

Barton Stacey Burial Ground Policy

1. INTRODUCTION
2. RIGHT OF BURIAL
3. TYPE OF BURIAL
4. CARE OF GRAVES AND MEMORIALS
5. FEES
6. ACCESS TIMES
7. RESPONSIBILITIES

Appendix 1 – Burial Form

Appendix 2 - Fees

Appendix 3 – Regulations for Plots and Memorials

Appendix 4 – Memorial Application Form

1. INTRODUCTION

Barton Stacey Burial Ground is owned by the Parish and seeks to include all faiths, providing a tranquil, well maintained area as a final resting place and memorial to those whose lives are remembered there.

Barton Stacey Parish Council is the Burial Authority for Barton Stacey Burial Ground and is responsible for the overall care of the Burial Ground. The Burial Clerk for the Burial Authority is the Clerk to the Parish Council.

bartonstacey.pc@gmail.com

The Burial Authority (“we”) reserve the right to review and/or amend this Policy at any time. This Policy is subject to any relevant legal, regulatory or other requirements currently in force.

2. RIGHT OF BURIAL

2.1 Subject to payment of the appropriate Fee set out in Appendix 2, the following persons have the right to be buried in the Burial Ground:

- 2.1.1 anyone who is a Parishioner of Barton Stacey at the time of their death;
- 2.1.2 any child (under 18), where one parent is a Parishioner of Barton Stacey at the time of the interment;
- 2.1.3 serving members of HM Forces, who maintain a family home in Barton Stacey;
- 2.1.3 students in full time education, residing in their educational institution or rented term time residences but using Barton Stacey as their family base;

2.1.4 ex-Parishioners who have left Barton Stacey to live in a residential care home provided that they went into care from either their Barton Stacey home or from a medical institution. Note that Non-Parishioner fee will be charged only where the individual has left Barton Stacey more than 24 months prior to the date of their death.

2.2 We reserve the right to consider every case on its merits and where it is felt appropriate, to make dispensations to this Policy. Our opinion on such matters is final and not subject to the right of appeal.

2.3 For the purposes of this Clause 2, "Parishioner" means any individual residing in the Parish of Barton Stacey.

3. TYPE OF BURIAL

3.1. Burial rights are purchased at the time of the first burial. Plots cannot be reserved or purchased in advance. Allocation of burial plots will be made consecutively in accordance with the plan of burials, save at the discretion of the Burial Clerk in exceptional circumstances.

3.2 Notice of a burial must be given by completing the Burial Form (Appendix 1) and sending it by post to the Burial Clerk at least three working days in advance of the proposed burial date.

3.3 If you opt for an unpurchased grave or ashes plot, the plot itself remains the property of the Burial Authority and we may use it to bury other people who also want an unpurchased plot. Once the plot is full we will place a small stone on it with the names of those interred below. You will not be able to place any memorial on the plot, or choose to bury another relative in the same plot.

3.4 Alternatively, you have the right to purchase an Exclusive Right of Burial in a burial plot. This can either be in a grave or in an ashes plot. Purchasing the Exclusive Rights of Burial means that the grave or ashes plot will not be reopened (and anyone else buried there) without your permission. It also gives you the automatic right to erect a memorial. You may purchase an Exclusive Right for 80 years. After the Exclusive Rights have lapsed the plot ownership reverts to the Burial Authority and we may reuse or resell any space remaining.

3.5. If the owner of the Exclusive Rights dies, it is assumed that they give permission to have themselves interred in the plot. After this time the Rights become part of their estate and may be left in a will to someone else. If the Rights are not specifically mentioned in the will, they will form part of the 'residue' of the will, usually willed as 'and all my other worldly goods' at the end of the will. Whoever inherits the Rights will need to contact the Burial Clerk and arrange a transfer of ownership before the plot can be opened again. As paperwork can go missing it is best to do this as soon as possible after inheriting the Rights.

3.6 Generally, in a grave there will be space for two burials. If you have purchased an Exclusive Right in a grave space and wish to reopen the grave subsequently for the interment of ashes, this may be permitted subject to the approval of the Burial Authority (giving consideration to any limitations on space in the plot).

3.7 Two sets of ashes can be interred in an ashes plot.

4. CARE OF GRAVES AND MEMORIALS

4.1 The Burial Authority has a duty of care and is responsible for the safety of the Burial Ground. We can take such action as we deem necessary to achieve this.

4.2. Further details about the type of memorials permitted in the Burial Ground can be found in the Regulations for Plots and Memorials (Appendix 3).

