

HAMBLETON PARISH COUNCIL BURIAL AUTHORITY

# HAMBLETON CEMETERY

USER TERMS AND CONDITIONS

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## **Hambleton Cemetery User Terms and Conditions**

*The Hambleton Parish Council Burial Authority has set the following Terms and Conditions to be observed by those using the cemetery to ensure that the cemetery is a safe place to work and a peaceful place to visit.*

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## **Section 1: Hambleton Parish Council Burial Authority**

### **1.1 Statement of intent**

The Parish Council of Hambleton are the responsible Burial Authority for Hambleton Cemetery, Gateforth Lane, Hambleton.

The Hambleton Parish Council Burial Authority, from now referred to as the 'Burial Authority' in this document, intend to ensure that the cemetery is considered a place of reverence and that all work undertaken on the site is achieved in such a manner that no disrespect is shown to graves, the interred or to visitors.

### **1.2 Contact Details**

Please make enquiries via the Clerk to the Council:

Juvina Janik, 43 Chapel Street, Hambleton, Selby YO8 9JG

Telephone: 07935320677

Email: [jjhambletonpcclerk@gmail.com](mailto:jjhambletonpcclerk@gmail.com)

Website: <http://www.hambleton-pc.gov.uk>

### **1.3 Maintenance**

The Burial Authority will endeavour to keep the Cemetery in good condition in order to provide a peaceful environment for visitors. Landscaping and groundwork will be maintained by way of contractors with a schedule of work.

Problems requiring maintenance should be reported directly to the Clerk.

### **1.4 Safety Inspections**

A Member(s) of the Burial Authority and the Clerk will conduct an annual inspection of all headstones, paths and walls within the cemetery. The Member(s) and Clerk inspecting the headstones may deem it necessary for safety reasons to lay a headstone down flat, to avoid it falling accidentally.

The inspection findings will be brought before the Burial Authority and the resulting actions will be decided.

It is the holder of the Rights to Burial, who is responsible for the maintenance of the headstone. The Clerk will contact the holder of the Rights to Burial to notify them if repairs are necessary. In a situation where no one can be found to take responsibility for the repairs, the Burial Authority may decide to replace the unsafe headstone with a basic memorial plaque or similar, to ensure the site remains marked.

Urgent work may be authorised by the clerk who will report the action to the Burial Authority.

## **Section 2: Code of Conduct for visitors to the cemetery**

### **2.1 Visiting**

The cemetery is open to visitors at any time, the Burial Authority ask visitors to be respectful of the surroundings and be mindful of other people who may be visiting at the same time. The cemetery is to be a peaceful environment for those who may be grieving.

It is very important to respect all graves and visitors are requested not to interfere with graves with which they have no concern.

### **2.2 Leaving Tributes**

Visitors must respect the dignity of the cemetery, please place discarded flowers, wreaths and vases in the bin provided and keep the cemetery tidy.

Adornment is to be limited to real or artificial floral tributes and must be confined to the headstone area. Additional decoration or ornaments may interfere with or get damaged by the machinery used to maintain the cemetery and these may be removed at the discretion of the Burial Authority.

Visitors are NOT authorised to plant flowers/shrubs into the soil.

### **Section 3: Working in the Cemetery**

#### **3.1 Grave digging and Undertakers**

Grave diggers will be either employees of an undertaker or work as contractors to an undertaker.

Grave diggers will agree to work to the rules and standards set out by the Burial Authority.

The Undertaker is the person responsible for the safety of the employed/contracted Grave digger, the mourners and other visitors whilst a grave is open.

When digging a grave, avoid placing soil onto an adjacent grave wherever possible, and avoid damage or disruption to monuments. Nearby monuments should be effectively cleaned down if contaminated with soil during the process. The cost of any remedial work which has to be undertaken by the Burial Authority will be invoiced to the contractor who failed to carry out the work satisfactorily.

Following interment, and infill, surplus soil is to be removed from the area. It may be used to level uneven ground with the approval of the Clerk. Where levelling is appropriate, the grass is to be removed and replaced back on top of the added soil once the ground is level.

