**Wiggenhall St Mary Magdalen Parish Council**

**Regulations for Wiggenhall St Mary Magdalen Parish Council Cemetery**

**The aim of Magdalen Parish Council is to make this cemetery safe and more maintainable and to help achieve these objectives these regulations are made on 11 January 2018 and shall come into force on that date.**

**Interpretation**

**Parish Council (PC) means the Parish Council of Wiggenhall St Mary Magdalen**

**‘Working days’ means days on which the office is open. Saturdays, Sundays and Public Holidays shall not be working days.**

**‘Grave’ means a burial space, formed in the ground by excavation, without any internal wall of brickwork, stonework or other lining**

**‘Family’ means those persons related by blood, marriage or residing at the same address as partners or the adopted children of any such relationship**

**‘Memorial’ means a headstone or tablet**

**Regulations**

No burial shall take place, no cremated remains scattered and no memorial shall be placed or inscription added without the permission of the officer appointed by the authority. No bricked grave or vault or kerbsets will be permitted

**Admission to the Cemetery**

No dogs permitted in the cemetery excepting assistance dogs.

Motor vehicles are prohibited from entering the cemetery without prior permission being granted by the clerk. At least three working days notice required. This rule does not apply to any approved means of invalid conveyance.

The riding of cycles and motor cycles through and within the cemetery is strictly prohibited.

No unaccompanied children (under the age of 12) allowed in the cemetery

**General Regulations**

The Council will publish a scale of fees and charges annually.

**All fees and charges must be paid to the Clerk at least three working days before interments or placements of memorials**

The Council reserves the right from time to time to make alterations or additions to the foregoing rules consistent with the Burials Act. The regulations of Her Majesty’s Secretary of State under the Burial Acts and applicable to the cemetery must be considered as Incorporated herein

**Grave space**

Each grave space will be up to 9ft x 4ft. Due to water table level and historical advice only one burial per plot is permitted but ashes may be interred in addition to this.

The Exclusive Right of Burial for a grave must be purchased for a period of 50 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.

Families to maintain graves in a level condition but if this is not done, PC will arrange for infill with spoil. The area must be kept clear and level with the surrounding area.

Apart from the headstone and flower containers (as detailed below), no other adornments such as shrubs, plants, trees, fencing or kerbing of any type as determined by the Council, are permitted. Unauthorised items and edgings will be removed

For the first 12 months a simple temporary grave marker must be supplied by the funeral directors at the head of the grave after which time it will be removed.

**Interments**

Three working days notice to be given to the Clerk for an interment in an earthen grave. This rule does not apply to Jews and Muslims, or in the case of death from epidemic or endemic disease upon medical certification.

The official Certificate for Burial or Cremation or, in the case of an inquest, the Coroner’s Order for Burial, must be produced at least 3 working days before interment. For the burial of a still born child, an appropriate certificate issued by the Registrar of Births & Deaths or by the Coroner will be required.

All graves and ashes interments are to be excavated by persons appointed by the appropriate undertakers or authorised by them.

**MEMORIALS AND TABLETS**

Only those memorial masons businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in Wiggenhall St Mary Magdalen Cemetery. Fixers who do not hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence. Proof of insurance will also be required. All memorials MUST be installed in accordance with British Standard 8415 and current industry standards.

No headstone of any sort may be erected on any grave or in any part of the cemetery without the prior consent of the Council or the clerk. A minimum of three working days notice to be given.

In the interest of easy maintenance, the only permissible memorials are to take the form of headstones only and to be on a plinth no more than **24 x 18 inches. Unless double width grave space, then the plinth can cover both graves at head end only to a maximum length of 6ft.**

Headstones to be no more than 30 inches high excluding base and fixed with a ground anchor and the remainder of the grave to be grassed over at ground level.

No memorial to be erected until after six months of the burial.

Headstones in the new cremation area of the cemetery are not to exceed 18” in height **(including the height of the base)** and must be no more than 18” square at the base. No new headstones will be permitted in old cremation area

Owners must keep memorials in good order and repair. Should they fail to do so, the Council may, after first consulting with the grave owner, deal with the repairs at the owner’s expense or even take down any memorial which in the Council’s opinion has become dangerous or unsightly.

Inscriptions must be suitable for a consecrated Cemetery and any inscription which in the opinion of the Council is improper or undesirable will not be permitted.

Flat cremation tablets to be of granite and 18 inches x 18 inches x 2 inches and to be laid flush to the ground.

The site reserved for the cremated remains will be determined by the Council.

The holder of the exclusive right of burial or the person requesting permission for the memorial is responsible for the maintenance and repair of memorial/tablet.

To apply for new memorial/inscription, please send full design details including colour of headstone/tablet with measurements and proposed inscription to clerk with a signed copy of memorial application form. Payment in full will be required upon acceptance of the application and at least 3 working days before tablets/headstones are put into position

Permission must be obtained at least 3 working days in advance from clerk before removal of any tablet/headstone or placing of tablets/headstones in cemetery

**Floral Tributes**

Xmas wreaths to be removed by Feb 1st. If still on grave after this date the council has the right to remove them.

Floral tributes- Immediately after burial there are often many tributes left covering the grave area. Families to ensure the funeral floral tributes are removed 3/4 weeks after the burial.

Artificial flowers and wreaths must be secured so that they cannot be blown from the grave. They must be removed when faded or looking untidy. Note the council has the right to remove them.

Fresh flowers to be removed when faded or untidy. Note the council has the right to remove them.

**Containers /Vases**

In the interests of safety, no breakable vases or flower receptacles to be placed on graves. Flower containers shall be made of stone, marble or granite only and no larger than 10 inches square.

From 15 September 2017 – Flower containers should be built into the base of the headstone. No freestanding vases will be allowed on graves with a headstone only temporary until a headstone is in place.

Where no headstone is to be erected, flower vases with fees paid and permission given, to be placed at head of grave in line with other headstones

No other container should be placed anywhere else on the grave.