



Cemetery Regulations

1st January 2012

These Cemetery Regulations supersede any previous Regulations.

Your attention is respectfully drawn to the following rules, which have been made to ensure Stratfield Mortimer Parish Council Cemetery ('The Cemetery') remains a peaceful and fitting setting for those who are interred within, and to provide a place where friends and relatives can properly remember them. Your observance and co-operation will help to ensure that these aims are achieved.

The Cemetery is open to pedestrians only. Dogs (with the exception of guide dogs) are not allowed in the Cemetery. Stratfield Mortimer Parish Council ('The Council') will maintain The Cemetery and ensure that the grass is cut regularly.

Variations of these rules are at the discretion of The Council.

1. Right of Burial

The only persons with a RIGHT to burial in The Cemetery are residents of the civil parishes of Stratfield Mortimer and Wokefield and ex-residents of the said parishes who have moved from these parishes within a 5 year period prior to death. The Council may at its discretion consider applications in respect of the burial of other persons who it considers have strong local connections (with documentary evidence); the non-resident scale of charges will be payable in this case (see SMPC Cemetery Fees January 2012).

The maximum number of interments permitted in a burial or cremation plot is two.

The Cemetery is open to all persons regardless of race, ethnic origin and creed.

2. Grant of Exclusive Right of Burial

If Exclusive Right of Burial is purchased, The Council (in pursuance of the powers conferred by Section 214 of the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977) will in due course after the interment issue to the Grantee the Exclusive Right of Burial documentation for the grave/plot space in the Cemetery for a period of fifty years from the date of interment. Only the holder of the Exclusive Right of Burial for a plot may apply to erect a memorial on that plot.

3. Notice of Interment

The Funeral Director must telephone The Council on 0709 2814294 between the hours of 9am and 5pm Monday to Friday to arrange the date, time and plot number. The Council's completed Notice of Interment Application Form (version dated January 2012) must be delivered in advance, within a reasonable time (at least two working days) of the proposed date of interment, to The Clerk of Stratfield Mortimer Parish Council ('The Clerk') together with the Certificate for Burial (Green Form) or Coroner's Burial Order (white form) and a cheque for the appropriate fee. The Clerk will then allocate a burial plot and confirm the time of burial. Please note that burial plots are allocated in strict sequential order only and plots cannot be pre-booked or reserved in advance. The hours for

interments are Monday to Friday 10am to 4pm and no interments shall take place outside these hours or at weekends or on public holidays.

4. Graves

As The Cemetery is a lawn Cemetery each grave mound will be levelled and grassed over by The Council after approximately six months if they are satisfied the grave has settled. Relatives and visitors are respectfully asked to note that the planting of flowers, bulbs, shrubs, trees or the placing of troughs and plants in pots and other decorations such as lanterns, photographs, ornaments etc. on the burial plot will not be allowed and any unauthorised or inappropriate items will be removed. The erection of kerbstones or railings to enclose the burial plot is prohibited.

5. Flowers

To allow for proper Cemetery maintenance and safety, flowers may be placed *only*: *a)* in a receptacle incorporated within the base of the memorial *or b)* in *one* suitable non-breakable container which must be placed on the base of the memorial *or c)* if no memorial, then at the head of the grave, in line with adjoining memorials. The Council reserves the right to remove without notice any receptacle for flowers, which it considers unsuitable or unsafe or otherwise prevents the safe and proper maintenance of The Cemetery; in particular glass, china or ware pots are highly dangerous and are not permitted. All dead or withered floral tributes will be removed at The Council's discretion if the owner first fails to do so. Artificial flowers are not allowed except for Remembrance Day Poppies and traditional Christmas Wreaths, which will be removed after one month if still in place. In order to maintain the dignity of The Cemetery, no lanterns, photographs or other ornaments/decorations will be permitted. Relatives should note that these will be removed without notice.

