

**BLYTON PARISH COUNCIL**  
**MANAGEMENT POLICY DOCUMENT FOR BLYTON CEMETERY, SANDBECK**  
**LANE, BLYTON.**

**1. INTRODUCTION**

**1.1** The purpose of approving a Cemetery Management policy is:-

- i) To provide clear and unambiguous information to all users and visitors to the cemetery.
- ii) To set out appropriate rules and regulations for the effective implementation of health and safety requirements.
- iii) To ensure a safe and aesthetically pleasing appearance of the cemetery at all times, to all users.
- iv) To provide for the efficient use of burial space for the future.

**2. GENERAL INFORMATION**

**2.1** This information has been prepared in accordance with relevant legislation and recommended codes of conduct as prescribed and practiced by the National Professional Bodies, engaged in the management of cemeteries. The policy will be reviewed and updated periodically in accordance with such legislative changes as may be appropriate from time to time.

**2.2** All aspects of this policy shall apply equally to all persons having appropriate business in the cemetery i.e.

Members and Staff of Blyton Parish Council

Visitors

Bereaved Persons

Clergy

Funeral Directors and Staff

Monumental Masons and Staff

All contractors

**2.3** The cemetery will be open for pedestrian access at all times, although the Council reserves the right to make such closures as may be necessary for repairs, emergencies or in the interests of public safety .

**2.4** The dignity and calm of the cemetery must be respected at all times and dogs must be kept on a lead under proper control.

**2.5** The Council will regularly maintain the cemetery grounds. Bins are provided for the use of visitors and all litter should be placed therein.

The Council reserves the right to remove any dead floral tributes after 4 weeks from being placed on the grave in order to accommodate appropriate grounds maintenance. Christmas tributes will be removed after the end of the following January. All floral tributes **must** be placed on the headstone base and not on surrounding grassed areas.

**2.6** It should be noted that only Rights of Interment are granted and not ownership of the ground upon which a grave or cremated remains are situated.

**2.7** The Council does not provide a water supply.

**2.8** No trees, shrubs or flowers shall be planted in the cemetery. The Council reserves the right to prune or remove any planted material already existing if, in the opinion of the

Council, it has become unsightly, overgrown or is deemed to have an adverse impact upon any grave space or interferes with the general maintenance.

**2.9** As the burial authority, the Council as owner of the site, has a duty under health and safety regulations to do all that is reasonably practical to protect the health and safety of persons who enter the site.

**2.10** To identify potential hazards and risks, a quarterly informal site inspection will be conducted by the Council and any required action taken.

**2.11** A copy of the statutory registers and records in relation to burials conducted at the cemetery shall be kept by the Council. The registers and records are open for inspection, by prior appointment with the Clerk to the Council. An administrative fee of £10 plus £5 for every additional hour, will apply. These fees will be reviewed periodically.

**2.12** This policy is effective from 1<sup>st</sup> November 2019

### **3 INTERMENTS – FEES AND PAYMENTS**

3.1 The fees set out below apply where the person to be interred or in respect of whom the right is granted is (or immediately before death was) a resident of Blyton, or in the case of a still-born child, where a parent is a resident.

#### **3.2 SCHEDULE OF CHARGES**

Body of child, stillborn or under 1 month	NO CHARGE
Body of child aged 1 month-18 years	NO CHARGE
Body of person over 18 years	£235 <b>£470</b>
Cremated remains in grave where exclusive rights of burial granted	£80 <b>£160</b>
Permission to erect headstone inc 1 <sup>st</sup> inscription	£70 <b>£140</b>
Further inscriptions	£10
Permission to erect vase in lieu of headstone	£10
Rose tablet 12ins x12ins	£45 <b>£90</b>
Exclusive right of burial	£210 <b>£420</b>
Second burial	£200/ <b>£400</b>
Admin fee to renew exclusive rights	£10/ <b>£20</b>

**Figures in bold for non parishioners**

**3.3** All standard fees for burial or interment of cremated remains, relate to persons who have a proven residency or connection with the village over the previous 12 months.

