



# Pinchbeck Parish Council

The Parish Office, Pinchbeck Community Hub & Library,  
48 Knight Street, Pinchbeck, Spalding, Lincolnshire, PE11 3RU.  
Tel: 01775 529030. Email: [clerk@pinchbeck-pc.gov.uk](mailto:clerk@pinchbeck-pc.gov.uk)

## RULES AND REGULATIONS

These regulations apply to:

**Pinchbeck Parish Council Cemetery, Cherry Holt Lane, Pinchbeck, Spalding, PE11 3RJ.**

Should you have any queries regarding these regulations please contact The Parish Office.

Please note that the Parish Office is part-time. Contact via email is therefore recommended, as emails are monitored each working weekday.

### 1. General Administration

#### 1.1. Cemetery Rules & Regulations

- i. All Local Authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. The Rules and Regulations are designed to inform all cemetery users of the aspects of the management of the cemeteries and the requirements applicable to them.
- ii. These Rules and Regulations should be read in conjunction with the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 (as amended) together with any other relevant legislation that governs this service.
- iii. If you need help in interpreting the Rules and Regulations, please contact the Parish Office.
- iv. The Council reserves the right to alter, add to, or amend the Cemetery Rules and Regulations from time to time as necessary.

#### 1.2. Burial Authority

The Burial Authority is Pinchbeck Parish Council, located at The Parish Office, Pinchbeck Community Hub & Library, 48 Knight Street, Pinchbeck, Spalding, Lincolnshire, PE11 3RU.

Postal enquiries	The Parish Office, Pinchbeck Community Hub & Library, 48 Knight Street, Pinchbeck, Spalding, Lincolnshire, PE11 3RU
Telephone Enquiries	01775 529030
Email enquiries	<a href="mailto:clerk@pinchbeck-pc.gov.uk">clerk@pinchbeck-pc.gov.uk</a>
Web site	<a href="https://pinchbeck.parish.lincolnshire.gov.uk/">https://pinchbeck.parish.lincolnshire.gov.uk/</a>

**Burial Law (Local Authorities Cemetery Order 1977) states that none of the following can take place without the written permission of the Burial Authority (Council):**

- Burials.
- Interment of ashes.
- Scattering of ashes.
- Exhumations.
- Installation or fixing of a memorial, kerb edges, trees, plants, seats, or benches.
- Adding an inscription to a memorial.
- Renovation of a memorial.
- Removal and /or replacement of a memorial.
- Building of walled graves or vaults.

#### 1.3. Fees and Payment

- i. All fees and charges applicable to the cemetery are set out in the Parish Council's published *Cemetery Price List*, which is reviewed annually and available on the Parish Council's website at <https://pinchbeck.parish.lincolnshire.gov.uk/downloads/download/23/cemetery-information>.
- ii. A parishioner is defined as somebody who, immediately prior to their death, was a resident of the Parish, or who lived in the Parish for over ten years and moved out of the area less than twenty-four months before their death.
- iii. A Cemetery Discount Scheme operates in certain cases for former residents of Pinchbeck Parish, recognising previous contributions and connections to the community. Details of this scheme are available on the Parish Council's website at <https://pinchbeck.parish.lincolnshire.gov.uk/downloads/file/270/cemetery-discount-for-ex-residents>.

- iv. All fees must be received by the Council before the work to which they relate is started. Fees for burials must be received, along with the Notice of Interment, a minimum of five clear working days before the burial is due to take place.
- v. Where payment is made by cheque, the cheque should be payable to 'Pinchbeck Parish Council'.
- vi. No employee or member of the Parish Council is permitted to accept any gratuity or undertake paid private work of any kind in connection with the burial ground either in their own time or during their employed hours.

#### **1.4. Opening Times**

- i. The cemetery is open for visitors every day between dawn to dusk.
- ii. No entry is allowed outside of the designated hours, except for authorised personnel.
- iii. The Parish Council has the right to close the cemetery at any time without prior notice.
- iv. The above opening hours relate to visitors. Times for interments are set out under Section 3.6 'Services'.

