

# MINSTER PARISH COUNCIL

## CEMETERY REGULATIONS

(effective from 8<sup>th</sup> January 2019)

### Part 1

#### **ARRANGEMENTS FOR INTERMENTS**

- 1 Notice of Interment shall be given on the forms provided by the Clerk to Minster Parish Council (see notice board at Minster Cemetery for name and address). No Notice can be received on Saturdays, Sundays, Christmas Day, Good Friday or on Bank or other Public Holidays and any other days when the Council's offices are closed. An Interment form and Certificate will then be issued which must be delivered by the person undertaking the funeral to the Clerk to Minster Parish Council seventy-two hours at least (exclusive of the above-mentioned days) before the time of interment.
- 2 The disposal certificate of the Registrar of Births, Deaths and Marriages or the Coroner's warrant (when an inquest is held) and a form of authority for interment duly signed must be delivered to the Clerk to Minster Parish Council prior to the interment of the body. Interment of still-born children will only be permitted upon the production of the medical or other requisite certificate.
- 3 The time appointed for an interment must be punctually observed; otherwise the interment may be postponed until other funerals have taken place. No burial may take place after 4.00pm Monday to Thursday or 12.00noon on a Friday. The attendance of the officiating Minister must be arranged for by the person undertaking the funeral. No burials may take place on Saturdays, Sundays, Christmas Day, Good Friday or on Bank or other Public Holidays.
- 4 All funerals will be under the control of the Clerk to Minster Parish Council. The Funeral Director has responsibilities under the Health & Safety at Work Act 1974 and any other current Health & Safety legislation for the Funeral Director's staff and cortege.
- 5 The selection of grave spaces shall be at the discretion of the Clerk to Minster Parish Council and all grave spaces shall be excavated in rotation and no person shall have the right to select a grave. Except in the case of the pre-purchase of the exclusive right of burial in a grave in the 'A' section.
- 6 A register of graves is kept by the Clerk to Minster Parish Council in which the name and age of the person buried in each grave and the date of each interment is duly registered.
- 7 On receipt of an appropriate account, all fees and charges must be paid to the Clerk to Minster Parish Council.
- 8 After interment no body shall be removed unless there has been produced to the Clerk to Minster Parish Council the faculty or license required by law from the Ministry of Justice.
- 9 No body shall be buried in a grave in such a manner that any part of the coffin is less than 0.9 metres (3ft), or 1.5metres (5ft) for a single, below the level of any ground

adjoining the grave; provided that the Council may, where it considers the soil to be of suitable character, permit a coffin made of perishable materials to be placed not less than 0.6 metres below the level of any ground adjoining the grave.

- 10 One body only may be buried in a grave at a time unless the bodies be those of members of the same family.
- 11 After an interment has taken place the Council will arrange to regularly fill the grave up to the level of the surrounding ground. Planting on the grave is not permitted as this is a lawn burial ground. One vase of metal or stone may be placed on the grave for up to a period of 6 months following the most recent interment.
- 12 The Council accepts no liability for any such objects placed on the grave.
- 13 No mound will be permitted over any new grave once the ground has settled.
- 14 The scattering of cremated remains over graves is not permitted in the Cemetery.

#### **MEMORIALS GENERALLY**

- 15 For this regulation to apply, Exclusive Right of Burial must have been obtained:-
  - a) No memorial (monument, gravestone, tablet, kerb/border stones, vase, etc.) shall be erected without the prior approval of the details thereof by the Council, application for which shall be made on the appropriate form to be obtained from and submitted to the Clerk to Minster Parish Council (see notice board at Minster Cemetery for name and address) together with a drawing thereof showing dimensions, position within the grave space, method of construction, proposed inscriptions, method of fixing and description of the type of material(s) to be used and shall be in accordance with the current "NAMM" specifications for the construction and building of memorials as contained in Part 2 of these Regulations..
  - b) Applications for approval of memorials must be made at least fourteen days before erection.
  - c) The person who makes the application shall in their application authorise the Council:-
    - (i) to remove the memorial if, in the Council's opinion, it has become unsafe or dilapidated or is not kept in proper repair and condition and
    - (ii) to dispose of the same at the expiration of 12 months from the date of removal without being liable to account for the proceeds of the disposal if within that period no application for the return of the memorial is received by the Council from the person who provided it.

