliged to ensure, so as it is reasonably practicable, the safety of persons visiting the Cemetery therefore. The Parish Council cannot be liable for any person whosoever shall enter the Cemetery once signs warning of closure are displayed.

## **Use of the Church**

64 The church which has the capacity of about 120 may be booked for services.

65 Flowers are not included within the cost of hire for the church but families may arrange for flowers to be placed within the church prior to the service.

## **For all Cemetery enquiries contact:**

The Clerk  
Carlton Scroop and Normanton Parish Council  
482 Newark Road  
NORTH HYKEHAM  
LN6 9SP

Tel: 01522 695 396  
Email: [csncpcclerk@outlook.com](mailto:csncpcclerk@outlook.com)