

SHRIVENHAM PARISH COUNCIL

BURIAL GROUND POLICY

Prepared by	Julia Evans	July 2023	Issued DRAFT
Reviewed by	Parish Council	July 2023	
Adopted	Parish Council	September 2023	Issued
Next Review		July 2025	

1. INTRODUCTION

- 1.1 Throughout this policy 'The Burial Authority' means Shrivenham Parish Council and the Responsible Officers are Julia Evans, Clerk to the Council (clerk@shrivenham.org), and Lyn Frape, Deputy Clerk (finance@shrivenham.org). Telephone 01793 782925.
- 1.2 The Burial Ground is an area of land owned by the Parish Council, which lies in Stainswick Lane. It is referred to in this document at 'Stainswick Lane Cemetery' or 'the cemetery'.
- 1.3 Limited parking is available just outside the cemetery gates
- 1.4 Use of the cemetery is at the discretion of the Burial Authority. Contact should be made with the Burial Authority in the event of
 - 1.4.1 an interment being anticipated or requested by the family of the deceased.
 - 1.4.2 the installation or removal of a memorial by a stonemason.
- 1.5 The Burial Ground is non-denominational.
- 1.6 Plots must be dug by our approved gravedigger Andy Stone, tel. 01793 823963, mob. 07967 052283.

2. GUIDELINES FOR THE USE OF THE CEMETERY

2.1 Right of interment

- 2.1.1 Exclusive Right of Burial is available to persons living within the parish of Shrivenham at the time of death, or who have moved away in the last 5 years, due to age or infirmity, on payment of the fees as set out in the Scale of Fees.
- 2.1.2 Persons who have lived in, or who have a strong connection with, the Parish of Shrivenham may be buried here with the agreement of the Burial Authority and on payment of twice the usual fee.
- 2.1.3 In the case of the death of a child aged up to 18 years, right of interment is granted where one of the parents was at the time of death an inhabitant of the Parish of Shrivenham.
- 2.1.4 Plots may be pre-purchased on payment of the appropriate fee.
- 2.1.5 Plots may be selected within the parameters set by the Responsible Officers.
- 2.1.6 An Exclusive Right of Burial (EROB) Deed will be issued for the purchase of every plot. Without the deed there is no right of interment.
- 2.1.7 An Exclusive Right of Burial Deed must be issued to a living person. If the person requiring Exclusive Right of Burial is deceased, the EROB Deed will be issued to the named next of kin.
- 2.1.8 The person to whom the EROB is issued is deemed to be the Grantee.

SHRIVENHAM PARISH COUNCIL

BURIAL GROUND POLICY

- 2.1.9 The names and addresses of all those intended to be interred in any plot must be notified at the time that the Exclusive Right of Burial is purchased.
- 2.1.10 Should the Grantee wish to change their intentions as to who should be interred in the plot this must be notified in writing to the Responsible Officer, who will decide whether such an alteration is acceptable.
- 2.1.11 When the Grantee has been interred the Exclusive Right of Burial Form will be formally transferred to the next of kin. The Burial Authority reserves the right to request formal identification before the transfer is made.
- 2.1.12 It is the sole responsibility of the Grantee to ensure that any changes in contact details are notified to the Responsible Officer.

Fees

- 2.1.13 Charges are set out in Appendix A.
- 2.1.14 Fees will be payable for
- 2.1.14.1 The Exclusive Right of Burial (purchase of the plot)
 - 2.1.14.2 The interment
 - 2.1.14.3 The memorial permit
 - 2.1.14.4 The license to amend a memorial
- 2.1.15 In the case of the death of a child, as defined by The Social Fund (Children's Funeral Fund for England) Regulations 2019, the Burial Authority will reclaim the burial fees from the Children's Funeral Fund. There will be no charge to the family.
- 2.1.16 The fees do not include digging the grave which should be arranged with the Funeral Director. Earthen graves and cremation plots must be dug by our approved gravedigger, Andy Stone. If a Funeral Director is not appointed, we will provide the contact details for the gravedigger.

2.2 Interments in an Earthen Grave

- 2.2.1 A maximum of one burial may be made in any one plot. Where a double plot is required, two side by side plots must be purchased.
- 2.2.2 Ashes caskets may be interred in plots containing burials, or a grave space may be purchased solely for the interment of ashes caskets.
- 2.2.3 No more than 5 ashes caskets may be interred in a single grave space.

2.3 Ashes Interment

- 2.3.1 Small plots for specifically for ashes interments are available in the Garden of Remembrance.
- 2.3.2 A maximum of one casket may be interred in any one plot. Double dept plots are no longer available.
- 2.3.3 Ashes may not be scattered in the cemetery but must be interred in a plot dug by our approved gravedigger due to legal requirements.
- 2.3.4 No person shall dig into any plot to inter ashes or cremated remains. All plots must be dug by our approved gravedigger. This includes ashes to be interred into graves containing a burial.

