



## South Leverton Parish Council

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### South Leverton Burial Ground Rules & Regulations

Rules and Regulations made by the **Parish of South Leverton** as the **Burial Authority for the Management of the South Leverton Burial Ground, East of All Saints Churchyard, Church St, South Leverton, DN22 0BX.**  
**in the Parish of South Leverton**

*Revised 26<sup>th</sup> August 2021 by the above Burial Authority having responsibility for the management of the cemetery.*

#### Interments

1. **Notice** of Interment must be given to the Clerk of the Parish Council as soon as possible; but at least 72 hours before the time fixed for the Interment. Exception to this regulation may be made where the delay is unavoidable, as in cases of epidemic diseases.
2. **Interment Form:** Funeral Directors must complete and send the Clerk the interment details form, and the following information **MUST** be provided before an interment is agreed:
  - Full name of the deceased
  - (If under age 18 the names of the parents)
  - last permanent residence
  - Deceased's last occupation
  - age of the person to be interred
  - date of the death, place of death
  - Day, Date and time of the intended burial,
  - the religious denomination of the deceased
  - the name, address and phone number of the next of kin of the deceased, who will be the grave burial rights owner and the owner of the grave memorial stone or vase.
  - and such other information as may be required by the Clerk
3. **Registrar's Certificate** of Disposal ('green' form for burials and 'white' form for cremations) or Coroner's Certificate (in the case of an inquest) must be left with the Clerk or his authorised Deputy (the officiating Minister of Religion) before the burial takes place in order that the burial may be duly authorised.
4. **Fees:** The Clerk will notify the Undertaker concerned of the appropriate Burial fees and charges. These to be paid to the parish council by internet banking/BACS or by a cheque made out to South Leverton Parish Council posted to the clerk.
5. **Plot Selection:** The selection of each grave or urn space is subject to the approval of the Clerk in conjunction with the parish council Lengthsman and in the use thereof and the dealings therewith, the regulations of the Department of Health and of the Parish Council must be strictly observed.
6. **Gravedigging:** All graves must be excavated and prepared by a person arranged by the undertaker and approved by the Parish Council. No vehicles or machinery (except mowing equipment) is allowed to enter the burial ground. All surplus soil and debris are to be placed within the compound provided.

7. **Double Burials:** Double full body Burials in one grave space are allowed, however additional cremated remains can also be interred into a used grave. Double Internment of Cremated remains, within the Urn section of the Cemetery are allowed subject to satisfactory approval of the parish council.
8. **Interment Dates:** Interments are allowed 7 days a week however, it is common practice in the UK not to hold them on Sundays, Christmas Day, Good Friday or Bank Holidays except under very urgent circumstances. Whilst the Parish Council has no objection to burials taking place on any day of the year, it depends on the availability of the undertakers/funeral directors and it maybe in your financial interest to stick to a weekday.
9. **Plot Sizes:** The size of the grave plots will be 8 feet by 4 feet.
10. **Old Churchyard Burials:** If you're the burial rights owner of an existing plot in the old churchyard at All Saints Church, South Leverton, any questions about the plot should be directed to the local Parochial Church Council (PCC), please contact Rev Mark Cantrill [revmark.cantrill@btinternet.com](mailto:revmark.cantrill@btinternet.com) 01777711530 or Churchwarden Mike Vessey 01427 880944. It may be potentially possible for interments into existing old churchyard plots to take place but these questions must be referred to the PCC/Reverend. Only the new Parish Council Burial Ground matters are the responsibility of the Parish Council.

### Headstones and Monuments

1. **Grave Headstones** (not exceeding 920mm in height and 760mm in width) only will be permitted and are to be erected on a suitable foundation as given under NAMM guidelines. Each grave has markers, measuring 4 feet by 2 feet, already laid at the head of each grave space. (These are not to be used as a secure base)
2. **Markers** The markers are to be taken up and stored at the designated space in the Cemetery grounds.
3. **measurements** are to be from ground level.
4. **Urn Section Memorials** (not exceeding 450mm x 450mm) only will be permitted and are to be erected onto the wall of remembrance. The plot number should be written on the memorial and also a small corresponding number stone installed on the ground indicating the plot of the urn. The ground plot number stone should be flat and 300mm x 300mm onto a suitable foundation as given under NAMM guidelines.
5. **Bridging** of graves by erection of headstones or memorial stones will not be allowed
6. **Memorial Applications:** In the case of the intention to erect a headstone/memorial, or place a vase on a grave, application must be to the Clerk giving full particulars and a sketch plan of the proposed stone to be erected, giving its height, width, and any inscription thereon, and the written consent of the Board obtained.
7. The term monument under this heading refers only to any memorial which may be erected in the event of multiple deaths due to some public disaster.
8. **Vases:** Flower vases must only be placed in front of any Headstone, or in the event of there being no Headstone, in line with other Headstones.
9. **Stone Type Exclusions:** Flat stones, kerbstones or border-stones are not permitted in this Burial Ground.
10. **Memorial Installation:** The work of erecting or fixing headstones is to be executed to the satisfaction of the Parish Council, the ground cleared of waste materials and rubbish (which is to be placed in the compound provided), and left as tidy as possible, and any damage to paths made good.
11. **Liability:** The Council accepts no liability whatsoever for any loss or damage howsoever caused, by the placing or maintenance of any such Headstone or Memorial and the owner will indemnify the Council against all costs, claims, demands and proceeding arising out of the same Any removal required for safety reasons will be at owners' expense. It is the responsibility of the owner/permit holder to insure any monument. As required by

current legislation an independent monument inspector contracted by the Parish Council may carry out safety tests on any monuments every five years.