4.3 Burial plots, headstones and memorials must be kept in a tidy condition.

4.4 We will undertake a visual inspection of all plots as required, taking into consideration ground conditions and the position of memorials in relation to footpaths etc. Memorials at risk will be identified and any immediate threat to safety addressed,

and will only be laid down as a last resort. Where possible, the owner will be contacted and asked to make the necessary repairs.

4.5 We reserve the right to tidy up plots that have been unattended as and when necessary.

5. FEES

5.1 All fees relating to the Burial Ground are set out in Appendix 2 (as amended from time to time). All fees must be paid in advance.

5.2 The fees shall be determined by the Parish Council in full session and shall be subject to review on an annual basis.

6. ACCESS TIMES/OTHER INFO

6.1 The Burial Ground is open to the public every day.

6.2 Unless agreed otherwise with the Burial Clerk, burials may take place from Monday to Friday (except Bank Holidays) between 9.30am and 4.30 pm.

6.3 We reserve the right to close the Burial Ground, or limit entry at any time without notice.

6.4 Work related to the erection of memorials may only be carried out between 8.30am to 5.30pm, Monday to Friday.

6.5 Dogs (except guide dogs) are not allowed in the Burial Ground.

6.6 Anyone willfully creating any nuisance or disturbance, or willfully interfering with any burial, headstone or memorial may be reported to the police.

7. RESPONSIBILITIES

7.1 We accept no liability for loss or damage to any burial plot, grave or memorial, or for any injury to any person within the Burial Ground except where such loss or damage is directly attributable to our negligence or that of our employees.

At a properly convened Parish Council meeting this Policy was formally approved and adopted. Any previous Burial Ground policy is hereby revoked.

Signed [Sue Gaines] (Chairman) Date

Appendix 1

BARTON STACEY BURIAL GROUND

BURIAL FORM

This form should be completed and sent along with payment and the **Registrar's Certificate or Coroner's Warrant (as appropriate)** to the Burial Clerk at least 3 working days prior to burial.

The late (Full names).....
.....Age.....years Male/Female

Full Address.....
.....

Occupation/Profession.....

Place of Death
.....

Date of Death

Date of Burial.....

Time of Service.....am/pm

Clergy.....

Coffin / Ashes Casket Size

Depth of Grave - Single / Double / Ashes Prepared by.....

Is this an existing grave? If yes what is the grave no.

Name & Date of last Burial.....

Address:

Bartonstacey.pc@gmail.com

Banyuls
Greenacres
Barton Stacey
Hants
SO21 3RH

Payment should be made payable to Barton Stacey Parish Council.

Appendix 2

BARTON STACEY BURIAL GROUND

FEES 2017	Parishioner	Non- Parishioner
Grave		
Grave space (includes burial)	£300	£600
Grave space with Exclusive Right (includes first burial)	£500	£1000
Ashes		
Ashes plot (includes interment)	£200	£400
Ashes plot with Exclusive Right (includes first interment)	£300	£600
Additional fees		
Reopening of grave or ashes plot for second interment (ashes or burial)	£100	£100
Place a memorial headstone	£100	£100
Place a memorial tablet	£100	£100
Additional inscriptions	£25	£25

Notes:

There is no fee for children aged 12 or under including stillborn children

For Young persons aged 13-18 we kindly suggest a donation of no more than 50% of the adult fee

Appendix 3

REGULATIONS FOR PLOTS AND MEMORIALS

Requirements for Undertakers, Funeral Directors and Monumental Masons:

Please issue a copy of this document to the burial plot owner and return the signed copy with the completed Memorial Application Form.

No work may be carried out in the Burial Ground without prior written approval from the Burial Clerk.

Information for burial plot owner:

Please read this information carefully. The Burial Clerk will be happy to answer any questions you may have.

By signing below "you" (the burial plot owner) agree to be bound by the Burial Ground Policy, including these Regulations. You also agree that anyone engaged by you as an undertaker, funeral director, monumental mason will comply with these Regulations.

