

UPTON AND KEXBY BURIAL AUTHORITY

UPTON & KEXBY CEMETERY POLICY DOCUMENT

1 Fees and Payments

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 parishioner of Upton or Kexby, or in the case of a stillborn child, where a parent is a parishioner of Upton or Kexby.

In all other cases the fees will be doubled.

The fees set out below are applicable from **1st August, 2019** and will remain in force until further notice is given. [The fees will be reviewed annually.] It must be noted that the fees in 1.1 and 1.2 **exclude** the costs involved in digging the grave.

1.1 Interments – only human remains may be interred in this cemetery

<i>Details</i>	<i>Fee</i>
1. For the interment in any grave of:	
a) The body of a person whose age at the time of death was 16 years old or more.	£100.00
b) the body of a stillborn child or child whose age at the time of death did not exceed one month.	No charge
c) the body of a child whose age at the time of death exceeded one month but did not exceed 15 years.	No charge
2. For the interment of cremated remains in:	
a) A grave designated for cremated remains only.	£50.00
b) An existing full-sized grave containing the remains of family members.	£50.00

Note: If the interment is in a new grave and the bereaved family wishes to reserve that grave for a future burial and/or place a memorial upon it, it is also necessary to purchase an exclusive right to burial in that grave, as per 1.2 below.

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1.2 Exclusive rights of burial in earthen graves

<i>Details</i>	<i>Fee</i>
1. For the exclusive right of burial in a new grave for one interment for a period of 150 years. Due to the high water-table on the site all graves will be single depth.	£400.00
2. For the exclusive right of burial in a new grave of a stillborn child or child whose age at the time of death did not exceed one month and whose parent at the time of death was a Parishioner of Upton or Kexby.	No charge
3. For the exclusive right of burial of a child whose age at the time of death exceeded one month but did not exceed 15 years.	£150.00
4. For the exclusive right of burial of cremated remains only in a designated grave for a period of 150 years.	£300.00

1.3 Monuments and Inscriptions

<i>Details</i>	<i>Fee</i>
1. For the purchase of a Permit to erect or place on a grave: a) A Memorial stone not exceeding 3 feet in height*, 2 feet 6 inches in width and 4 inches in thickness on a full size grave.	No charge
b) A memorial stone not exceeding 2 feet 6 inches height*, 2 feet in width and 3 inches in thickness on a grave allocated for the burial of cremated remains.	No charge

(* measured from ground level.)

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2 Interments (human remains only)

2.1 Interment Arrangements

All interments shall be conducted either by an undertaker or by a Minister/Celebrant.

No interment shall take place without the express permission of the Authority.

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

Burials must take place in the grave space allocated. The Clerk to the Burial Authority will mark the grave prior to the interment in order to facilitate this.

All fees and charges must be paid, and the *relevant documentation provided, to the Clerk to the Burial Authority by the date of the interment. Cheques should be made payable to Upton & Kexby Burial Authority.

***Relevant documentation**

A "Details of an interment" form (available from the Clerk) is required for every interment. For a traditional burial a "Certificate for Burial or Cremation" (green form) is also required. For the interment of cremated remains certification from the crematorium is also required.

2.2 Grant of Exclusive Right of Burial

The exclusive right of burial in an unused and unreserved grave space may be purchased by a member of public for a period of 150 years at the fee set out in section 1.2. For the avoidance of any doubt, memorials or plaques may only be placed on graves for which an exclusive right of burial has been purchased.

2.3 Grave Digging

It is the responsibility of the funeral director (employed by the bereaved family) to engage the services of the grave digger at their own expense. Upton & Kexby Burial Authority requires that the funeral director provides the Burial Authority with a copy of the safe working procedures that apply, from time to time, to grave digging and backfilling at the cemetery.

As part of this procedure, the Burial Authority requires that the grave digger installs appropriate shoring equipment during the excavation in order to support the ground and prevent collapse, to protect the health and safety of the grave digger during digging, and the mourners, clergy and funeral director's staff during the interment. The Burial Authority also requires that, on an annual basis, the funeral director provides the Burial Authority with a copy of the public liability insurance certificate that applies to any work carried out at Upton & Kexby Cemetery.

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If, following the excavation of any grave, the grave digger and/or funeral director intends to leave it unattended for any period of time, a temporary barrier must be erected by the grave digger and/or funeral director around the grave or the grave be securely covered, in order to prevent falls.

On backfilling the grave, the Burial Authority requires that the soil is compacted every six inches in depth by treading, to prevent the need for excessive re-instatements. The grave should be left turfed, flat and the site left neat and tidy with any surplus spoil removed to the designated area. The wreaths and flowers should be carefully placed.

