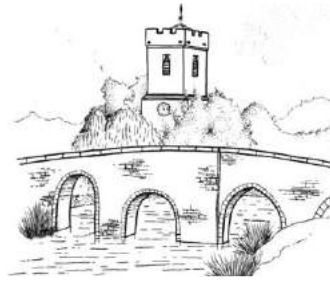


**BIDFORD ON AVON PARISH COUNCIL**  
**In the County of Warwickshire**



# **Cemetery Rules & Regulations**

**Feb 2023**

## INTRODUCTION

Bidford on Avon Parish Council welcomes all visitors to its cemetery and asks that visitors respect the peace, dignity and reverence of the facilities as well as other users. We thank you in advance for your consideration.

The Rules and Regulations in the following pages have been drawn up by the Parish Council to ensure that the cemetery is managed and used in a sensitive and appropriate way for everybody. These are communal spaces for quiet reflection and remembering our loved ones.

## DEFINITIONS

The following words and expressions shall mean as follows:

**The Council** means Bidford on Avon Parish Council

**The Cemetery** means the Burial Ground on Salford Road, Bidford on Avon

**Exclusive Right of Burial** means a lease of a burial or cremation plot in the Cemetery

**Purchased** means 100 year Lease

**Grave** means a burial place formed in the ground by excavation having earthen sides and being without any artificial lining of brickwork, masonry or other materials.

**Clerk** means the Clerk to the Parish Council.

**Grounds staff** means the staff who look after the grounds of the Cemetery. The Cemetery is not routinely staffed and grounds staff will only be present by prior appointment

**Gravestone** means any headstone, monument, grave ornament, memorial, border stone or foot stone

**Grave ornament** means an ornament specially designed for placing on a grave

## **OPENING TIMES**

1. Between 1<sup>st</sup> October and 31<sup>st</sup> March (Winter) the Cemetery is open from 8am – 4:30pm
2. Between 1<sup>st</sup> April and 30<sup>th</sup> September (Summer) the Cemetery is open from 7:30am – 8pm.
3. Motor vehicles are permitted but, in the event, that any damage is caused within the cemetery by vehicles, the owner of the vehicle shall be liable for the cost of its repair or replacement.
4. In accordance with Health and Safety legislation the Council reserves the right to temporarily close the Cemetery to carry out necessary work to ensure public safety.
5. If a large number of people are expected to attend an interment, the Clerk shall be empowered to close the Cemetery for a period of time before, during and after the interment to ensure public safety.

## **INTERMENTS**

1. The sites of graves, which an Exclusive Right of Burial has not already been granted, can be discussed with and agreed by the Clerk.
2. Any grant of the Exclusive Right of Burial, which is assigned by deed or bequeathed by Will, must be notified to the Clerk by the person to whom the right has passed.
3. If the owner of the Exclusive Right of Burial is deceased, a statutory declaration will be required.
4. The Deed of Grant of Exclusive Right of Burial must be produced to the Clerk on giving notice of burial.
5. No burial may take place before 9.00am or after 4.00pm, without the special permission of the Clerk.
6. If a funeral arrives late the interment will take place as soon as possible.
7. Notice of interment form, provided by the Clerk's office, must be given at least 5 working days before the interment.
8. All fees and charges are to be paid to the Council before interment takes place.
9. In accordance with Section 1 and 5 of the Births and Deaths Registration Act 1926, the Registrar of Births, Deaths and Marriages certificate for disposal or the Coroner's order for burial where an inquest has been held, must be given to the Clerk at least one day before the funeral. In the case of a stillborn child a certificate or Coroner's order is required.
10. Grave spaces will be marked with an identification marker prior to grave digging.
11. The excavation of the grave is the responsibility of the funeral director.
12. Vaults are not permitted as a form of burial within the Cemetery.
13. No coffin shall be buried at a greater depth than six feet and six inches without the Clerk's permission.
14. More than one body can be buried in a grave with the Clerks permission. In which cases a layer of earth at least 1 foot thick shall be left between each coffin and the top of the topmost coffin shall be at least 3 feet below the surface of the ground.
15. Only wooden or biodegradable coffins shall be used.