1. No work may be carried out in the Burial Ground without prior written approval from the Burial Clerk.
2. All persons carrying out work in the Burial Ground must show due respect for the adjoining graves. All spoil and debris must be removed from the site.
3. No grave is to be dug or reopened more than 72 hours before a burial. As soon as a grave is dug it must be boarded and secured.
4. Please do not erect any fencing (e.g. palisades, rails, or posts) on the grave or bring glass items of any kind into the Burial Ground.
5. Grave dimensions are 2.3m x 1.8m (double grave width). A cremation plot is 0.4m x 0.4m.
6. No grave or cremation plot shall be raised above the adjacent ground level.
7. Ashes may not be scattered within the curtilage of the Burial Ground.
8. Any work relating to the erection, removal or re-fixing of a headstone is your responsibility and shall be done at your cost.
9. It is your responsibility to remove any memorial from the burial ground prior to any additional burials in the same plot. Where the plot is reopened the Burial Authority does not accept any liability for loss or damage to the memorial.
10. Full details (including dimensions) and drawings of any proposed memorial and inscription must be submitted to the Burial Clerk for approval. A monument shall not include a photograph; however an engraved uncoloured motif may be acceptable subject to prior approval by the Burial Clerk.
11. Authorised memorials or headstones shall be erected vertically on the outer edge of the burial plot at the head of the grave. The headstone shall not exceed 0.76m measured from the ground, nor 0.6 m in width or 0.3m in depth and shall be in a position approved by the Burial Clerk. Every vertical memorial must be erected to a minimum pull/push force of 70 kg exerted at its apex.
12. Where a plaque is required for cremation plots, this must be flat and set level with the ground. The maximum dimensions for the plaque are 0.4m X 0.4m.
13. Memorials must be made of granite, stone, slate or reconstituted stone and covered by a guarantee against poor workmanship in respect of materials and construction for a period of 10 years.
14. All memorials shall be marked with the mark of the monumental mason and must have the grave number engraved on the bottom right hand side.
15. One memorial type vase, as an alternative, or in addition to the headstone of plaque may be added subject to the prior approval from the Burial Clerk.

16. No temporary remembrance items, i.e. wind chimes, windmills, solar lights, artificial flowers or figures may be placed on the burial plot.
17. No memorial trees or bushes shall be planted in the ground within the curtilage of the Burial Ground without the prior approval of the Burial Authority.
18. Following burial, flowers can be left on a grave for a maximum of two weeks as long as the flowers are still fresh. After four weeks we may remove them if you have not already done so.
19. You, as the burial plot owner will be requested to remove any items that are not permitted within the Burial Ground. We reserve the right to remove any items in the Burial Ground that are not permitted by these Regulations.
20. Contractors employed on work in the Burial Ground shall carry Public Liability Insurance of a minimum of £10 million in respect of every claim and series of connected claims, and must provide documentary evidence of this cover within 3 working days of any request by the Burial Authority.
21. Where requested to do so by the Burial Authority, contractors employed on work in the Burial Ground must also provide a copy of their Health and Safety policy and any relevant method statements. In particular, funeral directors shall ensure that any contractors employed by them pass their documentation to the Burial Clerk every 12 months.
22. Should any infectious disease have a bearing on any burial then the funeral director concerned must provide written evidence that the relevant Home Office Regulations have been complied with.
23. Where an inquest has been held, a Registrar's Certificate or Coroner's Warrant must be produced at the time of paying the fees.
24. Coffins and caskets must not be made of metal.

I agree to adhere to these Regulations for Memorials as issued to me as owner of the plot. I also confirm that the burial arrangements I am requesting reflect those set out in the deceased's last will and testament (if in existence).

Plot Number..... Name (please print).....

Signature.....Date 2017

Appendix 4

BARTON STACEY BURIAL GROUND

MEMORIAL APPLICATION FORM

All memorials should be approved in advance by the Burial Clerk. Please complete this form and return it to the address below before commencing any works.

1. Application for (please tick):
 - (a) Approval of a new memorial:
 - (b) Permission to add an additional inscription to an existing memorial;
 - (c) Permission to renovate or repair an existing memorial.

2. Memorial in memory of:

3. Grave number:

4. Applicant details:

Name:

Address:

Are you the owner of the grave? Yes / No

If not, who is the owner?

Signature of applicant or person authorised to act on their behalf:

Fee:

For official use:

This application is approved.

Authorised Person:

Date:

BARTON STACEY BURIAL GROUND

PARTICULARS OF PROPOSED WORK OR MEMORIAL

Details of memorial including material to be used and surface finish, type and style of lettering:

Proposed inscription:

Overall size: Height (cm)

Width (cm)

Depth (cm)

Please provide sketch with dimensions shown:

NB: Headstones for graves may not exceed 0.76 m height x 0.60 m width and tablets for cremated spaces may not exceed 0.4 m x 0.4 m. All memorials must have the grave number engraved on the bottom right hand side of the memorial. Memorials should be constructed from granite, slate, stone or reconstituted stone.

Please return this completed form to:

bartonstacey.pc@gmail.com

Payment should be made payable to Barton Stacey Parish Council