12. **Stonemasons:** Any stonemason contracted to site a memorial must be on the Burial Board Register of Accredited Stonemasons. This requires they be entered on the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Masons (NAMM), have public liability insurance of a minimum of £5,000,000 (five million pounds), comply with the current code of working practice of The National Association of Monumental Masons (NAMM) and provide a written company guarantee which provides a stability and safety guarantee for a minimum of 10 years or a Certificate of Compliance showing work carried out to BS 8415

### **Care of Graves and Memorials**

1. **Mounds:** The burial ground is classed as the 'lawn type' and no grave mounds are permitted. After each interment the grave will be levelled by the Parish Council.
2. It is the intention of the Parish Council, as the burial ground develops, to make it as far as possible a place of beauty and reverent care. Owners of graves and others using or visiting the burial ground are therefore earnestly requested to cooperate in this matter. All dead flowers and other litter should be placed in the receptacles provided for that purpose.
3. **Dogs** may only be brought into the burial ground on leads at all times and owners must pick up any dog poo and dispose of this in the green wheelie bin provided.
4. **Glassware:** for safety reason **no glassware** for example glass vases, jugs, jam jars or fruit jars is allowed on the graves. The Parish Council will remove and dispose (without notice) of any glassware found in the cemetery.
5. **Dead Flower, Plants and Wreaths.** The Parish Council will remove and dispose (without notice) any dead flowers, plants or wreaths if left on any grave for an unduly long period of time. Permission for any other ornaments including lights and water features must be sought via written application to the Parish Council before installation. The Parish Council reserve the right to remove items where it deems appropriate.
6. **Christmas Wreaths:** The Parish Council will remove and dispose of any remaining wreaths and other Christmas tributes after the 12th Night (6th January)
7. **Headstones and vases (Maintenance & Repair)** are to be kept in position and in good repair by the owners. In cases of neglect to repair, after three months' notice to do so has been delivered or posted to the last known address of the registered owner, the same will be liable to removal, or otherwise dealt with as the Parish Council clerk may direct.
8. **Headstones and vases (Cleaning)** Cleaning of memorial stones is the responsibility of the memorial stone/burial rights owner and not the Parish Council, this includes bird droppings and strimmer/grass cutting deposits.
9. **Grounds Maintenance:** The Parish Council arrange for the undertaking of cutting the grass and hedges within the cemetery and the maintenance of the benches, fences, gates and noticeboards.
10. **Grave Plot Ownership:** There is sometimes a misconception that the relatives or burial rights owners 'own the grave or the plot of land', they do not own the plot or the land itself. Burial Rights is where a person has paid for the right to inter a loved one into the land owned by the Parish Council. However, the land remains owned by the parish council, after a burial, the ground and grass on top of the grave is also owned by the parish council and is not owned by the next of kin, family or burial rights owner. If a memorial stone or vase is installed, the stone/vase itself is owned by the next of kin/owner of the stone and not the parish council.
11. **Water:** The Parish Council provides water for the flowers; a tap is located by the entrance together with a communal watering can. Please ensure that the tap is fully turned off after use and the watering can is put back next to the tap.

12. **Wheelie Bin:** The Parish Council provides the green wheelie bin for you to put dead flowers, flower wrappings and other rubbish in.
13. **Burial Records:** Records of interments are kept by the Clerk, and relatives and friends interested may obtain information as to where deceased persons were interred on application to the Clerk, and certified extracts may be had upon the payment of the authorised fee.
14. **Residents Classification:** Residents are classed as a person born in the Parish of South Leverton, or a resident in the Parish at time of death, or having resided in the Parish for a period of 10+ years at some point during their life.
15. **Revisions:** The Parish Council reserves to itself the right from time to time to make any alterations in, or additions to, the foregoing Rules and Regulations and the associated fees of the cemetery.

#### **Offences in the cemetery**

16. No person shall: -
  - a. wilfully create any disturbance in the cemetery:
  - b. commit any nuisance in the cemetery:
  - c. wilfully interfere with any burial taking place in the cemetery:
  - d. wilfully interfere with or damage any grave, tombstone or other memorial, or any flowers, plants, shrubs, trees or any such matter:
  - e. wilfully interfere with or damage any structure, noticeboards, walls, fencing, gates, seating or
  - f. any other equipment within or belonging to the cemetery
  - g. play at any ball games or sport in the cemetery:
  - h. ride a cycle in the cemetery:
  - i. cause or permit any dog to be off their lead within the cemetery
  - j. Place any traps of any kind, including mouse traps, nor place any sort of rodent killing device or poison in the cemetery.

#### **Penalties**

17. Every person who contravenes these regulations shall be liable on summary conviction to a fine not exceeding £1000
18. The foregoing Rules and Regulations were approved at a meeting of the South Leverton Parish Council held on the 26<sup>th</sup> Aug 2021.