#### **1.5. General Conduct**

- i. All visitors should enter and exit the cemetery using the front pedestrian gate on Cherry Holt Lane.
- ii. The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but the special nature of the site, the needs of other users, and safety factors should be respected. Visitors must conduct themselves with respect and dignity whilst on the cemetery grounds.
- iii. No food or drink may be consumed on the site.
- iv. No consumption of alcohol or drugs may take place, anybody deemed to be under the effects of such substances will not be admitted and may be ejected from the premises.
- v. Children are welcome but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the Cemetery.
- vi. No person shall canvass or solicit business in the Cemetery.
- vii. The whole of the Cemetery is a no smoking site.
- viii. Visitors are responsible for own property and should not leave items unattended.
- ix. Dogs are permitted in the cemeteries but must be kept on a short lead. If a dog fouls, the owner must clean up any dog poo and dispose of it in a litter or dog bin away from the site. Failure to clean up after your dog may result in a fine or prosecution.
- x. Under Article 18 of the Local Authorities Cemeteries Order 1977, it is an offence for anyone to:
  - wilfully create any disturbance in a cemetery
  - commit any nuisance in a cemetery
  - interfere with any burial taking place in a cemetery
  - interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants in any such manner
  - play any game or sport in a cemetery
  - enter or remain in a cemetery when it is closed to the public, unless authorised by the Council to do so.

Any person who contravenes the above shall be liable, on summary conviction, to a fine as laid out in Article 19 of the Local Authorities Cemeteries Order 1977.

- xi. The use of metal detectors, drones, or other remote-controlled devices within the cemetery is strictly prohibited without prior written consent of the Parish Council.

#### **1.6. Burial**

- i. The Parish Council will be responsible for the administration of the Cemetery and will carry out statutory requirements.
- ii. The Cemetery is on non-consecrated ground. Individual plots may be blessed at the time of burial, by private arrangement.

#### **1.7. Burial Area**

- i. To assist with the maintenance of the Cemetery, no new kerbs, statues, vases, mounds, or other obstacles are allowed. These items can prevent or hamper mechanical mowing and the general maintenance of the Cemetery.

#### **1.8. Cremated Remains**

- i. The Cemetery has set aside areas for the interment of cremated remains.
- ii. The remains may be interred either in a container or not.

#### **1.9. Statutory Records**

The Parish Council shall maintain statutory registers of burials and interments of ashes in accordance with Article 11 of the Local Authorities' Cemeteries Order 1977. Copies of burial and cremation certificates will be retained in perpetuity as part of these official records.

#### **1.10. Data Protection**

Personal information provided to the Parish Council in connection with burials, memorials, or grave ownership will be processed in accordance with the *UK General Data Protection Regulation* and the *Data Protection Act 2018*. The burial registers remain open to public inspection as required by law.

#### **1.11. Environmental Management**

The Parish Council aims to manage the cemetery in an environmentally sustainable manner, encouraging the use of biodegradable coffins, minimal chemical treatments, and planting schemes that support biodiversity.

## **2. Grant of Exclusive Right of Burial**

- 2.1. Grants of Exclusive Right of Burial may be purchased upon completion of the appropriate application form. On receipt of the current fee, a Grant of Exclusive Right of Burial will be given to the purchaser. The Grant will be numbered and contain all relevant details of grave or ashes plot(s) purchased and the name and address of the purchaser(s).**
- 2.2. The Grant will remain the property of the purchaser and his/her successor for a period of 50 years. When the purchased plot is to be used for an interment then the Grant of Exclusive Right of Burial should be surrendered to the Parish Council, to allow for transfer of ownership.**
- 2.3. Purchasers shall not dispose of their rights without the consent of the Council. Exclusive Rights are granted for a period of 50 years, it is the responsibility of the exclusive Rights owner/successor to renew this, and to inform the Parish Council of any changes of address.**
- 2.4. Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the council. On the transfer of ownership of an Exclusive Right of Burial in a grave or ashes plot (owing to death or otherwise), such transfer must be registered, and the deed produced for endorsement.**
- 2.5. Re-opening of Graves**  
No grave shall be re-opened for further burial or for the interment of ashes without the written consent of the registered owner of the Exclusive Right of Burial and the approval of the Parish Council.

