

Denmead Parish Council

Burial Ground Regulations and Services



These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

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Updated May 2024

1. General Regulations

- 1.1 Denmead Burial Ground is divided into three areas – Old Burial Ground, New Burial Ground and North Field. The Burial Ground is a lawned cemetery and is open daily to the public between the hours of 7am and 9pm, or 30 minutes after sunset, whichever is the earlier. Children under 16 years of age are not permitted to enter the Burial Ground unless supervised by an adult. All visitors must keep on the footpaths, refrain from touching shrubs or flowers, and observe perfect decorum in all respects. Dogs must always be kept on leads in the Burial Ground.
- 1.2 Memorials may not be erected on any grave without the written permission of the Parish Council. An application on the prescribed form with diagrams, showing all dimensions, inscriptions and materials must be submitted to the Parish Council in every instance.
- 1.3 All new plots will be allocated by the Parish Council and all memorials must adhere to regulations.
- 1.4 All cremation plots must be covered with a blank marker stone or inscribed plaque immediately after interment.

2. Right of Interment

- 2.1 The right of interment and erection of memorials are exclusive to residents of Denmead provided that their name appears on the Electoral Register during the two years prior to their death and upon payment as set out in the Burial Ground Scale of Fees. Persons residing in residential care homes, nursing homes or hospitals outside of Denmead who were, prior to their removal thereto, residents of Denmead, will be classed as residents provided that their name appears on the Electoral Register in the two years prior to their death (please refer to Appendix 1).
- 2.2 Non-resident applications for new full burial interments are no longer permitted. Non-resident applications for second full burial interments into existing plots and burials of cremated ashes into new or existing plots will continue to be permitted on receipt of the appropriate non-resident fees and proof of a strong Denmead connection.
- 2.3 Full burial interments are permitted to take place on weekdays only. Ashes interments may take place on a Saturday morning by prior arrangement and on receipt of the appropriate additional fee.
- 2.4 Interment of ashes will only be permitted into cremation plots designated for interment of cremated remains. Full earthen plots are designated for full body interments only.
- 2.5 Ashes may be scattered in the memorial garden in the Burial Ground.
- 2.6 Any subsequent casket interment into a Welters Plot, will only be allowed for the family of the first deceased member who is interred. Some water ingress may occur due to the construction materials used in Welters Plots.

3. Notice of Interment

- 3.1 Application forms for interment, erection of memorials and the scale of fees form part of these regulations and are available from Denmead Parish Council office or from the Denmead Parish Council website.
- 3.2 At the time of all applications, the applicant will receive a signed copy of the Notice of Interment and a copy of the current regulations. The applicant must sign and date their agreement to the regulations on the reverse of the Notice of Interment before the booking is accepted.
- 3.3 The Certificate given by the Registrar of Births and Deaths, or an order of the coroner must be delivered to the Parish office prior to the interment or on the day of the interment.

4. Payments

4.1 All payments must be received in full, 7 days prior to an interment or memorial installation. If payment is not received, then the interment booking, or memorial installation will be cancelled. The Parish Council reserves the right to request payment in full before accepting an interment booking.

5. Digging and Reinstatement of Full Burial Plots and Cremation Plots

5.1 It is the responsibility of Denmead Parish Council, as Burial Authority, to arrange the digging of graves and cremation plots.

5.2 New single-depth and new double-depth plots are available at Denmead Burial Ground to residents of Denmead only.

All graves will be shored when dug. All plots are checked at the time of digging by a staff member of Denmead Parish Council, and on the day of the interment by the gravedigger to ensure the grave remains stable. If weather conditions cause ground collapse, or sufficient depth cannot be achieved for a double-depth plot, then the Parish Council reserves the right to defer the burial until weather conditions improve, designate the grave as a single-depth plot, or apply the Shallow Grave Policy (Please refer to Appendix 2). The Parish Council also reserves the right to allocate a single-depth plot in the event of second interments where it is found that the original grave was not dug to a sufficient depth. The new plot will be allocated as near to the original grave as possible.

5.3 Reinstatement of graves must be to the satisfaction of the Parish Council. Turf is to be lifted carefully and stacked, and excess soil is to be removed and disposed of. New graves are to be checked regularly to ensure settlement of soil and once levelled will be topped with a mixture of topsoil and grass seed.

5.4 It is the responsibility of an approved stonemason to ensure that any memorial on a re-opened plot is removed from it at least 3 working days prior to the date and time of the interment.

