

# **ICKLETON PARISH COUNCIL**

## **CEMETERY GRAVE AND MEMORIAL CONDITIONS**

**(Funeral Directors' version)**

**Revised October 2013**

### **Instructions for Funeral Directors**

No contractors' vehicles other than digging machines will be allowed in the cemetery.

There is a small spoil heap in the corner of the cemetery currently in use next to the road, which may be used for topping up sunken graves. A small amount of spoil may be left on the heap for this purpose, otherwise grave digging spoil must be removed from the cemetery.

Please ensure that all contractors are instructed to close the Cemetery gates after work has been carried out.

Funeral Directors must carry appropriate insurance, have in place a health and safety policy and comply with any other statutory requirements. They must ensure that any contractors employed by them also comply with this requirement.

The latest instructions from the Association of Burial Authorities stress that, where an undertaker is using contractors, they and the undertaker are the persons who have the Health and Safety responsibilities for the burial and grave digging and filling. The burial authority's only responsibility is to ensure that its cemetery is not unsafe when Health and Safety Issues are considered.

For ease of reference, a copy of the conditions to be issued to those tending graves is attached. A copy will be supplied to Funeral Directors together with revised burial fees following the Parish Council's annual review. It would be appreciated if a copy could be passed on to the persons who have made the funeral arrangements.

## **Introduction**

These conditions are for the **guidance of those tending graves in Ickleton Cemetery**. They are designed to cover burials in grave spaces, burials of cremated remains, as well as the type of memorial or headstone that may be erected on a grave space or cremation plot.

The provisions of the Local Authorities Cemeteries Order 1977 apply to the cemetery. Under these provisions, Ickleton Parish Council is the burial authority for the Parish of Ickleton, and has set out the following conditions to apply from 12 December 2012.

## **Grave spaces and cremation plots**

A grave space on the surface including any headstone is not to exceed seven feet (2135mm) by three feet (915mm).

The grave area can be left as turf. Artificial turf is not permitted.

The grave can be planted only with small flowering plants. and/or bulbs. Roses and other shrubs are not recommended as they easily become untidy and may appear incongruous. As a general guide, plants should not exceed 2 feet (610mm) in height and should not overhang the edge of the grave space

Cremation plots will measure two feet (610mm) square.

The grant for exclusive right of burial in a grave space or of ashes in a cremation plot will be for a term of 99 years from the date of burial.

## **Headstones, memorials and inscriptions**

Permission for headstones, memorials and additional inscriptions must be obtained from the Parish Clerk, or another person approved by the Parish Council for this purpose. A sketch of any proposed headstones, memorials or inscriptions specifying the full dimensions and materials, together with the appropriate fee(s) must be supplied. All memorials must be made out of natural stone, with a minimum thickness of 3 inches (75mm). To ensure stability and consistent quality of the memorials, all work including installation must be carried out by an Approved Memorial Mason. No headstone or memorial may be erected or inscription added until the fee has been paid and written permission granted.

Headstones must be no more than three feet in height from the ground, three feet wide, or 18 inches deep including any foundation slab. To assist grass cutting foundation slabs must be positioned flush with the ground level. Headstones must be positioned at the head of the grave flush with the head of the grave. The grave number must be discreetly and permanently shown on the back of headstones.

Memorials may not be below the following minimum dimensions: two feet high (610mm), one foot 3 inches wide (380mm), and 3 inches deep (75mm).

A monument in the form of a vase not exceeding 12 inches (305mm) in height may be erected on the grave space. Permission must be obtained from the Parish Clerk or other person nominated by the Parish Council. A fee is payable prior to installation; .

Memorials for cremation plots must be no more than two feet (610mm) square and be positioned flush with the ground level to assist with grass cutting.

Temporary grave markers constructed of wood and with an inscription plate not exceeding four inches (100mm) by two inches (50mm) are exempt from these conditions.

### **Grave Enclosures**

#### **Guidance on the requirements for the permanent installation of a kerbed surround to a grave**

Each application is considered on its own merits and the following information is for guidance only.

Kerbs are generally permitted on all full sized graves providing the following conditions are complied with:

- (i) The kerb must be of natural stone and a minimum of 3 inches (75mm) in thickness. Maximum height is 6 inches (150mm). Railings or other adornments are not permitted.
- (ii) Plans must be submitted to the Parish Clerk and approved by the Parish Council Office, and written approval obtained before work commences
- (iii) Manufacture and installation must be carried out by an Approved Memorial Mason. Fixing must be in accordance with the current NAMM Code of Practice.
- (iv) The design of the kerb must not impede access for visitors, some of whom may have limited mobility, and it must allow safe access to other graves nearby. The overall length of the kerb should not exceed seven feet (2135mm) measured from the back of the headstone. The overall width should not exceed three feet (915mm).
- (v) A fee for the right permanently to enclose a grave is payable before installation can commence\*.
- (vi) The grave owner retains responsibility for the kerb and is liable for maintaining it, and the area within it, in a safe/stable condition. If the grave has room for a second or third interment the owner must arrange for the removal and re-instatement of the kerb so that the interment can take place.
  - a) The area can be left as turf.
  - b) The grave can be planted with small flowering plants. These should be limited to small flowering plants and/or bulbs. Roses and other shrubs are not recommended as they easily become untidy and may appear incongruous. As a general guide plants should not exceed 2 feet (610mm) in height and should not overhang the area enclosed by the kerb
  - c) To reduce maintenance the enclosed area can be covered in bark mulch.
  - d) The enclosed area can be covered with 'crazed paving' or flagged with terrazzo tiles. Excavation for the foundation must be carried out by a suitably qualified person. Details to be agreed in advance by application via the Parish Clerk.
- (viii) The use of loose stone chippings is not permitted as this could be hazardous to maintenance personnel and visitors during strimming operations. If chippings are required they must be partially embedded in concrete (similar to pebbledash). Installation will require prior permission. See (vii)(d) above.

### **Temporary Kerbing/Edging**

The use of temporary kerbing or edging, but not railings, will be permitted provided that grave owners assume responsibility for all maintenance within and around the kerbing or edging. Maintenance includes keeping the kerbing or edging intact and in

good order. If the grave is not maintained, or if the temporary edging is not kept in good order or presents a hazard to maintenance personnel or visitors, the edging may be removed.

If the grave has room for second or third interments the owner must arrange for removal and safe storage of the temporary kerbing to allow the subsequent interment to take place.

Plastic edging is not considered suitable as it becomes discoloured and brittle.

No foundation may be laid in respect of temporary kerbing etc.

### **Fees**

A list of fees for exclusive right of burial, interments, headstones and monuments, inscriptions, and permanent kerbing is available from the Parish Clerk.

\*No fee will be charged where a grave owner wishes to install permanent kerbing on a grave that on or before 12 December 2012 already had a headstone in situ.