

**CROFT PARISH COUNCIL
CEMETERY RULES AND REGULATIONS
(As approved by Croft Parish Council on 8th April 2021)**

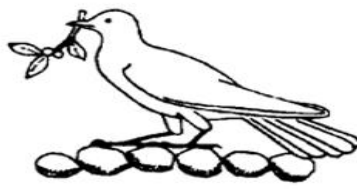
Funeral Directors are requested to bring these Regulations to the notice of their clients

General

1. Copies of the Regulations and Scale of Fees and Charges currently in force are posted on the Croft Parish Council website and the notice board at Croft Cemetery. A copy may also be obtained from the Clerk of the Council. A plan of the burial ground, showing the sections of the ground and identifying the individually numbered burial spaces, and the Registers of Graves, of Burials and of Exclusive Rights are deposited with the Clerk of the Council and may be seen by prior arrangement. The Council reserves the right to review and, without notice, alter these regulations and the accompanying scale of fees and charges. Visitors and users of this cemetery are deemed to have read and accepted the following regulations and conditions.
2. In the following paragraphs, unless specified, the term 'grave' means an earthen burial plot or plot for the burial of cremations ashes with plot dimensions specified in the table of fees and charges. The term 'parishioner' means a person who is a current or previous resident of Croft. In any dispute whether a deceased qualifies as a 'parishioner', the Parish Council in its absolute discretion will decide.
3. Croft Cemetery is a public burial ground and is non-denominational. However, individual graves may be consecrated under the rites of the particular faith or denomination of the person interred.

Exclusive Right of Burial – Reserving a particular grave space for yourself or your family

4. Before any burial may take place in a grave, an 'exclusive right of burial' must be purchased from the Council. Additionally, for any burial or any other opening of the ground an Interment fee must be paid.
5. In order to reserve a specific grave (or pair of adjacent graves) for him/herself and members of his/her family, an 'exclusive right' may be brought in advance whereupon a legally enforceable deed will be drawn up reserving the specified plot(s) for a first interment up to 75 years into the future. If the right has not been exercised by the end of the 75 year period and the grave remains vacant, the Council will be entitled to resell the exclusive right to someone else.
6. The owner of an unexpired 'exclusive right of burial' may not sell, will, convey, assign or transfer the right without the written permission of the Council being first obtained and paying the administrative and legal fees, but may use the grave space to bury members of his/her immediate family (e.g. spouse/partner, parent, brother, sister or child).
7. See Exclusive Rights of Burial Form Appendix B



Fees and Charges

8. The Council publishes a list of the fees and charges payable by parishioners (see para 2 for definition) and non-parishioners for various services and rights. Fees and charges may be updated from time to time without notice. Fees and charges for non-parishioners are set higher than for parishioners because, apart from some most generous donations by local organisations, the whole costs of land purchase, development and maintenance of the cemetery is and has been exclusively borne by the domestic ratepayers of the parish. Although the Parish Council will review non-parishioners request to be laid to rest in the cemetery, the Council reserves the right to deny said request.
9. All fees for purchase of exclusive right and interment are to be paid at the office of the Clerk of the Council (or as the Clerk may direct) before the ground is opened, and all fees payable in respect of monuments, headstones and tablets etc. must be paid before installation. Cheques, etc. should be made payable to 'Croft Parish Council'.
10. Please see scales and fees table at the end of this document. Appendix A