**3.4** All fees and charges must be paid in full to Blyton Parish Council by the date of the interment.

### **3.5 EXCLUSIVE RIGHTS OF BURIAL**

**3.6** If the interment is in a new grave and the bereaved family wish to reserve that grave for a future burial and/or place a memorial upon it, it is necessary to purchase an exclusive right to burial in that grave in accordance with the schedule of fees above.

**3.7** For the exclusive right of burial in a new grave for one interment or suitable for two interments, the maximum period granted will be 99 years

**3.8** For the exclusive right of burial of cremated remains only, in a full size grave, the maximum period granted will be for 99 years.

### **3.9 EXCLUSIVE RIGHTS OF BURIAL IN RESERVED SPACES**

**3.10** The exclusive right of burial in a grave space may be purchased for a period of 10 years at the initial cost of £210 or any other sum as the Council may determine periodically.

**3.11** At the expiration of the 10 years, it will be necessary for the applicant to renew the permit for a further period of 10 years, for which an administration fee of £20 will be charged. The reasons for renewal are:

- i) to ensure that contact with the family is maintained.
- ii) to allow for re-use of the plot in the event of non renewal.

**3.12** Should the permit holder, or his executors, wish to relinquish the plot or transfer permission to another member of the family, due notice in writing must be sent to the Parish Clerk. No fee will be payable.

### **3.13 INTERMENT ARRANGEMENTS**

**3.14** No interment shall take place without the express permission of the Council. Requests for interment must be made at least three working days prior to the interment to the Parish Clerk. **NB. Access to the cemetery to undertake work can only be gained via the clerk.**

**3.15** The hours of interment shall generally be between 9.30am and 4.00pm, Monday to Friday. Interments will not normally take place at weekends or public holidays, although Saturday interments will be permitted in special circumstances.

**3.16** The Parish Council will consider sympathetically any reasonable application for interment outside normal hours, where such application is made on religious grounds.

**3.17** Burials must take place in the grave space allocated by the Parish Clerk.

**3.18** Interment of cremated remains will only be permitted in accordance with the following:-

- i) In a designated area of the Cemetery as directed by the Council
- ii) In existing family grave spaces where all interments have been completed.

## **4. MONUMENTS, HEADSTONES AND INSCRIPTIONS**

**4.1** No headstone shall be placed in the Cemetery and no additional inscription shall be made on any memorial without the permission of the Council. This should be done on application to the Parish Clerk.

**4.2** When seeking to erect a memorial, the Monumental Mason must complete a memorial application form which includes details of the purchaser. The named purchaser will be regarded as the owner of the memorial and any relevant change of detail should be notified to the Parish Clerk in writing as soon as possible.

**4.3** All fees and charges must be paid to the Parish Clerk. Cheques should be made payable to Blyton Parish Council.

**4.4** Following the granting of erection, the Monumental Mason must give at least 3 working days notice prior to erection. This must be done on application to the Parish Clerk.

**4.5** It is the responsibility of the owner to maintain their memorial in a good state of repair. In the event of any memorial becoming dangerous or defective, the Council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities Cemetery Order 1977, give notice to the owner requiring them to repair or remove the memorial.

**4.6** The owner will be given a reasonable timescale to commission the necessary remedial work, having regard to the level of risk posed by the memorial. If, after the expiration of the notice period given by the Council, the owner has failed to repair or to remove the memorial or if the Council has been unable to trace the owner after it has taken such reasonable steps as it may consider necessary for that purpose, the Council reserves the right to take appropriate action to make the Cemetery safe.

#### **4.7 Dimensions & Specification**

Council recommends that:-

Headstones should not exceed 3 feet in height and 9 inches in thickness

Cremation tile should not exceed 12 inches by 12 inches

Anything other than the above, will be at Blyton Parish Council's discretion.

### **5 INSURANCE**

**5.1** The Council recommends that owners take out appropriate insurance in respect of all future maintenance of their memorials.