## **CARE OF GRAVES**

1. All gravestones and monuments on a purchased grave must be kept in repair by the owner/s.
2. The Council will not be responsible for damage to any monument or gravestone through any cause whatsoever.
3. The Clerk is at liberty to remove from a grave any article which is unsafe or unsightly, including any flowers which have deteriorated, including artificial flowers.
4. No person may plant shrubs or plants on any grave in the Cemetery except with the permission and under the control of the Clerk.
5. Trees may only be used as commemorative planting in the Cemetery with permission. Where permission is granted the Clerk may at any time after the grant of permission trim or remove such Trees, shrubs or plants if such action is considered desirable.
6. Mounding of Graves or the removal of turf from graves will not be permitted
7. Kerbs and kerbing sets are not allowed.
8. The use of chemicals on graves and grass surrounds is prohibited.
9. During an interment at an adjoining Grave. The Council reserves the right to remove any grave stone/s, and to place a soil box on the grave. All such gravestone/s will be replaced, the soil box will be removed and any damages will be made good immediately after the interment.

## **MEMORIALS**

1. No grave stone shall be erected or placed on any grave without the prior approval of the Council.
2. Only one grave stone is permitted on any grave, except as otherwise permitted by the Clerk
3. Gravestones must be erected by an approved stonemason.
4. All materials for gravestones shall be conveyed into the Cemetery in such a manner, to avoid damage to the ground and walks, and all refuse, shall be removed timeously.
5. No hewing or dressing of gravestones will be permitted within the Cemetery
6. All gravestones shall be kept in repair by the owner and if not so kept, may be repaired or removed by the council at its discretion and at the expense of the owner.
7. Gravestones will be allowed only on graves in respect of which there is an exclusive right of burial.
8. No advertisement shall be put upon any gravestone except the monumental mason may be inscribed in letters not exceeding half an inch in height.
9. A foundation base 3 feet x 1.5 feet shall be provided for all headstones to which the headstone shall be securely affixed, in accordance with BS8415 and the National Association of Memorial Masons recommended Code of Practice.
10. All Gravestone bases, landings and under bearings shall be sited under the direction of and with the approval of the Clerk.
11. The work of erecting or renovating gravestones, is not permitted on Sundays or bank holidays.
12. Headstones must not exceed 3'3" high by 2' wide by 15" deep. With permission, a photo plaque is permitted on a headstone provided that the image is only of the person interred; the image does not exceed 9 cm by 7 cm; the image is encased in a

sealed unit produced by an approved manufacturing process and the plaque is securely affixed to the headstone.

13. Flower vases must not exceed 18" high. If you wish to place another receptacle other than a vase it must be approved by the Council. Anything placed contrary to the regulations may be removed.
14. Drawings of every grave stone, monument or grave ornament together with a copy of any inscription shall be submitted in writing to the Clerk.
15. Grave stones and monuments or grave ornaments of Caen, Bath or other soft stone or any artificial materials or substance will not be permitted.
16. In the Garden of Remembrance, set aside exclusively for the burial of cremated remains, flat memorial plaques are permitted of a standard size, 7" x 5" incorporating, if desired, a nabrasina vase, maximum size 6" x 6"..
17. Commemorative benches may be purchased and sited within the Cemetery by arrangement with the Clerk.
18. Wooden or other temporary crosses are permitted for up to one year of the date of burial. After this date the Council has the right to remove them.
19. The Council reserves the right to test memorials for safety and stability. Where they are identified as being unsafe the Council will act to remove the risk.
20. Where the Council removes any item, memorial or any other object to ensure compliance with regulations, the Council will not be responsible for their safekeeping, nor if as a result of their actions any damage occurs to the item removed.

#### **PERMITTED ACCESS**

1. No person shall do anything that is likely to cause offence to any other person using the Cemetery
2. Children under 12 years of age will not be admitted to the Cemetery unless under the care of a responsible adult.
3. Dogs are not permitted in the Cemetery (except guide dogs)
4. Cycling, skateboarding and the like is not permitted.
5. The playing of radios, music or any musical instruments in the grounds of the Cemetery shall not be allowed without the permission of the Clerk.