Arrangements for funerals

11. Most bereaved families will use the services of a professional funeral director who will normally make all the necessary arrangements with clergy, experienced gravedigger and with the Parish Council including the payment of their various fees and charges. The Parish Council does not provide a grave digging service. The following procedures apply in respect of any interment in Croft Cemetery, whether or not this is arranged through a professional funeral director.
12. As much notice as possible should be given for an interment and it is recommended that the person proposing a funeral (normally the funeral director) discusses the proposed date and grave space with the Clerk and obtains a Notice of Interment Form. In any case, a completed Notice of Interment and the appropriate fees must be given to the Clerk of the Council not less than two working days before the intended burial, including information with regards:
 - the name of the deceased
 - name, the portion of ground in which it is agreed that the burial shall take place
 - the name of the officiating minister (if any)
 - the gravedigger
 - the day, hour and length of time agreed for the burial rites
 - in the case of grave space for which the exclusive right of burial is in force, the written consent of the owner of that right (determination of the proof of ownership to rest with the Council in any case of doubt).
 - A Registrar's Certificate for Disposal or Cremation or a Coroner's Order for Burial/Cremation must be supplied to the Clerk of the Council before or at the funeral (a copy will not be accepted).
13. No interments are permitted on Sundays or Bank Holidays or outside the hours of 9.00 a.m. to 5.00 p.m. (or sunset if earlier than 5.00 p.m.) on any other day. The time fixed for the funeral/scattering ceremony should be the time at which the mourners or cortege arrive and punctuality is requested in order to avoid overlap with other funeral groups.



If the funeral rites are likely to last more than one hour, prior permission must be obtained from the Council.

14. Responsibility for digging the grave in the correct location and to the correct depth and dimensions shall rest with the person giving Notice of Interment under whose supervision, at the direction of the Council, such excavation shall take place. Normally, a suitably experienced gravedigger will be employed. Graves may be dug to:

- single depth (bottom no less than 1.5m deep)
- double depth (bottom approximately 2m deep) or
- triple depth (bottom 2.5m deep).

No grave shall have more than three interments. The Council reserves the right to direct that the grave be dug to a lesser or greater depth in some circumstances. All surplus soil must be removed from the site or disposed on site as directed by the Council. The Council will not permit the creation of any underground walled chamber, sepulchre or burial vault.

15. Except where the previously purchased exclusive right of burial in a specified grave space is being exercised, or a child burial plot is requested, grave spaces will be allocated in the sequential order of the numbered/lettered spaces shown on the official burial ground plan. Any other allocation will require the specific approval of the Council.

Exhumations

16. No body or cremated ashes may be removed from a grave without written and signed consent of the registered owner of the exclusive rights of burial for that grave, together with all statutory documentation.

No body or cremated remains may be removed from a grave/below ground vault without the following conditions: To exhume human remains from Croft Cemetery you must first apply for Secretary of States Licence:

[Apply for an exhumation licence - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

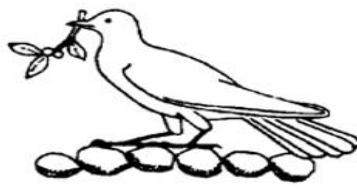
You can only apply for a Secretary of State's Licence from: The Ministry of Justice, Coroners and Burials Division, 4.38 4th Floor 102 Petty France, London, SW1H 9AJ Telephone 0203 334 3555. Email coroners@justice.gsi.gov.uk

Scattering of Ashes

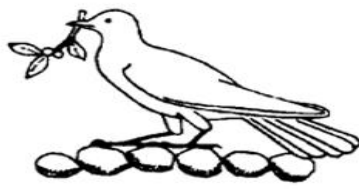
17. Subject to the approval of Croft Parish Council, ashes, including those of non-Croft residents can be scattered within the Garden of Remembrance. The scattering of ashes in this area does not convey any Exclusive Rights of Burial. A fee for this service is detailed in Appendix A

Memorial, headstones, tablets and grave markers

The Council offers the following guidance for those who would like to install any item on or adjacent to any grave or cremation plot to commemorate the interred or distinguish the grave.