## **3. Interments**

### **3.1. Notice of Interment**

- i. At least 5 days' notice must be given of an interment in every case, exclusive of Sunday. Interments at a shorter notice will, if possible, be arranged in exceptional cases by the Council, but any charge may be made in such cases to cover any extra costs incurred.
- ii. Following provision of the above notice and at least 48 working hours in advance of the intended date and time of the interment, a completed Notice of Interment must be supplied to the Council Offices.

### **3.2. Certificates for Burial or Cremation**

A Registrar's Certificate for Burial, Coroner's Order for Burial, or Certificate of Cremation (as applicable) must be delivered to the Parish Office for preservation prior to the interment. These certificates must be received by the Parish Council at least twenty-four hours before the burial or interment of ashes takes place.

### **3.3. Public and Private Graves**

Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted.

### **3.4. Excavation of Graves**

- i. No deviation from the current order of Burials as shown by the plan kept by the Parish Council will be allowed.
- ii. The digging of graves and interment of ashes must ONLY be undertaken by a gravedigger approved by the Parish Council. This will not be at the Parish Councils expense.
- iii. Following the interment, the Council will level the grave and either re-turf or topsoil and seed it.

### **3.5. Coffins**

- i. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc. The council also permits shroud burial.
- ii. The exact size of the coffin, casket or container must be given in writing to the Council as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape (e.g. locking bar handles, casket shape, wicker coffin etc).

### **3.6. Services**

- i. Interments will normally only be permitted Monday to Friday 09.30 – 15.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to arrangement with the Parish Council and the payment of any additional fees.
- ii. The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral if it impacts on another service.
- iii. Services in the burial ground must not exceed 30 minutes unless special arrangements for a longer time have been made with the Parish Council, for which an additional fee may be payable.
- iv. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.

## **4. Memorials**

### **4.1. General**

- i. Nothing shall be erected or placed in the Cemetery until the consent of the Parish Council has been obtained in writing. Applications for consent should give a full description of proposed designs, measurements, inscriptions together with the type and finish of stone proposed to be used.
- ii. All memorials fixed in the burial ground must comply with British Standard 8415 (Latest version) and the

BRAMM Blue Book or the NAMM code of working practice (Latest version).

- iii. Only those memorial masons that hold a current BRAMM Fixer Licence or are registered on RQMF (Register of Qualified Memorial Fixers), will be able to work in the burial ground. Fixers who do not hold these qualifications will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence or is registered on RQMF.
- iv. Prior to any work copies of relevant risk assessments and safe systems of work, and legal indemnity insurance must be provided to the Parish Council.
- v. Memorials will only be permitted to be erected on graves to which an Exclusive Right of Burial has been issued.
- vi. The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" (25.4mm) high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right-hand side of the reverse of the memorial in letters not exceeding 1" (25.4mm) high.
- vii. Memorial masons must remove all arisings from the burial ground at the conclusion of their work and must leave the area in a tidy condition. It is not possible for memorials to be stored in the burial ground prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.
- viii. Memorial masons found to be in contravention, or acting in disregard, of any of the Parish Council's rules and regulations, may be permanently excluded from undertaking any work at the Pinchbeck Cemetery, or at other Parish Council owned sites.

#### **4.2. Notice of Work**

Three days' notice must be given to the Parish Council by masons etc. before erecting any monument, and work of every description must be completed as soon as possible. The current fee for erection of a memorial shall be payable to Pinchbeck Parish Council in advance of any works.

