

CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO
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CARLTON SCROOP AND NORMANTON ON CLIFFE CEMETERY RULES AND REGULATIONS

Reviewed November 2024

FOR THE GOVERNMENT OF THE BURIAL GROUNDS IN THE PARISH OF CARLTON SCROOP AND
NORMANTON IN THE COUNTY OF LINCOLNSHIRE UNDER THE CONTROL OF CARLTON SCROOP AND
NORMANTON ON CLIFFE PARISH COUNCIL

These rules supersede previous versions of the rules and regulations.
These rules, cemetery fees and contact information can be found on our website
<https://carlton-scroop.parish.lincolnshire.gov.uk/>

The Council reserves the right, from time to time, to revise the Rules and Regulations and will review the
Schedule of fees annually.

These Rules and Regulations are made in conformity with, and subject to, the Local Authorities
Cemetery Order 1977 and any amendment thereof.

Should you have any queries regarding these regulations please contact the Parish Council

1. PURCHASE OF EXCLUSIVE RIGHTS OF BURIAL

- 1.1 When an Exclusive Right of Burial is acquired, the full name and address of the purchaser must be supplied.
- 1.2 The period of Exclusive Right of Burial will be for a period of 50 years.
- 1.3 Purchasers shall not dispose of their rights without the consent of the Council.
- 1.4 Where any rights have not been exercised, the burial authority may, at any time after the expiration of 50 years, beginning with the first day, serve notice on the owner unless within six months of the date the owner notifies the Council, in writing, of his/her intention to renew them.
- 1.5 A register of burials will be kept by the Clerk, searches of which may be made on application.
- 1.6 Ownership of the exclusive right of burial gives the owner the right to be buried in the grave space, but does not imply ownership of the land itself, which remains the property of the burial authority.

2. GRANTS OF EXCLUSIVE RIGHTS OF BURIAL

- 2.1 Grants of Exclusive Right of Burial may be purchased upon request to the Parish Council Clerk. The request may be made either by the purchaser or their agent. Upon receipt of the current fee (available on request from the Clerk to the Parish Council or on the website) the Clerk will issue a Grant of Exclusive Right of Burial to the purchaser.

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- 2.2 The Grant will be numbered and contain all relevant details of grave space(s) purchased and the name and address of the purchaser(s). The Deed (Grant) will remain the property of the purchaser and his/her successor for a period of 50 years.
- 2.3 When the purchased grave space is to be used for a burial then the Deed (Grant) of Exclusive Right of Burial should be surrendered to the Parish Clerk.
- 2.4 Grants of Exclusive Right of Burial are reserved for local residents and relatives thereof, as determined by the Parish Council.
- 3. TRANSFER OF OWNERSHIP**
 - 3.1 On the transfer of ownership of an Exclusive Right of Burial in a grave or graves (owing to death or otherwise), such transfer must be registered and the deed produced for endorsement.
- 4. PAYMENT OF FEES**
 - 4.1 Payment by bank transfer is preferred. Please contact the Clerk by email at clerk@carltonscroopnormanton-pc.gov.uk to obtain bank details. No receipts for any monies will be valid except those officially issued by the Clerk.
- 5. TIME OF BURIAL**
 - 5.1 Burials will take place in daylight, usually not later than 3.00 p.m. The Clerk must be notified of the time of Interment.
 - 5.2 At least 5 days' notice must be given of an Interment in every case, exclusive of Sunday. Interments at a shorter notice will, if possible, be arranged in exceptional cases by the Council, but an extra charge may be made in such cases to cover any extra costs incurred.
- 6. DEATH CERTIFICATE**
 - 6.1 A Registrar's Certificate or Coroner's Order for Burial must be delivered to the Clerk of the Council for preservation prior to the Interment.
- 7. ADMISSION OF VEHICLES**
 - 7.1 The coffin is to be conveyed to the burial space. No vehicle (other than by Council permission) will be allowed to enter the Burial Ground and these may not remain on the grounds longer than necessary. If any damage is done to the Council's land or premises by bringing in of materials, memorials, or from any other cause, the person or persons doing such damage will be held responsible for the same.
- 8. EXCAVATION OF GRAVES**
 - 8.1 All grave diggers must be properly insured. No mechanical diggers to be used.
- 9. DEPTH OF GRAVE / BRICK LINED GRAVES**
 - 9.1 No grave shall be deeper than ten feet but if the Council finds it impractical (owing to drainage or any other cause) to dig as deep as six feet, in any particular grave space, it reserves the right to specify a maximum depth to which the grave can be dug. No body shall be buried in such a manner that any part of the coffin is less than three feet below the level of the ground adjoining the grave. The Parish Council will consider requests for brick lined graves/metal caskets. The additional costs incurred must be borne by the family of the deceased.