6. Maintenance

As soon as the grave has settled after an interment The Council shall sow grass seed or lay turf at its own expense over the whole of the grave. Thereafter no person other than the duly authorised officers or employees of The Council shall interfere with or alter the grassed areas of the grave except for the purpose of a further interment therein. The Council shall keep the grassed areas mown at its own expense. The Grantee shall be responsible for cleaning and maintaining memorials.

7. Memorials

Only the holder of the Exclusive Right of Burial for a plot may apply to erect a memorial on that plot. If a holder of the Exclusive Right of Burial is now deceased, written evidence must be provided that the person applying is the heir of the original holder. No one may in The Cemetery erect or fix any memorial, or make any inscription thereon, without the written approval of the Council. Applications for the erection of memorials (whether a headstone or cremation memorial tablet), the addition of an inscription must be submitted on The Council's Memorial Application Form (dated January 2012) to The Clerk. The form sets out The Council's Terms and Conditions along with details of the permitted dimensions etc.

Information regarding the design, description, materials, measurements, inscriptions etc must be provided on the Memorial Application form **and approval received in writing** before proceeding to erect or fix any memorial or make any inscription

Memorials must not be erected (or re-erected after second interment) until the Council are satisfied the grave has settled; not normally less than 6 calendar months following interment. Cremation tablets may be installed after one calendar month. To add a second inscription/replace memorial a new Memorial Application Form must be completed and approved **before** any work is carried out.

All memorials shall be erected and secured by an accredited memorial fixer who is on the British Register of Accredited Masons in accordance with the National Association of Memorial Masons, latest Code of Working Practice (NAMM).

Permitted Memorials: Memorials shall be made of natural stone and may be polished if desired.

Flat stones laid horizontally, metal vases, railings, fencing, kerbs or other structures enclosing graves are not permitted. Ceramic photographs, pictures and ornaments are not permitted.

8. Cremated Remains

Cremated remains may be buried in the area of the Cemetery set aside for this purpose. Please see Regulation 3 (Notice of Interment) and Regulations 4 & 5 (regarding the placing of flowers and other items on the grave space) above.

9. Scattering of Ashes

Ashes may not be scattered in the Cemetery.

10. Official Plan

A plan of the Cemetery showing the position of every grave space and site of cremated remains will be kept in The Parish Council Office. The plan may be inspected, by arrangement with The Clerk, without charge.

11. Searches of the Register

A search of the Register of Burials in the Cemetery can be conducted by The Clerk upon request.

12. Safety

In the event of an accident, or if any visitor becomes aware of a hazardous situation, e.g. unsafe memorial or vandalism, The Clerk should be contacted as soon as reasonably possible.

The Council reserves the right, in the interests of public safety and without notice to the Grantee, to lay down, remove or repair any memorial or other items which are deemed by The Council to be unsafe or to fail to comply with these regulations. In such cases, the Grantee will be informed as soon as practicable.

13. Damage

If any damage is caused to The Council's and/or The Church's premises, land or footpath by vehicles or the bringing in of any materials, gravestones, or monument or from any other cause, the person or persons doing such damage will be held responsible for the same. The Council may recover the cost of repairing such damage from such person or persons and in addition take proceedings under Article 18 of the Local Authorities' Cemeteries Order 1977.

14. Surplus Soil

The surplus soil excavated from any grave must be deposited on such part of The Cemetery as The Council may direct. At present this is to be deposited neatly in the ditch at the rear boundary of The Cemetery.

Failure to comply with these Regulations will result in the gravesite being reinstated to its original condition. To avoid unnecessary distress, relatives, friends and visitors are strongly advised to contact The Clerk before taking any action which might conflict with these Regulations.

Application Forms and information on charges may be obtained from:

Stratfield Mortimer Parish Council

The Parish Council Office

27 Victoria Road

Mortimer

Reading

RG7 3SH

Telephone: 0118 9331955

Email: the.clerk@stratfield-mortimer.gov.uk

Stratfield Mortimer Parish Council by virtue of its powers under the Local Authorities Cemeteries Order 1977 adopted the foregoing Regulations (with effect from 1st January 2012) at its meeting on the 8th December 2011.