5.5 Applicants must mark on a drawing the exact spot for an interment of cremated remains into an existing plot. Where it is not possible to dig into a grave to inter cremated remains, then the Parish Council reserves the right to instruct the gravedigger to dig at the foot of the plot.

5.6 If sufficient depth cannot be achieved for a second interment into a cremation plot, then the Parish Council reserves the right to allocate another cremation plot.

5.7 Half-plots for cremated remains are no longer available.

6. Coffins and Caskets

6.1 No person will be allowed to be buried in any grave unless it is placed in a properly constructed coffin or cremation casket. American style coffins are not permitted.

7. Re-opening of Welters Plots

7.1 Welters plots may be re-opened for the interment of additional family members. On the day of interment, the funeral director or stone mason will remove and unscrew the plaque and replace it after the interment. The plot will be resealed one to two days after interment by the Parish Council. New Welters plots are no longer available.

8. Exhumations

8.1 An exhumation is rare and cannot take place without the necessary legal authorisation. Denmead Burial Ground is consecrated and therefore a Bishops Faculty is required. If permission is granted by the Diocese, Denmead Parish Council will issue the necessary forms to the next of kin, which must be completed and returned to the Parish office, with the appropriate fees, before an exhumation can be carried out. Costs must be paid in advance.

9. Reservation of Graves and Cremation Plots

9.1 Plots which have been reserved under previous regulations are for a period of ten years from the date of application. It is the responsibility of the applicant to renew the reservation. If after six months, from the date of expiry, re-application has not been made, the reserved plot shall be deemed vacant. Plots which have been previously reserved in the cremation area must be covered with a blanking stone. New reservations of plots are no longer permitted.

10. Flowers

10.1 Vases and flower containers may be part of the memorial. One small metal or marble vase may be placed on the grave during the first six months following interment, pending the erection of a permanent memorial. Glass, china, plastic or earthenware vases, jars, metal pots, troughs or bottles are not allowed. Any such item may be removed at the discretion of the Council.

10.2 Early blooming spring bulbs such as snowdrops and crocuses may be planted on a grave space providing, they do not impact on grass cutting. Shrubs or pot plants may not be planted in a grave space, the cremation area or around memorial plaques and trees. Flowers and wreaths will be removed when they are dead and after 2 weeks following interment. Christmas wreaths will be removed at the end of January.

10.3 No artificial flowers are permitted.

10.4 It is not permitted to embed containers into a grave space or secure loose receptacles into the turf in any way. All approved movable memorial vases must be identified with the plot number to aid repositioning if necessary.

10.5 No responsibility can be accepted by the Parish Council for the removal of flowers or containers by any unauthorised person.

10.6 All unauthorised containers will be removed to the bin area for collection.

11. Memorial Headstones, Crosses, and Plaques

11.1 General Information

No headstone or any other memorial is to be placed in the Burial Ground and no additional inscription is to be made on any stone or other memorial without first obtaining consent from the Parish Council in writing and upon payment of the appropriate fee. Such consent will only be given if the proposed memorial and inscription comply with the requirements of these regulations and is acceptable to the Parish Council. Any unauthorised memorial will be removed. Memorials may be in the form of a headstone, cross or cremation plaque. Full details of memorials, including measurements, materials and inscription must be submitted for approval by the Parish Council. If a memorial application is not approved within two months of receipt, then permission will be denied, and all monies paid refunded. All memorials must be installed after an interment and not beforehand.

11.2 Measurements of Headstones/Crosses

Old Burial Ground / New Burial Ground

36" / 90cm maximum height

24" / 60cm maximum width

3" / 7.5cm minimum depth

6" / 15cm maximum depth

North Field

48" / 122cm maximum height

24" / 60cm maximum width

3" / 7.5cm minimum depth

6" / 15cm maximum depth

In all areas of the Burial Ground, the maximum depth of the plinth is 16" / 40cm.

11.3 Extended plinths or kerbstones

Extended plinths or kerbstones are not permitted. Height must be measured from ground level. Headstones or crosses may not be erected until 12 months following interment to allow settlement of the ground and must be placed on virgin ground at the head of the grave.

11.4 Permitted Materials, Lettering, and Images on Headstones/Crosses

Permitted materials are granite, marble, nabracina, and natural stone. Any other material is not permitted. Lettering must be black, dark brown, leaded, white, silver or gold. No images, carvings or designs are permitted without express written consent from the Parish Council. If permission is given then the image, carving or design must not exceed 13cm in diameter. No photographic images are permitted. The plot number must be engraved at the foot of the reverse side of the headstone or cross.