3 Memorials

3.1 Memorials – Memorial stones and Vases.

No Memorial stone shall be placed in the cemetery and no additional inscription shall be made on any Memorial stone without the express permission of the Burial Authority.

3.2 Dimensions & Specifications

No Memorial stone is to exceed 3 feet in height, 2 feet 6 inches in width and 4 inches in thickness for full size graves.

In respect of smaller graves for the burial of cremated remains the maximum size of a Memorial stone is 2 feet 6 inches in height, 2 feet in width and 3 inches in thickness.

Height is measured from ground level.

3.3 Permits to Erect Memorial stones

Permits to erect Memorial stones are only permitted on graves where a Permit to erect and maintain a memorial stone has been obtained from the Burial Authority. The Permit will be granted for a period of 25 years or to coincide with the length of workmanship guarantee provided by the monumental mason to the owner of the memorial stone, whichever period is the shorter.

All Memorial stones must be kept in good repair by the owners and, if not repaired, may be removed by the Burial Authority after notice has been served to the owners at the owners' last known address.

The Burial Authority recognizes that an unstable and potentially dangerous memorial stone may be a very difficult issue for the owner to face and is aware that, upon informing the owner of a problem, it may inadvertently upset the relatives of the deceased, especially in the case of a recent bereavement. The Burial Authority will endeavour to deal with the matter as

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sensitively as possible and will offer advice and assistance where appropriate. The owner will be allowed a reasonable time to take appropriate action to make the cemetery safe.

The Burial Authority also requires that, on an annual basis, the monumental mason provides the Burial Authority with a copy of the public liability insurance certificate that applies to any work carried out at Upton & Kexby Cemetery. A copy of the monumental mason's safe working procedure that applies, from time to time, to the erection of memorials may also be required.

3.4 Procedures for Memorial Erection

Following the granting of the Permit, the monumental mason must give at least three working days notice to the Clerk to the Burial Authority prior to the erection of their intention to erect the headstone. The memorial stone must be erected on the grave plot allocated. The Clerk to the Burial Authority will mark the grave prior to the erection in order to facilitate this, if required.

The grave identification number (provided to the monumental mason by the Burial Authority) is to be engraved in small characters on the rear of the headstone in a visible position.

Memorial stones shall be constructed and erected or re-erected in accordance with the National Association of Monumental Masons (NAMM) Code of Working Practice and all relevant Standards in force at the time of construction/erection.

No kerbing shall be erected around the grave plot.

4 Dimensions and Specifications:-

A. Full size graves

No memorial stone or any other article shall be allowed to be erected other than one only of the following:-

- i) A memorial stone not exceeding 3 feet in above ground height, 2 feet 6 inches in width and 4 inches in thickness. Any such headstone is to be of monolith construction and must be securely fixed to the appropriate foundation supplied by the Burial Authority.
- ii) The Authority has decided that as only single graves can now be purchased, persons purchasing side by side plots and wishing to erect a single memorial stone between the two plots, may do so, so long as these are erected on the existing plinths mid-way between the two plots.
- iii) A memorial vase not exceeding 8 inches in any dimension placed at the head of the grave, on the plinth.

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B. Cremated remains

- i) A memorial stone not exceeding 2 feet 6 inches in above ground height, 2 feet in width and 3 inches in thickness. Any such headstone is to be of monolith construction and must be securely fixed to the appropriate foundation supplied by the Burial Authority.
- ii) A memorial vase not exceeding 8 inches in any dimension placed at the head of the grave, on the plinth.

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General

The cemetery will be open for pedestrian access at all times, although the Authority reserves the right to make such closures as may be necessary for repairs, emergencies or in the interest of public safety. The dignity and calm of the cemetery must be respected at all times. Dogs are prohibited.

The Authority shall regularly maintain the gardens, driveway and paths. The Authority reserves the right to remove any dead floral tributes. The Authority shall provide a water supply near to the entrance of the cemetery for the convenience of visitors.

Should sinkage occur on any grave, the Authority will top this up free of charge.

No trees, shrubs or flowers shall be planted in the cemetery without the express permission of the Authority. The Authority reserves the right to prune or remove any planted material if, in the opinion of the Authority, it has become unsightly or overgrown.

The burial ground has not been consecrated so that it can then be used by all religions. However, should any family wish to have an individual grave consecrated, then this should be arranged with the undertakers so that it can be carried out when the burial/interment takes place.

Orientation of memorials – These should all face inwards to face the central footpath of the burial ground.

Allocation of burial/Cremation plots: This will in the first instance be the duty of the Clerk to the Burial Authority however, should the Clerk not be available at a time when a Burial plot is required, then the Chairman should be the next person to be approached to allocate a plot.

This policy as amended and to effective from 1st July 2024