18. At least one month before the erection or installation of, including markers intended to be temporary, a drawing thereof, specifying the dimensions, materials, finish and any proposed inscription shall be sent to the office of the Clerk for the approval of the Council.
19. The Council reserves the right in its absolute discretion to forbid designs or materials it deems unsuitable or wording it deems untrue or potentially offensive to other parties. Wood, glass, metal, concrete, plastic or fibreglass materials are deemed unsuitable for permanent memorials.
20. A simple wooden plaque or cross bearing no more than the name of the person interred and date of death may be permitted as a temporary grave marker for up to one year after which the Council reserves the right to remove it.
21. The preferred material for permanent markers or headstones is natural quarried stone, with or without polished surfaces, inscriptions or carvings.
22. When erecting any tablet, monument, gravestone or other form of grave marker, all works undertaken on site shall be in accordance with the National Association of Memorial Masons Code of Working Practice and use an accredited fixing method.
23. All memorials must carry the grave number engraved in a clearly visible position. This will be the bottom right hand corner of the plinth in the case of headstones and front right corner for slabs.
24. Coffin burial areas within the Cemetery are laid out as lawns for neatness and maintenance. Consequently, headstone, grave markers, vases and commemorative or decorative items may only be placed or erected at the head of graves, within the footprint of the headstone plinth or slab alternative.
25. The footprint dimensions of the headstone plinth or slab alternative (if applicable) must not exceed:
 - Burial Plot - 90cm (36") by 60cm (24") and the height of the memorial must not exceed 90cm (36") It is requested that the top of the headstone plinth or slab alternative be installed level with the ground.
 - Cremation Plot - The tablet (or plain stone slab alternative) must not exceed 60cm (24") by 60cm (24") and be of a maximum height of 45cm (18"). The tablet or slab must be set in the centre of the plot; vases and commemorative or decorative items must be placed or erected within the footprint of the tablet or slab.
26. The Council will not permit the installation of kerbs, fences or any kind of grave surrounds nor the planting of bulbs, flowers, shrubs or trees or the creation of any kind of hard or gravelled surfacing on or beside any grave or cremation plot. All new graves—must be turfed after settlement of the grave surface and when the weather permits. Any items or planting placed on or by graves or elsewhere in the Cemetery precincts not in accordance with the Council's Specifications or written permission will be removed without notice.
27. A 'Garden of Remembrance' area has been set aside for plots for the burial of urns/small caskets containing the cremated ashes of the deceased.



28. A memorial wall is located for at the back of the Garden of Remembrance where brass plaques can be purchased from Croft Parish Council for inscription. This plaque can then be installed onto the wall.
29. No personal vases, plant pots or tributes are to be laid in the Garden of Remembrance. This area is a neutral space for all parishioners.
30. See Application for permission to erect a monument and/or inscription.
Appendix C
31. An area of wildflower grassland under the mature Beech tree (to the left of the public entrance as you enter) is set aside for the unmarked scattering of cremated ashes. It is important that ashes are fully broadcast and not simply heaped in one spot (which might prevent the natural growth of the grasses and flowers or might leave an unpleasant deposit in wet weather). No markers of any kind are permitted in or around this area. Ashes must be strewn over an area of grass of about 4' x 4'."
32. The Council operates a scheme under which trees, shrubs, statuary and seats forming part of the landscaping of the cemetery may be purchased and 'dedicated' as marked memorials. The potential costs and positioning should be discussed with the Clerk. The Council reserves the right to refuse requests made.
33. The Council will not be held responsible for any damage to any item installed to mark a grave or commemorate a buried person except that caused by the action or proven negligence of its own employees or agents. Responsibility for the cleaning, repair and maintenance of such items, including vandalism damage, rests with the persons who install them. Insurance is available from stonemasons and funeral directors and such policies are encouraged. The Council reserves the right to reinstall or to lower any such items to ground level when, in the Council's opinion, it has become unsafe or unsightly.
34. All surplus soil, equipment or materials for the digging of graves, or installation or maintenance of gravestones, markers and monuments etc. must be conveyed to and from the plot in such a manner as to cause no injury to the surfaces or roads or walks, to other graves, their furnishings or to landscaping.
35. Requests for planting trees and plaques are charged at £450. This fee includes the plaque, tree and installation of the tree/plaque. Tree list for purchasing can be available on request.