#### **4.3. Grave Memorials**

- i. Headstone shall be a maximum of 762mm tall x 610mm wide x 100mm deep, (30" x 24" x 4"). The plinth on which the headstone sits shall be a maximum of 762mm wide x 305mm deep and a maximum of 100mm thick (30" x 12" x 4"). The memorial stone and plinth shall be securely fixed onto a reinforced concrete or granite foundation stone anchored into the ground of dimensions of no more than 914mm wide x 457mm deep x 75mm thick (36" x 18" x 3"). The foundation stone must be recessed into the ground, so that its top is no higher than ground level. The plinth may incorporate low level fixed flower vases. No other vases will be permitted.
- ii. Memorials must be constructed of materials suitable to the environment and period of lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- iii. In respect of all graves for which an Exclusive Right of Burial /Memorial Rights has been acquired, a drawing showing dimensions, proposed inscriptions and a description of the stone must be forwarded to the Parish Council for approval.
- iv. No kerbing or edging stones are allowed.
- v. Memorials that are installed without the appropriate memorial rights, or to a design not specifically approved in writing by the Parish Council, or improperly installed, will be subject to removal at the registered burial plot owner's cost, with the added charge of £100 to cover administration costs.

#### **4.4. Cremation Memorials**

- i. Memorial stones for cremated remains shall be of a standard horizontal size of 460mm square x 50mm deep (18" x 18" x 2"). Memorial stones of a 'desktop' design may have a maximum depth of 100mm at the highest point. Memorial stones will be securely fixed to a horizontal concrete foundation stone of standard size 600 mm square x 50 mm deep (24" x 24" x 2").
- ii. Memorials must be constructed of materials suitable to the environment and period of lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- iii. In respect of all plots for which Memorial Rights have been acquired, a drawing showing dimensions, proposed inscriptions and a description of the stone must be forwarded to the Parish Council for approval.
- iv. Cremation memorials that are installed without the appropriate memorial rights, or to a design not specifically approved in writing by the Parish Council, or improperly installed, will be subject to removal at the registered burial plot owner's cost, with the added charge of £50 to cover administration costs.

#### **4.5. Temporary Markers**

A temporary wooden cross or similar marker may be placed immediately following an interment but must be removed once a permanent memorial is installed or after twelve months, whichever is sooner.

### **5. Maintenance**

#### **5.1. Responsibility**

It is the grave owner's responsibility to maintain the memorial.

#### **5.2. Damage to Memorials**

- i. The Council will not be responsible for any damage to monuments, memorials, flower vases or plaques occasioned by storms, wind, lightning, subsidence, vandalism, or howsoever caused.
- ii. If a memorial is found to be unsafe and dangerous it may be made safe by the Parish Council. The Grave

owner will then be contacted to see if they would like to have the memorial re-fixed if this is possible. The Grave owner will be responsible for any costs to have the memorial re-fixed or repaired.

- iii. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.

### **5.3. Memorial Safety Inspections**

Routine memorial safety inspections will be carried out by trained personnel in accordance with current Ministry of Justice guidance and any relevant standards adopted by the Institute of Cemetery and Crematorium Management (ICCM). Where a memorial is found to pose an immediate risk, the Parish Council may take temporary action to make it safe until repair arrangements are made with the owner.

### **5.4. Insurance**

Grave owners are advised to maintain appropriate insurance cover for memorials to protect against damage or vandalism.

## **6. Floral Tributes**

- 6.1. **Floral tributes may be laid upon a grave and cut flowers arranged in metal or stone vases incorporated into the stone memorial. Any flowers, wreaths, or other material not on the stone plinth may be removed at the discretion of the Council. Glass, ceramic, and plastic containers are not permitted and will be removed.**
- 6.2. **All funeral wreaths and flowers may be left on a grave for a period of not more than six weeks. After the six-week period has elapsed, or if they appear withered, dead, or unsightly, the wreaths and flowers may be removed by the Parish Council.**
- 6.3. **Christmas wreaths or floral tributes must be removed by 31<sup>st</sup> January following.**
- 6.4. **All floral tributes are for temporary ornamentation only and may be removed if considered, at the Parish Council's discretion, to be unsightly or inappropriate.**
- 6.5. **All litter and dead floral tributes must be removed from the Cemetery.**

## **7. Plants/Shrubs and Memorials**

- 7.1. **The placing of plants or shrubs (or any other miscellaneous objects) are not allowed.**
- 7.2. **The Council reserves the right to remove any unauthorised or miscellaneous items from the grave.**
- 7.3. **Please ensure all tributes are kept on the stone memorial.**