2.4 Memorials

SHRIVENHAM PARISH COUNCIL

BURIAL GROUND POLICY

- 2.4.1 A Memorial Permit must be obtained for the erection of a memorial.
- 2.4.2 An additional inscription licence must be obtained for any changes to an existing memorial.
- 2.4.3 All memorials and inscriptions thereon are subject to the approval of the Parish Burial Authority and a copy of every inscription proposed and a drawing of the design of every memorial proposed must be submitted to the Responsible Officer.
- 2.4.4 No memorial shall be placed within the burial ground, nor shall any currently installed memorial be removed or replaced, or work carried out to any memorial except with the written consent of the Burial Authority.
- 2.4.5 The Burial Authority must be informed prior to any *in situ* renovation work on a memorial or if any memorial is to be removed for off-site renovation.
- 2.4.6 All memorials must be erected and installed by a memorial mason currently registered with the National Association of Memorial Masons (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) or other suitably accredited professional body.
- 2.4.7 The Grantee of the Exclusive Right of Burial is the owner of any memorial and is responsible for its maintenance and repairs, and any other issues relating to the grave subject to any regulations in force at the time.
- 2.4.8 A visual inspection of all memorials will be undertaken every 3 years. Memorials identified at risk will be addressed in a temporary manner at minimal cost to the Burial Authority and the Grantee will be requested to make a permanent repair. Memorials will only be laid down as a last resort.
- 2.4.9 The Burial Authority does not undertake any maintenance, repair or cleaning of Memorials, except where they are found to be at risk (see 2.4.7 Above).

2.5 Other rules for the use of the Burial Ground

- 2.5.1 When tidying the area of the grave, compostable garden waste ONLY should be placed in the brown wheelie bin. All other waste should be taken home for disposal; this includes plastic, metal, glass etc. The dustbin may be used in emergencies but NOT for dog waste bags as the bin is sorted manually.
- 2.5.2 Dogs must be kept on a leash.
- 2.5.3 The public are to refrain from smoking in the Burial Ground.

3 NOTICE REQUIREMENTS

- 3.1 We operate a diary system for the cemetery to ensure peace and dignity for all users. Therefore, at least 5 working days' notice must be given for any proposed activity.

3.2 Notice of interment

- 3.2.1 Not less than 5 working days' notice of interment must be given to the proper officer. Such notice must be given on the form provided by the Burial Authority. The information provided shall include (but is not limited to) the name of deceased, information of when and where death occurred, the name of the officiating minister and the name of the funeral director.
- 3.2.2 A copy of the Registrar's form, or the Certificate of Cremation (whichever is appropriate) must be given to the proper officer no later than the day of the interment. This is required to enable to proper legal record to be made in the register of interments.

SHRIVENHAM PARISH COUNCIL

BURIAL GROUND POLICY

3.3 Memorial Notices

- 3.3.1 Five working days' notice of the installation or removal of a memorial must be given to the proper officer. This also applies to any work to be undertaken to a memorial *in situ*.

SHRIVENHAM PARISH COUNCIL

BURIAL GROUND POLICY

APPENDIX A

BURIAL CHARGES 1 January 2022

*The following fees, payments and sums will be **doubled** where the person (Part 1, Part 2 or Part 3) is not an inhabitant or Parishioner of the Parish of Shrivenham.**

Part 1: EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES	COST
For the exclusive right for a period not exceeding 100 years of burial in a single earthen grave 8 ft by 4 ft:	£330
Side by side exclusive right for a period not exceeding 100 years of burial in a single earthen grave 8ft by 4ft:	£600
For the exclusive right of burial of cremated remains in the Garden of Remembrance	£85

	Part 2: INTERMENTS	COST
i)	Of the body of a person under the age of 18 years.	No charge
ii)	Of the body of a person above the age of 18 years:	£200
iii)	For the interment of cremated remains in a grave or ashes plot in respect of which an exclusive right of burial has been purchased	£150

Part 3: MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS	COST
For the right to erect or place on a grave or vault in respect of which an exclusive right of burial has been purchased:	
A plaque/tablet not exceeding 4" in height and 1ft 6" width and depth	£90
A headstone not exceeding two ft in height:	£125
A headstone exceeding two ft in height:	£135
A vase or memorial not exceeding 1 ft 6 in:	£95
A vase or memorial exceeding 1 ft 6 in:	£125
A memorial slab flush with the surrounding area:	£145
Kerbstone edging not exceeding 4" in height:	£170
Additional inscription to Headstone etc	£60

The foregoing fees, payments and sums were fixed and settled by the Parish Council of Shrivenham at the Council Meeting held November 2020. These fees will next be reviewed in December 2023.

* A resident is defined as someone who resided within the Parish boundary of Shrivenham, or if in a hospital/nursing/care home, their last place of residence was within Shrivenham, or they have moved away from Shrivenham within the preceding 3 years. All others are classed as non-residents.