Any monumental erection placed on a grave without the prior approval of the Council under the hand of the Clerk to Minster Parish Council may be removed following notice to the owner of the grave.

- d) All memorials (monuments, gravestones, etc.,) and all places of burial shall be kept tidy and in good repair at the expense of the owner of the Deed of Grant.

Dimensions of all memorials are shown in Part 2(2) of these Regulations.

- 16 All memorials and other erections shall be constructed and installed so as to comply in all respects with:-
  - a) The details approved by the Council pursuant to Regulation 17(a) and
  - b) The current "NAMM" specifications for the construction and installation of memorials.
- 17 No memorial or other erection shall be installed in the Cemetery other than by a memorial mason approved by the Council.
- 18 Any memorial removed from a grave which is re-opened shall be replaced as soon as practicable; existing kerbs so removed shall be temporarily replaced within one month and permanently replaced within six months.
- 19 Anything placed or planted on any grave space, other than an approved memorial, becomes the property of the Council, which reserves the right to dig up, remove and dispose of the same, without being liable to account for the proceeds of disposal.
- 20 No memorial benches shall be placed in the cemetery.

#### **EXCLUSIVE RIGHT OF BURIAL**

- 21
  - a) The owner of the exclusive right of burial in a particular grave space may assign the right by Deed or bequeath it by Will.
  - b) The Clerk to Minster Parish Council shall be notified of any proposed transfer and the grant of exclusive right of burial relating to the grave space concerned shall be forwarded to the Clerk to Minster Parish Council so that an endorsement of the transfer may be made thereon.
  - c) A grant of exclusive right of burial for any plot shall allow for a maximum of 3 standard interments. The depth of the initial interment will then decide how many of those may be used. Interment of up to a further 4 sets of cremated remains may be added only after the initial space(s) have been filled.
  - d) The grant of the exclusive right or burial in a grave shall automatically confer on the registered owner of the exclusive right of burial the right to erect and maintain one memorial in the earth at the head of the grave, subject to the granting of a permit.
- 22 No grave in which the exclusive right of burial has been purchased may be re-opened, unless satisfactory proof that the owners or his successor in title has given consent is produced with the notice of interment.

#### **GENERAL RULES OF MANAGEMENT**

- 23 It is the duty of the owner of the Deed to ensure the maintenance of the grave and memorial. It is also the responsibility of the owner of the Deed to notify the Clerk to Minster Parish Council of any change of address from that originally noted in the Parish's Register of Purchased Graves.  
Telephone: 01843 821339, Email: [clerk@minsterparishcouncil.org.uk](mailto:clerk@minsterparishcouncil.org.uk)
- 24 Employees of the Council and Councillor's shall not be employed by private persons to carry out any private works whatsoever within the Cemetery.
- 25 No instruments of music, flags or banners will be allowed to be taken into the Cemetery without special permission, except for a Military or Salvation Army funeral.
- 26 The Statutory Regulations and Maps required to be maintained by the Council are available for public inspection by prior arrangement with the Clerk to Minster Parish Council.
- 27 If any damage or injury shall be done to the grass, shrubs, roads, buildings, monuments or other erections by the bringing in or removal of any materials, the execution of any work or otherwise, the person or persons causing such damage or injury shall meet the expense of making good the same.
- (i) No person shall:-
- a) willfully create any disturbance in the Cemetery
  - b) commit any nuisance in the Cemetery
  - c) act in a manner likely to be a nuisance whilst any burial is taking place
  - d) willfully interfere with any grave, tombstone or other memorial or any gates, fences or building or any flowers, shrubs, trees or plants
  - e) use the Cemetery for any recreational purposes.
  - f) deposit any litter or rubbish within the Cemetery grounds other than into the receptacles provided
  - g) no vehicles to be taken beyond the entrance gates without permission from the Clerk to Minster Parish Council
- (ii) No person not being an officer or servant of the Council or another person so authorised by or on behalf of the Council shall enter or remain in the Cemetery at any hour when it is closed to the public.
- 28 All works of whatever nature shall be carried out to the entire satisfaction of the Clerk to Minster Parish Council and the Council.
- 29 Children under sixteen years of age will not be admitted to the Cemetery unless they are in the charge of an adult.
- 30 Where an interment or religious service is taking place, anyone involved in any work or activity which may interrupt or cause offence to any person at the service shall comply with all instructions given by the Clerk to Minster Parish Council.
- 31 Visitors to the Cemetery shall not pick, cut, fell or remove from the Cemetery any flower, tree or shrub, nor sit on any memorial, monument, headstone or structure other than a seat provided for the purpose.