#### **GROUNDSTAFF**

1. Visitors shall treat the ground staff with respect at all times. Rudeness or aggression will not be tolerated.
2. Visitors shall not prevent the grounds staff from carrying out their duties nor employ them to carry out work within the grounds of the Cemetery.
3. Gratuities shall not be given to staff.

## **OFFENCES AND PENALTIES**

By the provision of Article 18 of the Local Authorities Cemeteries Order 1977 it is enacted that no person shall

- i) wilfully create any disturbance
- ii) commit any nuisance
- iii) wilfully interfere with any burial taking place
- iv) wilfully interfere with any grave or vault, any tombstone or any memorial, or any flowers or plants or any such matter
- v) play any game or sport within the cemetery boundaries
- vi) shall distribute advertisement and business cards or literature of any kind nor solicit orders within or at the entrance to the Cemetery

Only an Officer or Servant of the Burial Authority, or person authorized by them, shall enter or remain in the cemetery at any hour when it is closed to the public.

Any person who contravenes the above enactments shall be liable to a fine not exceeding £1000 and in the case of a continuing offence not exceeding £100 for each day during which the offence continues.

In the case of a difference of opinion, the Council's word is final.

The updated Rules and Regulations, approved by Bidford on Avon Parish Council, shall come into effect on 1<sup>st</sup> April 2023 and from that date shall supersede all previous rules and regulations made in respect of the cemetery.

The Council reserves the right to make any alterations to these regulations which they may deem necessary

***Elisabeth Uggerlose BA(Hons), Clerk to Bidford on Avon Parish Council,  
Parish Council Office, Bramley Way, Bidford on Avon B50 4QG  
Telephone: 01789 778653 Mobile: 07718 628925  
Email: [info@bidfordonavon-pc.gov.uk](mailto:info@bidfordonavon-pc.gov.uk)***

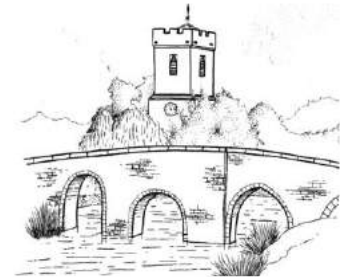
# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire

Parish Council Office, Bramley Way, Bidford on Avon,  
Warwickshire B50 4QG

Email: [info@bidfordonavon-pc.gov.uk](mailto:info@bidfordonavon-pc.gov.uk)

Telephone: 01789 778653



## NOTICE OF INTERMENT

Notice of interment must be given **FIVE WORKING DAYS** prior to the interment to the clerk to the council.

Care must be taken that all particulars are completed with accuracy in every respect.

1	<b>Forenames</b> and <b>Surname</b> of person to be buried	
2	Last <b>permanent</b> address of person to be buried	
3	<b>Sex and Age</b> of person to be buried	
4	<b>Date</b> of death	
5	<b>Place</b> of death	
6	<b>Day and date</b> of the burial	
7	<b>Time</b> at which the funeral will arrive at the burial ground	
8	<b>Name and Address</b> of the minister if officiating	
9	Grave space intended to be occupied and proposed depth of grave	
10	Whether in consecrated/unconsecrated ground	
11	Is a new purchased grave required? If so, – full Name and Address of Purchaser	
12	Name (Block Letters) and Signature of the present owner of Exclusive Right of Burial signifying consent to the foregoing applications	

Signature of applicant (Funeral Director) \_\_\_\_\_

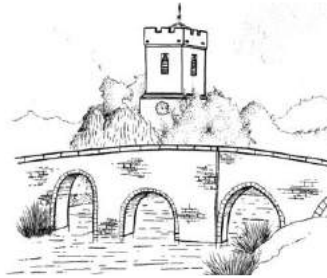
Date \_\_\_\_\_

Completed form and appropriate fee to be submitted to Elisabeth Uggerlose (BA (Hons) at the address at the top of this form.

