



BACTON PARISH COUNCIL

Chairman: David Chambers

Clerk: Suzanne Lupin

WillowBrook Cottage, Church road

Stowmarket, Suffolk IP14 4LW

✉ parishclerk@bacton-pc.gov.uk

☎ 07588 734168

BACTON PARISH COUNCIL CEMETERY REGULATIONS AND CONDITIONS OF USE

Reviewed and adopted 2024 Mar 11-8 Governance

1. Introduction

- i. Bacton Parish Cemetery is a civic cemetery for the use of all residents of Bacton civil parish, of whatever religion, denomination or none at all. Although it is primarily for the use of residents of the parish, the Parish Council will consider enquiries from anyone outside the parish having a connection with Bacton.
- ii. Bacton Parish Council ('the Parish Council') is the statutory burial authority responsible for the management of the Cemetery and for these Regulations. It is a Condition of Use that anyone using this Cemetery agrees to be bound by these Regulations.
- iii. The Cemetery provides for the burial of coffins in appropriately-sized graves, and urns containing cremated remains in smaller graves.
- iv. The Cemetery is a place of peace and quiet reflection. Visitors must respect the special nature of the site, the needs of other users, and safety issues. Dogs are not permitted in the Cemetery.

- v. To arrange a burial, or for any general enquiries regarding the Cemetery, please contact the Parish Clerk Suzanne Lupin by telephoning 07588 734 168 or email parishclerk@bacton-pc.gov.uk.

2. Administrative & General

- i. The Parish Clerk keeps a Register of Burials and other records, and is the primary point of contact for the Parish Council in its capacity as the statutory burial authority.
- ii. Gravediggers, as approved by the Funeral Directors with prior consent of the Parish Clerk, may dig any grave for interment of human remains including cremated remains. Approved gravediggers know the statutory requirements for depth and other dimensions as they understand and have experience of the soil conditions.
- iii. All excavated soil must remain on the site of the grave with any excess removed from the cemetery.
- iv. The family is responsible for arranging any officiating minister.
- v. The Parish Council does not allow the reservation of grave plots in advance of need.
- vi. The Parish Council reserves the right from time to time to amend these Regulations and to review the Schedule of Fees and Charges.

3. Burials

- i. A provisional booking for a burial should be made by email to the Parish Clerk.
- ii. The provisional booking should be followed up by the submission of a completed Notice of Burial, together with the appropriate fees, to the Parish Clerk at least 5 working days in advance of the intended date and time of the funeral. Receipt of the correctly completed Notice of Burial will act as confirmation of the provisional booking.

- iii. No burial may take place without the production to the Parish Clerk of a Certificate of Disposal or a Coroner's Order for Burial and an Exclusive Rights to Burial certificate where applicable (see section 4)
- iv. Siting of grave spaces shall be at the sole discretion of the Parish Council.

4. Exclusive Rights to Burial

- i. An Exclusive Right to Burial ('ERTB') gives the owner the sole and exclusive right to decide who shall be buried in that grave. In the case of a new grave, the owner of the ERTB will be the person who signed as the Purchaser on the Notice of Burial form. A legal document called a 'Grant of Exclusive Right of Burial' will be issued to the owner of the ERTB. (For convenience only in these Regulations, such person is referred to hereafter as the owner of the grave, or the grave owner.) The Parish Clerk keeps a record of each grave owner and his or her contact details. The owner of the grave should inform the Parish Clerk of any change of address, or if he/she transfers the ownership to another person.
- ii. A grave will be opened for a second or further burial only at the request of the registered grave owner or where the burial is that of the registered grave owner subject to sufficient burial space being available.
- iii. Ownership of a grave also carries the sole and exclusive right to erect a headstone or memorial stone on that grave (subject to these Regulations) and also to apply to have that headstone or memorial stone modified, for example by the addition of wording relating to the second burial subject to obtaining a memorial permit from The Clerk.
- iv. In the case of a grave in which the registered owner is being buried, all remaining exclusive rights in that grave will be transferred by deed or bequeathed by will.
- v. All rights attached to the Exclusive Right of Burial are suspended while any fees, charges or recoveries are outstanding against that grave owner.

- vi. These rights are granted by the Parish Council only for the use of the grave, they do not confer any rights of ownership in the land. An Exclusive Right of Burial for a grave in this Cemetery lasts for 75 years from the date of the first burial. At the end of that time the ERTB will expire and a right to extend the ERTB will be available.

5. Memorials

- i. Headstones (over a coffin grave) and memorial stones (over a cremation grave) may be erected over a grave or removed from a grave only at the request of the owner of the Exclusive Right of Burial, and subject to the approval of the Parish Council.
- ii. They may be erected only if they comply with the requirements set out in these Regulations and are approved in advance by the Parish Council with a Memorial Permit.
- iii. All memorials and their installation and removal must conform to the British Register of Accredited Memorial Masons (BRAMM) Blue Book and comply with BS8415. No person or company who is not registered with the BRAMM or the National Association of Memorial Masons (NAMM) will be permitted to erect a memorial or carry out other work in the Cemetery.
- iv. Headstones must not exceed one metre in height above ground level, with a base not exceeding 800mm x 400mm. Memorial stones must not exceed 450mm in height above ground level, and 450mm in width. The stone must be of sufficient thickness (at least 75mm) to support its height and to withstand any reasonable force exerted upon it, and to ensure its stability. The foundation must be sunk into the ground so that its top surface is flush with or below the adjoining ground level.
- v. The ground must be allowed to settle before a headstone or memorial stone is erected. This will be at least six months after the last burial.

- vi. Where there is provision in the stonework, two vases up to 100mm in diameter per grave will be permitted.
- vii. Only headstones and memorial stones are permitted. No kerbs, surrounds, railings, stone or other chippings, statues, sundials, bird baths, portraits, wind-chimes, windmills and the like, candles, trees, shrubs, photographs, holograms, laminated cards, seats, lights, toys, horizontal ledges or slabs, or any other thing not specifically permitted by these rules are permitted in the Cemetery. Anything placed or erected in the Cemetery which is not, and has not, been permitted will be removed by the Parish Council and disposed of, and the cost recovered from the grave owner.
- viii. Notwithstanding the above, in the case of the burial of an infant or child the Parish Council may allow, in its sole discretion and for an agreed period, child-like mementoes such as soft toys, windmills and the like. The family should discuss this in advance with the Parish Clerk.

6. MAINTENANCE OF GRAVES AND MEMORIALS

- i. The grave owner is responsible for ensuring that the memorial is kept in a good and safe condition. The Parish Council will not be liable for repairing damaged or fallen memorials, nor for any damage to or loss of any memorial howsoever caused, whether from theft, vandalism, third party negligence or anything else beyond its reasonable control. Grave owners are strongly advised to obtain insurance for their memorials. If the Parish Council decides that any memorial is unsafe or unsightly it will notify the grave owner requiring the defect to be rectified. If the repair is not carried out within 3 months the Parish Council will carry out the repair itself and will recover the cost from the grave owner where known.
- ii. The Parish Council will remove anything which has been erected or placed on a grave without the prior approval of the Parish Council, and recover any associated costs from the grave owner.
- iii. A maximum of 4 Christmas wreaths per grave are allowed between 11th December and 31st January after which time the Parish Council will remove them.

- iv. The Parish Council reserves the right to remove and dispose of flowers, plants, floral tributes, wreaths or any other mementos/materials which they consider have deteriorated or become unsightly.

