

# Burton Fleming Parish Council

Chair: Cllr Keith Wells, Vice Chair: Cllr Andrew Marr

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## **Burton Fleming Cemetery Regulations**

**Representatives of any deceased person wishing to use the Burton Fleming Cemetery should carefully read the following regulations.**

- 1 Burton Fleming Cemetery is owned, maintained and operated by Burton Fleming Parish Council.
- 2 No interment, whether burial or interment of cremated remains, may take place without the express permission of the Parish Council.
- 3 No interment, whether earthen burial or interment of cremated remains, may take place without the Clerk to the Council having received the Certificate of Burial form from a registrar, a disposal document for the interment of cremated remains or an Order for burial from a Coroner, at least 24 hours prior to the burial. If the necessary paperwork is not forthcoming then the Parish Council will not give or will withdraw permission for the burial to take place.
- 4 A burial cannot take place until the plot has been marked out by the Parish Council. Cllr Stephen Brambles would normally undertake this requirement.
- 5 Funeral Directors and Memorial Masons are expected to follow legal requirements and Best Practice in force at that time.
- 6 The fees payable for any interment shall be as agreed by the Parish Council and shall be reviewed at the Annual Meeting of the Parish Council.
- 7 The fees do not include the digging of the grave or cremation plot; this is not the responsibility of, or undertaken by the Parish Council.
- 8 A Deed of Grant of Exclusive Rights of Burial will be issued for each interment. Such a deed confers exclusive rights to the burial space for 100 years from the date of the Deed.
- 9 Unless a specific grave/cremation plot has been reserved in advance by or on behalf of the deceased, all interments shall be made in the next available space in the current row as defined by the Parish Council. An extra charge will be made for selecting plots out of rotation.
- 10 Memorial stones are to be laid horizontally and should not exceed a size of 30 inch x 18 inch without prior consent of the Parish Council. The face of the stone should be 1 (one) inch below ground level. Kerb stones or any other structures on or around the grave are not permitted (except where already in place on earlier plots). Memorial stones shall comply with and be installed in accordance with the current National Association of Memorial Masons (NAMM) 'Code of working Practice'
- 11 The maintenance of all graves and memorials shall remain the responsibility of the holder of exclusive rights or the relatives of the person who is buried in the grave. This includes ensuring that the grave is level with the surrounding ground and

existing turf is repositioned. You may wish to confer with the Funeral Director regarding the leveling of graves. Please ask the grave digger to ensure that all debris is removed after works are completed.

- 12 Graves must be kept tidy and vegetation, flowers or plants must not be allowed to overgrow the individual grave space. Flower containers must be let in to the ground to 1(one) inch below ground level.
- 13 The Cemetery will be inspected from time to time. Where there is any problem identified with a particular grave, an attempt will be made to contact the exclusive rights holder or relative of the person buried in the grave. If after two weeks the holder cannot be reasonably traced within this timeframe or maintenance has clearly not been carried out for a while, the Parish Council shall have the right to take whatever steps it deems necessary in the interests of safety, appearance or wellbeing of the grave or memorial stone.
- 14 No waste material or litter is to be left loose in the Cemetery. Green waste must be placed in Brown bin and any other non-green waste should be placed in the litter bin. Please ask the grave digger to ensure that all debris is removed after works are completed.
- 15 Maintenance of the Cemetery grass, trees, pathways and hedges shall be the responsibility of the Parish Council.
- 16 The Cemetery gate is to remain closed at all times except of entry and exit to the grounds.
- 17 Complaints and/or reports of damage should be made to the Clerk to the Parish Council.
- 18 Burton Fleming Parish Council does not accept responsibility for any damage to grave or memorial stones or flower receptacles.