OFFICE USE ONLY: GRAVE NUMBER \_\_\_\_\_

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **MEMORIAL PERMIT APPLICATION**

Please note a permit is required for all memorial works in the Cemetery

#### **DETAILS OF THE GRAVE**

- Grave Number \_\_\_\_\_
- Deed of Grant number and date issued \_\_\_\_\_

#### **NATURE OF WORK (please circle)**

- Erect a Memorial
- Additional inscription
- Vase Only
- Remove/refix Memorial
- Refurbishment to Memorial

#### **DETAILS OF THE OWNER OF THE EXCLUSIVE RIGHTS OF BURIAL**

- Name
- Address

I understand and accept that Bidford on Avon Parish Council so not accept responsibility for damage to memorials within their Cemeteries

**Applicants Signature** \_\_\_\_\_

**Date of Signature**



## DETAILS OF MEMORIALS

- **Memorial** \_\_\_\_\_
- **Drawing of Memorial** – this must include all dimensions and position of vases. Applications that do not have detailed Drawings and show all dimensions will be returned Grave number and stonemasons name to be put on the back of Memorial. Plates with multiple components should show the components fixing method

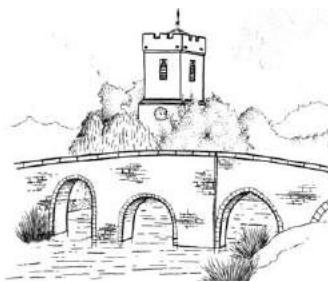
Full details of Inscription: (a separate sheet of paper may be attached if needed)

## DETAILS OF STONEMASON

- **Name**
- **Address**
- **Tel. No**
- **Email**
- **Signature**

I confirm that the Memorial and its placement will comply with Bidford on Avon Parish Council Regulations and Requirements.

Name of Person fitting the Memorial:



# Bidford-on-Avon Parish Council

IN THE COUNTY OF WARWICKSHIRE

Postal address only:

c/o Bidford-on-Avon Post Office

Salford Road, , Bidford-on-Avon, Warwickshire B50 4AW

Tel/Fax. No. (01789) 778653: Mob. 07718 628925

**Website: [www.bidfordonavon-pc.gov.uk](http://www.bidfordonavon-pc.gov.uk)**

Mrs. E. Uggerløse – Clerk to the Parish Council

e-mail – [info@bidfordonavon-pc.gov.uk](mailto:info@bidfordonavon-pc.gov.uk)

1<sup>st</sup> April 2023

## **BIDFORD ON AVON PARISH COUNCIL'S BURIAL CHARGES EFFECTIVE FROM 1<sup>ST</sup> APRIL 2023**

<b>BURIALS</b>	<b>£</b>
• Purchased Grave	290.00
• Burial	200.00
• Grave re-opening	200.00

<b>GARDEN OF REMEMBRANCE;</b>	<b>£</b>
• Purchased plot	195.00
• Internment of Ashes	140.00
• Re-opening of plot	140.00

N.B. All the above charges will be doubled for non-residents

**All soil to be removed from site. Failure to do so may result in your company being invoiced by the Parish Council for the cost of removing it.**

<b>MEMORIALS:</b>	<b>£</b>
• Headstone	195.00
• Headstone- second inscription	110.00
• Plaque	110.00

**Please note that the Parish Council does not permit the scattering of ashes in the cemetery - kindly advise your clients accordingly.**

The Parish Office is situated in Bramley Way, Bidford-on-Avon, B50 4QG  
and is open to members of the public 10.00 am – 3.00 pm Monday to Friday  
If you are unable to attend during these times, please call for an appointment.

**It would also be appreciated if you could draw the following regulations, which apply to the Garden of Remembrance, Salford Road Cemetery, to the attention of your clients:**

- No pre-booking
- Ashes in wooden caskets only, or loose – no plastic.
- Bronze plaques only: 7" long x 5" deep
- No memorials of any kind other than **NABRASINA** vases – maximum size 6" x 6"

Also, please note that the Parish Council reserves the right to remove dead flowers and anything not in accordance with these rules.

Any vase or plaque placed in the Garden of Remembrance is placed there **ENTIRELY AT THE OWNER'S RISK.**

Should you have any queries, please do not hesitate to contact the Clerk on 01789 778653/07718628925.



Elisabeth Uggerløse  
Clerk to the Parish Council



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