11.5 Temporary Marker Stones

Relatives are permitted to provide, at their own cost, temporary white marble marker stones which may be installed at the head of the grave and laid flat. An application form must be completed but no fee will be charged. Marker stone measurements are 9" x 4.75" x 1" / 23cm x 12.5cm x 2.5cm. The name and date must be inscribed on one side in 1" / 2.5cm black filled letters and the plot number on the reverse side.

11.6 Measurements of Cremation Plaques/Blanking Stones

18" x 14" x 2.5" / 45cm x 35cm x 6.5cm

11.7 Measurements of Welters Plaques

12" x 12" / 30cm x 30cm

11.8 Measurements of Wall or Tree Plaques for Scattering of Ashes in the Memorial Garden

7" x 5" / 18cm x 12.5cm

11.9 Plaques

Cremation plaques, Welters plaques, wall and tree plaques may be installed at any time, subject to application to and written consent from the Parish Council. A blanking stone or plaque must cover all plots and must be kept level with the ground.

11.10 Flower Containers

Only sunken flower containers incorporated in the plaque are permitted. Raised, loose, or fixed holders are not permitted.

11.11 Permitted Materials, Lettering and Images on Cremation Plaques, Blanking Stones, Wall, and Tree Plaques

Permitted materials are granite, marble, nabracina, and natural stone. Any other material is not permitted. Lettering must be black, dark brown, leaded, white, silver or gold on cremation plaques, blanking stones, and wall plaques. Only black lettering is permitted on tree plaques. No images, carvings or designs are permitted without express written consent from the Parish Council. If permission is given then the image, carving or design must not exceed 13cm in diameter. No photographic images are permitted. The plot number must be engraved on the lower right-hand corner of a cremation plaque.

11.12 Welters Plaques

Welters plaques are provided with the plot and no substitution plaque may be installed. Lettering must be gold.

11.13 Stonemasons

Memorial stonemasons must be registered with Denmead Parish Council. Memorials must be constructed to comply with the NAMM Code of Working Practice and BS8415 guidance, current at the time of fixing. Memorials must be firmly dowelled to a solid foundation suitable for the ground conditions with a ground anchor applied. Full details of fitting must be provided on the application form before approval is given. The Parish Council must be informed, and the work approved before any memorial or cremation plaque is removed from the Burial Ground for repair, modification, or additional inscription. Stonemasons must make an appointment with the Parish Council before the installation or removal of any memorial.

11.14 Not Permitted

Iron crosses, enclosed floral tributes, wire fencing, railings, kerb, or edging stones around or on top of the grave are not permitted.

11.15 Care of the Memorial

The applicant or family is responsible for the care of the memorial. No liability can be accepted by the Parish Council for damage unless caused by its' employees carrying out maintenance work.

11.16 Non-Conformance

The Parish Council reserves the right to check all memorials and inscriptions within 28 days of installation and for memorials that do not conform to the Regulations to be removed for alterations or repositioned as required.

12. Lamps, Lanterns, Wind chimes etc

12.1 The installation of any items, other than memorial headstones or flower holders, shall not be permitted anywhere within Denmead Burial Ground.

13. Seats and Trees

13.1 Memorial seats and trees are no longer accepted in the Burial Ground. These may be erected/planted at other locations within the village and details are available from the Parish Council office.

14. Deteriorating Memorials

14.1 The Parish Council reserves the right to instruct a registered stonemason or other suitably qualified professional to carry out memorial safety testing (Topple Test) every five years or more often as necessary. The Parish Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair. The Council will undertake routine safety checks on all memorials. The Parish Council will attempt to contact the applicant or surviving family in order that repairs can be carried out. The grave owner will be given a period of 6 months from the date of the letter to affect the necessary repairs. The Parish Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Parish Council may repair or remove the memorial at the owner's expense.

15. Conveyance and Removal of Materials

15.1 Mechanical diggers may only be used by gravediggers authorised by the Parish Council. Any machinery used should be always kept to the pathways. Ground guards must be used on grass areas when digging and back filling of graves. All hand tools and equipment required for the digging, erection, reinstatement of graves or memorials shall be conveyed in the Burial Ground by hand or wheelbarrow where possible to cause minimal damage. Care must be taken to avoid any damage to roads, paths, or grassed areas in the Burial Ground. Equipment and materials belonging to gravediggers must be removed from the burial ground immediately on the completion of work and at no expense to the Parish Council. If after receiving seven days' notice in writing from the Parish Council, the person responsible fails to comply with this regulation, the Parish Council will clear the site and the cost of such clearance passed to the person originally responsible. All work in connection with memorials and reinstatement arising there from shall be carried out to the satisfaction of the Parish Council.