General rules for all visitors to the Cemetery grounds

36. The Cemetery is open to the public during daylight hours every day of the year and visitors are welcome to enter the land to tend graves, to pay respects to former loved ones or simply to contemplate or pray silently in the tranquil setting.
37. Parking and turning of vehicles in the site is strictly for cemetery users only. All visitors are asked to close the gates behind them. The public access is not suitable for heavy vehicles because it crosses the roots of the nearby protected beech tree.
38. Visitors are particularly asked to keep parked vehicles clear of the route across the site for farm and woodland vehicles. Vehicles or cycles (other than authorised maintenance vehicles) are only permitted on the hard surface entry, turning and parking areas.



Heavy vehicles may enter the land through the agricultural access by prior arrangement with the Clerk or local key holder.

39. Dogs are permitted on the cemetery site but must be well behaved and kept on a lead at all times. We respect the fact the parishioners may want to visit the cemetery with their dog. However the dog owner is responsible for their pet and may be refused access if they do not abide by the rules stated.
40. Visitors are asked to keep to the walks and to avoid damage to surfaces, plants, seats, signs and monuments and to the flowers and furnishes of graves.
41. Please close all gates behind you.
42. Children should be supervised at all times and never left unattended.
43. Litter and dead flowers should be removed from anywhere in the cemetery grounds and placed in the waste bins provided differentiating between general and green composting waste.
44. Picnicking/camping, singing or the playing of music (except as part of the funeral rites), the playing of games, horse riding and the use of any kind of guns or bows are strictly prohibited.
45. Please help to promote a tranquil atmosphere in this setting and respect the feelings others visiting the final resting place of their loved ones.
46. All burial plots whether they be burial or cremation must abide by the following rules:
 - Funeral tributes may remain on the burial plot for 28 days. If not removed after 28 days the Council reserves the right to removed funeral tributes.
 - Christmas wreaths or Christmas tributes may be removed by the Council if they have not been removed by 31st January every year.
 - Items of pottery, tin glass or plastic, bricks, blocks, stone chippings, wire mesh or plastic fences or any other object or materials which are fragile, easily breakable or which generate noise, post a safety risk or to impede access or maintenance will be removed by the Council without notice.
 - Tributes to the deceased will be limited to the individual burial site only. Surrounding areas which as trees, benches, shrubbery or plants are to remain neutral and for everyone to enjoy.
 - Plastic vases may be placed at the head of the burial plot for the display of flowers.
 - The Council reserves the right to remove any offending items without prior notice.
 - Items such as food, drinks, alcohol are forbidden to be laid on burial plots.
 - The planting of flowers, shrubbery, trees etc are forbidden and should a parishioner want to plant any of the above this should be request through the Clerk.
 - All burial tributes should be placed at the head of the burial plot and should not be placed over the main body or the plot to allow lawn mowing and maintenance.



- The main body of the plot must be left as bare grass and stones, chippings and fencing to section off the area is not permitted.

47. By kind permission of the District Church Council, water for flower vases may be obtained from the tap by the entrance to the old cemetery nearby. Please turn off the tap after use and replace any water carrier borrowed.
48. The Council asks all users and visitors to the new and old Cemetery precincts to be on the alert for vandalism, littering and disrespectful behaviour and report the same as soon as possible to the Police or to the Clerk of the Council.

The council reserves the right to

49. Remove, without notice, any memorial and take any necessary precautions to safeguard the Council's employees or contractors when digging graves adjacent to any memorial.
50. To re-fix, move, line up or otherwise alter the position of any memorial in the cemetery as they may require.
51. Remove any monument or memorial, which has become, or likely to become, dangerous or which is in derelict or unsightly condition.
52. Remove any monument or memorial where the periods of Exclusive Rights of Burial and Right to erect a Memorial have elapsed or when the right to erect a Memorial is deemed to be terminated.
53. Remove any memorial or other item that is placed upon a grave in contravention of these regulations, without notice. All cemetery fees and charges shall be in accordance with the scales of fees and charges for the time being adopted by the council.



