

ROPSLEY CEMETERY RULES AND REGULATIONS

Reviewed November 2020

FOR THE GOVERNMENT OF THE BURIAL GROUNDS IN THE PARISH OF
ROPSLEY IN THE COUNTY OF LINCOLNSHIRE
UNDER THE SAID CONTROL OF
ROPSLEY AND DISTRICT PARISH COUNCIL

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

ROPSLEY AND DISTRICT PARISH COUNCIL

Nikki Gascoigne Clerk & RFO
482 Newark Road, North Hykeham, Lincolnshire, LN6 9SP
Email ropsleypcclerk@hotmail.co.uk Telephone 01522 695396

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.

1. PAYMENT OF FEES

Payment by bank transfer is preferred. Please contact the Clerk by email at ropsleypcclerk@hotmail.co.uk to obtain bank details. Cheques made payable to Ropsley & District Parish Council may be sent to the Clerk at the address above. No receipts for any monies will be valid except those officially issued by the Clerk.

3. TIME OF BURIAL

Burials will take place in daylight, usually not later than 3.00 p.m. The Clerk must be notified of the time of Interment.

4. DEATH CERTIFICATE

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.

5. ADMISSION OF VEHICLES

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.

7. EXCAVATION OF GRAVES

The responsibility for excavation of all graves shall rest with the Council. No mechanical diggers to be used.

8. DEPTH OF GRAVE / BRICK LINED GRAVES

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.

9. SITE OF GRAVES/CONSECRATION

No deviation from the current order of Burials as shown by the plan kept by the Clerk will be allowed. Burial may be in consecrated or unconsecrated ground, depending on availability. The process of consecrating plots/grave spaces is the responsibility of the family of the deceased where no such consecrated space is available.

10. EXCLUSIVE RIGHT OF BURIAL

When an Exclusive Right of Burial is acquired, the full name and address of the purchaser must be supplied. Purchasers shall not dispose of their rights without the consent of the Council. 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.

11. PURCHASED GRAVE SPACES

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) the Clerk will issue a Grant of Exclusive Right of Burial to the purchaser. 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. 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. Grants of Exclusive Right of Burial are reserved for local residents and relatives thereof.

12. TRANSFER OF OWNERSHIP

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.

13. MEMORIALS

Single memorials - **maximum** dimensions 27" x 21" x 3" with flower vase (optional) incorporated only will be

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permitted. The base upon which the headstone is sited should not exceed 3" x 24" x12". Please note that it cannot be guaranteed that the placement of a memorial or monument is at the head end of the grave. 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 memorials.

No Kerbing or edging stones are allowed.

13.1 CREMATION MEMORIALS

Where flat memorials are used they must be flat in the ground and below the level of the surrounding grass.

14. NOTICE OF WORK

All Masons etc 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. Three days notice must be given to the Clerk by masons etc. before erecting any monument, and work of every description must be completed as soon as possible. The current fee for erection of a memorial shall be payable to Ropsley & District Parish Council through the Clerk (see current fees for details).

15. MAINTENANCE

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

16. REOPENING OF GRAVES

The owner or executor shall be responsible for the removal of memorials 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.

17. DAMAGE TO MEMORIALS

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

If a memorial 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 memorial refixed, if this is possible. The Grave owner will be responsible for any charges to have the memorial refixed or repaired.

18. FLORAL TRIBUTES

(a) 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.

(b) No bushes shrubs or plants are allowed other than in monumental vases and memorials with incorporated vases.

(c) The placing of memorials, plants or shrubs will NOT be allowed on the plots used for burial of cremated remains.

(d) Plastic domes or similar on graves are not permitted.

19. PLANTS/SHRUBS AND MEMORIALS

The placing of memorials, plants or shrubs (or any other miscellaneous objects) will not be allowed on the plots used for the burial of cremated remains. Only statutory sized plaques and memorial vases as stated in rule number 21 will be allowed.

The Council reserves the right to remove any unauthorised flower receptacle or miscellaneous items from the graves as it deems necessary. Christmas wreaths left on the graves will be removed by the Cemetery Groundsman usually at the end of February.

20. VISITORS AND DOGS

All persons visiting the Cemetery should act in a responsible manner whilst on the grounds. Dogs must be kept under control and on a leash always.

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21. BURIAL OF CREMATED REMAINS

Provision for the burial of cremated remains is on the Cemetery boundary, (maximum two burials per space, lower and upper space in a casket or urn) and 9" slabs (maximum one burial per space in an urn). The slabs will accommodate statutory sized memorial vase maximum dimensions Metric 18cm x 18cm (Imperial 7 inches x 7 inches only) - no variants allowed - for which permission must be sought and a formal request in writing made to Ropsley & District Parish Council together with the relevant fee (see current fees). This also requires a formal application and fee (see current fees).

Cremated remains may be buried in a new grave space or may be buried in an existing grave space, usually just in front of the memorial stone, if there is one.

22. RULES AND REGULATIONS

A Register of Burials will be kept by the Clerk. Searches may be made through the Burial Register.

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.

These Rules and Regulations together with the table of fees and payments shall apply to the Ropsley Cemetery.

The period of Exclusive Right of Burial for New Extension Compartment four and Compartment five (1996) will be for a period of 50 years.