

ST PETER'S CHURCHYARD & WAPLEY BURIAL GROUND RULES & REGULATIONS

1. Visitors

- (i) All visitors are requested to respect the grounds by behaving in a quiet, orderly and considerate manner.
- (ii) No unauthorised person shall touch or interfere with any flowers, plants, trees or shrubs, or any memorial of any nature whatsoever.
- (iii) Watering cans should be returned to the area by the tap after use and dead flowers, foliage etc should be placed in the bins provided.
- (iv) Vehicles will only be allowed into the grounds with the consent of the Clerk to the Council (hereafter referred to as the Clerk).
- (v) Smoking / E-Cigarettes / Vaping is not permitted within the grounds.
- (vi) All dogs should be kept on lead at all times, and unless visiting site with relative / friend should not be routinely exercised within the grounds.

2. Notice of Interment

- (i) Notice of interment will be accepted by telephone but must be confirmed in writing immediately, together with the appropriate charges due.
- (ii) Full details must be given on the printed form supplied and responsibility for any error or omission will rest upon the person signing the notice.
- (iii) Not less than 72 hours notice is required for an interment (exclusive of Sundays and Bank Holidays).

3. Hours of Interment

The grounds are open for interments from 9.30 am until 4.00 pm on Monday to Friday. Interments at other hours may be arranged in special circumstances.

4. Funerals

In the case of funerals attended by music bands, the band must cease playing at the entrance to the Churchyard. No playing of music (either by band or recording) will be allowed inside the grounds unless approved by the Council. No special or unusual ceremony or demonstration will be permitted in the grounds (unless prior approval has been sought from Council) nor any service other than the service at the time of the funeral.

5. **Officiating Minister / Celebrant**

The person arranging a burial shall be responsible for the attendance of a Minister / Celebrant to officiate at the burial service.

6. **Exhumation**

After interment, no body may be removed from a grave without the production to the Clerk of the faculty or licence required by law.

7. **Coffins**

- (i) Coffins should be wood or other natural bio-degradable material.
- (ii) No body shall be buried within three feet of the ordinary level of the ground.
- (iii) Where a grave is re-opened for the purpose of making another interment therein, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.

8. **Grave Spaces**

- (i) Eligibility for interment and grave purchase in the burial ground will be as determined from time to time by the Council. The transfer of ownership of a grave must be notified to the Clerk.
- (ii) Grave spaces will be allocated by the Clerk. A plan showing the situation of the grave spaces is kept in the Council's office and may be inspected free of charge by interested persons.
- (iii) Graves must be purchased on a 2 person basis. Family applications will be considered on their merits.
- (iv) All grave spaces are approximately 2130 mm (7ft) by 1222 mm (4ft) and will be dug to such depth as the Council may think fit but that depth must allow for up to two interments.

9. **Cremation Plots**

Eligibility for interment of ashes in the area set aside in St Peter's Churchyard will be as determined from time to time by the Council.

10. **Excavation of Graves and Cremation Plots**

All work in connection with the above will be carried out by persons approved by the Clerk. Such work must be completed to the satisfaction of the Clerk.

11. **Memorials**

- (i) Memorials may be erected on graves. However, a drawing showing dimensions, proposed inscriptions, and description of the memorial on the relevant application form must be forwarded to the Clerk for prior approval.
- (ii) No memorials may be erected *or* removed until approval has been granted by the Clerk who may require the removal of any memorial not complying with the permitted conditions.
- (iii) All memorials to be erected in the lawn section of the burial ground will consist of a headstone of natural quarried stone in white, grey, black or brown.
- (iv) All memorials must be completely worked before they are admitted to the grounds. No work of any kind thereon, beyond that of fixing, shall be allowed within the grounds except the cutting of an inscription which cannot be made prior to the erection of such memorial.
- (v) No memorial shall be altered, or interfered with, after it has been erected in the grounds according to the design submitted to, and approved by, the Clerk nor shall any additional inscription be cut thereon without the consent of the Clerk.

A copy of every additional inscription must be submitted to, and approved by, the Clerk before the work is commenced.

- (vi) One vase only of a natural quarried stone in white, grey, black or brown will be permitted on each grave and must not exceed 305mm (12 inches) in any direction. It must be placed in the 915mm (3ft) x 610mm (2ft) area at the head of the grave.
- (vii) Further details of the specification and installation methods required for memorials, including cremation tablets in St Peter's Churchyard, are given in the relevant application form.

12. **Admission of workmen, plant, machinery and materials**

- (i) No workmen will be admitted or equipment/materials received in the grounds on Sunday, Good Friday, Christmas Day, Bank Holidays or after 12 noon on Saturday unless special permission is granted by the Clerk.
- (ii) Carts or trucks must not remain in the grounds for longer than is necessary for loading and unloading.
- (iii) All spoil must be removed from site.**

- (iv) Any damage done in connection with approved work in the grounds will be the responsibility of the person doing such damage. Such persons will be expected to have public liability insurance.

13. **Care & Safety of Memorials**

- (i) Responsibility for the safety of memorials lies with the owner of the grave or cremation plot.
- (ii) The owner of a private grave is responsible for the removal and replacement of all memorials when such grave is re-opened.
- (iii) The Council reserves the right to remove, refix or re-align any memorial or stone which, in its opinion, has become unsafe or dilapidated or which, in its opinion, is not kept in proper repair, or ask the owner to remove it. The owner of the grave is liable for the expense incurred in so doing.
- (iv) If the owner of an unsafe or dilapidated grave can no longer be located – then the Council reserves the right to lay the memorial down – so that it is safe. Prior to doing this a notice will be placed by memorial for a period of.....letting people know of the intentions of council (in case they have contact with relatives or would choose to pay for repair themselves).

14. **Planting of bulbs and flowers**

- (i) The planting of bulbs and flowers is not permitted except in the area 915mm (3ft) x 610mm (2ft) specified at the head of the grave in the lawn section.
- (ii) Cut flowers should be placed in the containers approved for that purpose.

15. **Removal of ornamentation**

- (i) Graves will be turfed flat once they have settled down to ground level and will be maintained regularly.
- (ii) Any unauthorised items, including toys, ornaments, vases and personal items, will be removed from the graves without prior notice.

16. **Fees**

The prescribed fees for grave and cremation plot purchase, interment, memorials and search of the burial register etc will be as determined by the Council from time to time. A copy of the table of fees will be available free of charge from the Clerk.

17. **Date of Operation**

These rules and regulations were approved by the Council on 21st August 2023 and came into force with effect from 22nd August 2023. The Council reserves the right to make amendments where appropriate from time to time.

Note:

A register of burials is kept by the Clerk to the Council. Searches may be made and certified extracts obtained on payment of the prescribed fee.