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10. SITE OF GRAVES/CONSECRATION

10.1 No deviation from the current order of Burials as shown by the plan kept by the Clerk will be allowed.

11. MEMORIAL HEADSTONES

11.1 Single headstones - **maximum** dimensions 27" x 21" x 3" with flower vase (optional) incorporated only will be permitted. The base upon which the headstone is sited should not exceed 3" x 24" x 12". Please note that it cannot be guaranteed that the placement of a headstone is at the head end of the grave.

11.2 In respect of all graves for which an Exclusive Right of Burial has been acquired, a drawing showing dimensions, proposed inscriptions and a description of the stone must be forwarded to the Parish Council for approval. Permission to be sought from the Council in respect of double headstones. No kerbing or edging stones are allowed.

12. CREMATION MEMORIALS

12.1 Provision for the burial of cremated remains is within the Cemetery boundary. A maximum of two burials per space is permitted. Memorial stones should be a maximum of 9" square and any memorial vase should be incorporated into the stone. Permission to be sought from the Council for headstones of any design other than a square tablet.

13. NOTICE OF WORK

13.1 All masons need to provide proof of appropriate professional membership, evidence of relevant Risk Assessment & Safe System of work and legal indemnity, as they are responsible for their acts or omissions whilst in the Cemetery on Parish Council Property.

13.2 Three days' notice must be given to the Clerk by masons before erecting any monument, and work of every description must be completed as soon as possible. The current fee for erection of a headstone shall be payable to Carlton Scroop and Normanton on Cliffe Parish Council through the Clerk (see current fees for details).

14. REOPENING OF GRAVES

14.1 The owner or executor shall be responsible for the removal of headstones and kerbs (if any) on the reopening of graves and replacement of same within eighteen months. The cost of removing must be borne by the owner /executor, and the Council will not be responsible in the event of a monument or stone becoming broken or damaged, lost or destroyed during such work.

15. MAINTENANCE

15.1 The Council reserves the right to maintain graves. Graves will be levelled as required.

16. DAMAGE TO HEADSTONES

16.1 The Council will not be responsible for any damage to headstones, memorials, flower vases or plaques occasioned by storms, wind, lightning, subsidence, vandalism or any other cause.

16.2 If a headstone is found to be unsafe and dangerous it may be made safe by the Parish Council. The Grave owner will then be contacted to see if they would like have the headstone refixed, if this is possible. The grave owner will be responsible for any charges to have the headstone refixed or repaired.

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17. FLORAL TRIBUTES

17.1 All funeral wreaths and flowers will be left on a new grave for a period of not less than four weeks. After the four-week period has elapsed, the wreaths and flowers will be removed if this has not already been done by the family of the deceased.

18. PLANTS/SHRUBS, FLORAL AND MISCELLANEOUS ITEMS

18.1 No bushes, shrubs or plants are allowed other than in monumental vases and memorials with incorporated vases. The Council reserves the right to remove any unauthorised bush, shrub, plant, flower receptacle or miscellaneous items from the graves as it deems necessary. The Council will attempt to contact the family prior to removing non-floral items.

19. VISITORS AND DOGS

19.1 All persons visiting the Cemetery should act in a responsible manner whilst on the grounds. Dogs must be kept under control and on a lead. Visitors to the cemetery do so at their own risk.