16. Vehicles

16.1 Vehicles belonging to mourners or visitors may be driven into the Burial Ground on condition that they remain on the roadway of the Burial Ground and are parked in the North Field carpark. Under no circumstances may they be driven onto or parked on other parts of the Burial Ground, including pathways and grass verges.

17. Horses and Carts

17.1 Horse and carts may be driven into the Burial Ground on condition that they remain on the roadway of the Burial Ground and are parked in the North Field carpark. Under no circumstances may they be driven onto or parked on other parts of the Burial Ground, including pathways and grass verges.

18. Maintenance of the Burial Ground

18.1 Maintenance must only be carried out by authorised Parish Council staff or authorised contractors of the Parish Council. No grounds maintenance of any kind, including the use of lawnmowers, is to be carried out by members of the public.

19. Health and Safety

19.1 It is the responsibility of all employees, visitors and contractors attending the Burial Ground to take reasonable care of both their own and other people's safety, and to co-operate with the Parish Council, as the Burial Authority, on safety matters. The Council's Health and Safety Policy is available from the Parish office.

20. Contravention of Regulations

20.1 Any re-instatement costs will be passed on to the offender.

21. Revision of Regulations

21.1 The Parish Council reserves the right to review the regulations, services, and charges appertaining to the Burial Ground at any time where necessary, and the revisions made public. Changes may be applied retrospectively except for charges.

Electoral Register

What happens if you do not register

You must register to vote if you're asked to do so and you meet the conditions for registering, for example you're 16 or over and you're British or a national of an EU or Commonwealth country. If you're asked to register and do not, you could be fined.

How to opt out of the open register

There are 2 versions of the electoral register - the full version and the 'open register'. You can opt out of the open register. This is the version of the register that's available to anyone who wants to buy a copy. When you opt out of the open register, your details will still appear on the full version of the electoral register.

The full version and what it can be used for

Everyone's name and address goes on the full version of the electoral register, and you cannot opt out. This is the version of the register that's used for elections and referendums.

Registering to vote anonymously

If you registered to vote anonymously your details will not appear on either version of the electoral register. This means you will still be able to vote, but your name and address will not be on the electoral register. Your electoral registration office will not disclose your details to anyone unless they are legally required to. There are three steps to register to vote anonymously. You will need to:

- download and complete the application form.
- explain why your safety, or the safety of someone in your household, would be at risk if your details were on the electoral register.
- submit evidence to support your registration.

You will need to return your application form, explanation, and evidence to your local registration office. To support your application, you can submit:

- a court document that is for your protection, or the protection of someone in your household.
- an attestation, where an authorised person signs your application form to confirm your safety would be at risk.

You only need to submit either a court document or an attestation. You do not need to submit both to support your application.

Voting at more than one address

Some electors may be entitled to register at more than one address. You should consider the purpose for which the elector is present at that address, to establish if they may be deemed resident there. You should consider each case on its own merits. When coming to a determination you need to consider that:

- a person may have more than one home, but property ownership is not sufficient to establish that someone is resident at an address - it is unlikely that owning a second property which is visited only for recreational purposes would meet the residency qualification.
- owning and paying council tax on a property alone is not sufficient to satisfy the residence qualification, this may give an indication of connection to an address but is not evidence of residence.
- how the second home is used will affect whether someone may be considered to be resident at an address, i.e., is this where the 'main business of life' is being conducted?
- temporary presence at an address does not make a person resident there.
- temporary absence does not deprive a person of their residence.

In each case, a person would need to be able to demonstrate their degree of permanency at both addresses. Each decision must be made on a case-by-case basis.

Students

Students often live at two different addresses, one during term time and one during the holidays. Students are entitled to register in respect of both addresses if you consider that they have their permanent home at both places.

Shallow Grave Policy

UK regulations now specify that there must be a layer of earth of at least six inches between each coffin in a grave and that there must be at least three feet (1 metre) of settled earth between the final coffin and the surface.

If weather conditions cause ground collapse, or sufficient depth for a double-depth plot cannot be achieved, then the Parish Council reserves the right to defer the burial until weather conditions improve, designate the grave as a single-depth plot, or apply the Shallow Grave Policy.

Standard practice is to place concrete slabs onto the coffin once interred, and then to cover with as much earth as is possible.