- 32 Floral decorations may be placed on any grave. All dead flowers, wreaths, weeds, rubbish and other decorations which have become unsightly shall be removed from graves and disposed of at the places provided for the purpose. The Clerk to Minster Parish Council is authorised to remove flowers, plants, wreaths or decorations which have become unsightly and the Clerk's decision in this matter shall be final.
- 33 With the exception of floral decorations and approved receptacles for containing water nothing movable shall be placed over any grave without the consent of the Council.
- 34 All persons admitted into the Cemetery shall conform to these Regulations and the Clerk to Minster Parish Council or other duly authorised officer of the Council may remove from the Cemetery any person infringing any Regulation or otherwise mis-conducting themselves. The Council reserves the right to refuse admission to the Cemetery.
- 35 Dogs are permitted on a lead in the cemetery.
- 36 The Council is committed to ensuring that only the highest quality standard of service is provided. Any complaint about the quality of service should be made in writing to The Clerk to Minster Parish Council at Minster Parish Council Office, 4A Monkton Road, Minster, Ramsgate, CT12 4EA.
- 37 The Council reserves the right to alter or add to these Regulations.
- 38 These Regulations supersede all others previously published.
- 39 It should be noted that in all matters of day to day administration of the Cemetery and the general interpretation of these regulations any decision of the Parish Council shall be final.

Clerk to Minster Parish Council  
Council Office  
Library & Neighbourhood Centre  
4a Monkton Road  
Minster-in-Thamet  
Ramsgate, Kent  
CT12 4EA  
01843 821 339

## Part 2

### **\*\* SPECIFICATION FOR THE CONSTRUCTION AND INSTALLATION OF MEMORIALS**

Only BRAMM registered Memorial Masons will be allowed to operate in the cemetery.

Following receipt by the Mason of the formal written approval of the Clerk to Minster Parish Council, the installation of the memorial(s) may proceed - all in accordance with the following specification:-

1. All memorials and other erections shall be of natural stone or other approved materials including suitable hardwoods and provided with sufficient footings to prevent uneven settlements. Non-ferrous metal dowels shall be used in all stonework erections and the construction and installation must comply in all respects with the current recommendations of the National Association of Memorial Masons ("NAMM").
2. **All memorials and other erections must not exceed 90cm (3 foot) in height**, must comply with the following list and must be placed within the grave space allotted, i.e.
  - a) For a single grave space (9ft x 4ft):-
    - Flat stone/chippings
    - Headstone/Monument
    - Kerb or Border Stones
    - Vase
    - Tablet
  - b) For a double grave space (9ft x 8ft):-
    - Flat stone/chippings
    - Headstone/Monument
    - Kerb or Border Stones
    - Vase
    - Tablet
  - c) For a cremation grave space (4ft6" x 4ft):-
    - Headstone/Monument/Vase
3. All monuments and gravestones are to be erected, the adjacent ground to be formed and laid and all other works are to be executed as may be required by and to the entire satisfaction of the Clerk to Minster Parish Council except that the right of appeal to the Council may be exercised. All works once started must be proceeded with from day to day until completed otherwise the approval given thereto may be withdrawn.
4. The number and section of the grave shall be cut in 16mm letters on the rear bottom right hand corner of the memorial, other than on a vase.
5. A number stone may be placed at the head of the grave until a headstone is installed.