

# UFFINGTON PARISH COUNCIL

## BURIAL GROUND POLICY

Prepared by	Julia Evans	July 2019	Issued DRAFT
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### 1. INTRODUCTION

- 1.1 Throughout this policy 'The Burial Authority' means Uffington Parish Council and the Responsible Officer is the Clerk ([clerk@uffington.net](mailto:clerk@uffington.net)) and is the person legally responsible for processing and recording all interments.
- 1.2 A nominated councillor (currently [Fenella Oberman](#)) will also be available to act as a local point of contact to assist applicants with plot selection and any other queries if necessary.
- 1.3 The Burial Ground is an area of land owned by the Parish Council, which lies alongside the Churchyard of St Mary's, Uffington. Access is via the footpath running along the western edge of the Burial Ground from either the south (via the gate by the Museum and through the churchyard) or from the north via the footpath from the footbridge into the Allotments.
- 1.4 Use of the burial ground is at the discretion of the Burial Authority. Contact should be made with the Burial Authority in the event of an interment being anticipated or requested by the family of the deceased.
- 1.5 The Burial Ground is non-denominational and non-consecrated.
- 1.6 Two different types of plots are offered.
- 1.6.1 A full-sized earthen grave (7 ft long by 3 ft wide) for burials and/or for multiple ashes interments.
- 1.6.2 A smaller ashes plot (2 ft long by 2 ft wide) for single or double ashes-only interments.

### 2. GUIDELINES FOR THE USE OF THE BURIAL GROUND

#### 2.1 Right of interment

- 2.1.1 Right of interment is exclusive to persons living within the parish of Uffington at the time of death, or who have moved away in the last 5 years, due to age or infirmity, on payment of the fees as set out in the Scale of Fees.

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- 2.1.2 In the case of the death of a child aged up to 18 years, right of interment is granted where one of the parents was at the time of death an inhabitant of the Parish of Uffington.
- 2.1.3 Should the grantees wish to change their intentions as to who should be interred in the plot this must be notified in writing to the Responsible Officer, who will decide whether such an alteration is acceptable. If so, a formal written transfer will be issued.
- 2.1.4 It is the sole responsibility of the grantees to ensure that any changes in contact details are notified to the Responsible Officer.
- 2.1.5 Right of interment does not include a right to use St. Mary's Church for a burial service.

#### **2.2 Fees**

- 2.2.1 Interment costs comprise the charge for the exclusive right of burial for a period of 100 years and the interment fee.
- 2.2.2 Persons who have lived in, or who have a strong connection with, the Parish of Uffington may be buried here with the agreement of the Burial Authority and on payment of twice the usual fee.
- 2.2.3 In the case of the death of a child, as defined by The Social Fund (Children's Funeral Fund for England) Regulations 2019, the Burial Authority will reclaim the burial fees from the Children's Funeral Fund. There will be no charge to the family.
- 2.2.4 The fees do not include digging the grave which should be arranged with the Funeral Director. Earthen graves and ashes plots must be dug by an approved undertaker/gravedigger and must be in line with existing graves.
- 2.2.5 The Scale of Fees and a Register of Burials is displayed on the Notice Board in the Burial Ground and is available on application to the Burial Authority.

#### **2.3 Burials**

- 2.3.1 A maximum of two burials can be made in any one earthen grave plot. Where the plot is intended for a double interment, the grant will be made out in the names of both parties due to occupy the plot.
- 2.3.2 A maximum of five ashes caskets may be interred with a single burial in an earthen grave plot. In this instance additional lessees will be added to the grant as and when appropriate.

#### **2.4 Ashes Interment**

- 2.4.1 The Burial Ground may be used for the interment of ashes following a cremation.
- 2.4.2 Ashes caskets may be interred in plots containing burials, or a full-sized earthen grave space may be purchased solely for the interment of ashes caskets.
- 2.4.3 No more than 5 ashes caskets may be interred in a single full-sized earthen grave space.

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2.4.4 Small plots specifically for ashes interments are available. No more than 2 ashes caskets may be interred in a single ashes plot.

2.4.5 Ashes may not be scattered in the cemetery but must be interred in a grave or ashes plot dug to legal requirements by an approved gravedigger.

#### 2.5 Memorials

2.5.1 Exclusive right of burial includes memorial rights for a period of 100 years subject to the payment of the appropriate fee.

2.5.2 Headstones should not exceed 2 ft 6 ins. in height with a base of 2 ft x 1 ft x 3 inches.

2.5.3 The preferred material is Portland, Navrasina, York Stone or unpolished grey granite.

2.5.4 All memorials and inscriptions thereon are subject to the approval of the Parish Burial Authority and a copy of every inscription proposed and a drawing of the design of every memorial proposed must be submitted to the Responsible Officer.

2.5.5 No memorial shall be placed within the burial ground, nor shall any currently installed memorial be removed or replaced, or work carried out to any memorial except with the written consent of the Burial Authority.

2.5.6 The Burial Authority must be informed prior to any *in situ* renovation work on a memorial or if any memorial is to be removed for off-site renovation.

2.5.7 All memorials must be erected and installed by a memorial mason currently registered with the National Association of Memorial Masons (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) or other suitably accredited professional body.

2.5.8 The area of the grave to be left flat and turfed and able to be mown within one year of burial. Kerbing is not permitted.

2.5.9 Tablet style memorials are permitted on ashes plots. Tablets should be no larger than 18 inches long and 12 inches wide.

2.5.10 The Grantee of the Exclusive Right of Burial is the owner of any memorial and is responsible for its maintenance and repairs, and any other issues relating to the grave subject to any regulations in force at the time.

2.5.11 A visual inspection of all memorials will be undertaken every 3 years. Memorials identified at risk will be addressed in a temporary manner at minimal cost to the Burial Authority and the grantee will be requested to make a permanent repair. Memorials will only be laid down as a last resort.

2.5.12 The Burial Authority do not undertake any maintenance, repair or cleaning of Memorials, except where they are found to be at risk (see 2.4.9 Above).

#### 2.6 Other rules for the use of the Burial Ground

2.6.1 Flowers are to be placed at the head of the grave or ashes plot, preferably on the base of the headstone, in order to aid mowing.

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- 2.6.2 When tidying the area of the grave, compostable garden waste ONLY should be placed in the brown wheelie bin. All other waste should be taken home for disposal; this includes plastic, metal, glass etc. The dustbin may be used in emergencies but NOT for dog waste bags as the bin is sorted manually.
- 2.6.3 Dogs must be kept on a leash.
- 2.6.4 The public are to refrain from smoking in the Burial Ground.

### **3 NOTICE OF INTERMENT**

- 3.1 Not less than 5 working days' notice of interment must be given to the proper officer. Such notice must be given on the form provided by the Burial Authority, or similar form provided by the Funeral Director. The information provided shall include name of deceased, information of when and where death occurred, the name of the officiating minister.