#### **3.2 Headstones and Memorials**

Permission to place Headstones and Memorials or additional Inscriptions must be applied for to the Clerk. The Burial Authority reserve the right to refuse a memorial if the design is not in keeping with the traditional memorials currently erected at the cemetery.

In order to maintain a traditional outlook within the cemetery, inscriptions on the reverse of a headstone are no longer permitted.

The Memorial Mason must ensure methods of fixing meet BS8415 and be National Association of Memorial Masons approved and must be detailed on the permit application. Additional requirements are also currently imposed to meet the Burial Authority requirements which can be requested by the clerk.

The Clerk will confirm in writing, whether the proposed design and fixing method is approved by the Burial Authority.

Completed work will be inspected and if found to be unsatisfactory, remedial work will be requested by, and at the cost of, the original contractor who failed to carry out the work satisfactorily. Failure to comply with the request may result in the Clerk arranging for an alternative contractor to undertake the work, the cost of this work would also be charged to the original contractor who failed to carry out the work satisfactorily.

Memorials and Headstones that are being reinstated following repair or additional inscriptions after burial, must be installed to the same standards as a new memorial or headstone.

#### **3.3 Burial Area - Headstones and Memorials**

The Burial Authority request that headstones are erected no less than 6 months after the interment, to allow the ground to settle.

Maximum dimensions for a Burial Area Headstone - Height: 91.44cm (3'), Width: 91.44cm (3'), Kerbs around a grave are NOT allowed.

All memorials are to be fixed at the head end of the Grave.

### **3.4 Cremation Area - Headstones and Memorials**

The Burial Authority request that headstones and memorials are erected after the ground has had time to settle.

The existing paving stones are 45.72cm square (18" square), each allocated cremation plot is the size of the paving stone.

Maximum dimensions for a Cremation Area Headstone – Height: 50.8cm (20") Width: 40.64 (18")

Plaques, Desktops and wedges can be a maximum of 40.64cm (18") square.

## **Section 4: Purchasing a Grant of Exclusive Right of Burial**

### **4.1 Qualifying for a Grant of Exclusive Right of Burial at Hambleton Cemetery**

Qualifying persons may purchase or reserve a Burial Plot or a plot in the Cremation Area in Hambleton Cemetery by contacting the clerk or via the funeral director.

Only Hambleton residents, past or present, may purchase or reserve a plot in Hambleton Cemetery. The definition of a Hambleton Resident as resolved by the Burial Authority is:

- 1) A person living in Hambleton at time of death but to qualify for the standard fees, must have contributed to the precept for five or more years prior. If the deceased had left their Hambleton home to be cared for in a residential or nursing facility or hospital the standard fees will still apply.
- 2) A person who has lived in Hambleton for any period of their life but not currently. The increased fees will apply in this instance.

**Note:** Family connection does not apply unless a family member is being buried in a previously purchased family grave. The increased fees will apply in this instance.

**The Grant of Exclusive Right of Burial is valid for a period not exceeding 100 years.**

By purchasing a plot in Hambleton Cemetery you agree to observe the User Terms and Conditions set out by the Burial Authority.

### **4.2 Fees**

The fees are set by the Burial Authority and reviewed annually. Fees for non-current residents are increased to reflect the contributions that current residents have made through their precept payments. The current fees are available on the website and by contacting the clerk.

**Note:** When reserving a plot for future use, payment will be taken for the Grant of Exclusive Right of Burial and Maintenance in Perpetuity at the current rate. If the fees have increased by the time of interment, the difference will be added to the charges for interment.

### **4.3 No funeral director**

On the occasions that a funeral director is not involved, purchasing and plot and permission to inter MUST be done via the clerk who will be able to make arrangements as necessary. The Burial Authority has a legal obligation to keep up to date records of those interred and work in the cemetery must be carried out to the standards set for the safety of everyone in the cemetery.

Payment in this case will also be direct to the Burial Authority, rather than via a funeral director. Payments must be made BEFORE the interment takes place.