Scales and Fees (Appendix A)

Fees & Charges effective from 1st April 2021

Croft Cemetery – Burial Fees and Charges

Purchase of Exclusive Right of Burial

Single Adult (for two)	9ft x 4ft: -	£300.00
Child (for one)	9ft x 4ft: -	£150.00
Cremation plot (for four)	4ft x 4ft: -	£180.00

Interment (Regardless of Age)

Interment of coffin (exclusive plots)	£120.00	
Interment of casket (exclusive plots)	£100.00	
Scattering of Ashes		£ 50.00

Monuments/Memorials

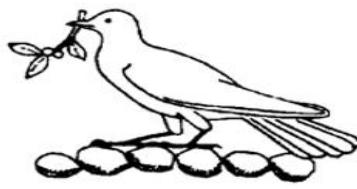
Permission to install on a grave, 9ft x 4ft		£ 85.00
Permission to install on a cremation plot		£ 60.00
Permission to plant a memorial tree and plaque		£450.00
Additional inscription		£ 30.00
Purchase of brass plaque with inscription		£100.00

Other Fees

Fees for other services, such as transfer of exclusive rights, searches etc at £20.00 per hour, minimum fee £20.00

Persons living outside of the Parish of Croft:

For persons living outside of the Parish of Croft, who wish to be buried in Croft cemetery, a strong connection with the village must be demonstrated to the satisfaction of the Parish Council. In the event that such a burial is approved, all fees and payments will be trebled, subject always to the right of the Parish Council to waive the requirement to pay treble fees at its discretion. The treble payment will not apply to persons who have left accommodation in the village to go directly to a care home or hospital because of ill health or residential care requirements.



**APPLICATION FOR THE PURCHASE OF AN
EXCLUSIVE RIGHT OF BURIAL
Appendix B**

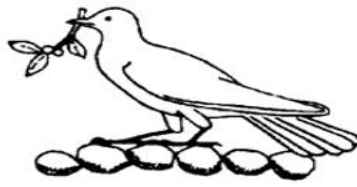
I/we wish to purchase the Right of Burial and understand that my rights will exist for a period of 75 years.

I confirm that I/we have received a summary of the Rules and Regulations governing Croft Cemetery and will comply with them.

Signed _____ Dated _____

Full Name of First Applicant (PLEASE PRINT)	Mr / Mrs / Ms
Full Name of Second Applicant (if applicable) (PLEASE PRINT)	Mr / Mrs / Ms
Telephone No:	
Full address (PLEASE PRINT)	

Fees: Exclusive Right of Burial £ _____ Other £ _____ Total £ _____	Payment: <table border="1"> <tr> <td>Cheque enclosed:</td> <td>Bank Transfer:</td> </tr> </table>	Cheque enclosed:	Bank Transfer:	(for office use) Receipt No _____ Deed No _____
	Cheque enclosed:	Bank Transfer:		
Cheques payable to Croft Parish Council please or Bank Transfers to Co-op Bank: 08-92-99 65780653				



**APPLICATION FOR PERMISSION TO ERECT
MONUMENT and/or INSCRIPTION**

Name of Deceased: _____ Grave No: _____

We,

_____ hereby make application for permission to erect a monument with inscription (or add to inscription) as particulars given below, on behalf of the Grave Owner.

Owner's Name

Owner's Address

Signed: _____ Date _____

Details of proposed monument

Dimensions:	Proposed style and appearance
Headstone	
Base	
Landing	
Material:	

Copy of proposed inscription

All headstones must stand measures as below:
 Cremation Plot - The tablet (or plain stone slab alternative) must not exceed 600mm by 600mm and be of a maximum height of 450mm.
 Burial Plot – 900mm by 600mm and the height of the memorial must not exceed 900mm. It is requested that the top of the headstone plinth or slab alternative be installed level with the ground.

Fees:	Payment:	<i>(for office use)</i>
Placement and inscription £	Cheque enclosed: <input type="checkbox"/> Bank Transfer: <input type="checkbox"/>	Receipt No _____
Other £ _____	Cheques payable to Croft Parish Council please or	Deed No _____
Total £	Bank Transfers to Co-op Bank: 08-92-99 65780653	

(for office use)

Approval
 Signed _____ Clerk to the Council. Date _____