



Hartley Wintney Parish Council

Burial Ground

Rules and Regulations Booklet



www.hartleywintney-pc.gov.uk

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1. Introduction

The purpose of this document is to provide guidelines for the purchasing of graves and placing of memorials and headstones in the newer sections of St Mary's Churchyard, Church Lane that are managed by Hartley Wintney Parish Council. It is the duty of Hartley Wintney Parish Council as the burial authority, to ensure that the site remains a place of peace and reflection for the relatives of the people they commemorate and visitors who come to pay their respects.

The burial ground extension site is blessed rather than consecrated and as such the Hartley Wintney Parish Council's decision on memorials is final; there is no recourse to the Diocese of Winchester.

2. Site Details

Funeral directors, gravediggers and stonemasons are permitted to drive into the burial ground. Vehicles taken into the site are to remain wherever practical on the path and must not be parked on the grass. In the case of soft ground (especially during the winter) extra care must be taken and tracking put down to avoid any damage to the grass. Should any damage be caused this must be remedied by the funeral director, gravedigger or stonemason within 14 days.

A map of the site can be found here:

<https://www.hartleywintney-pc.gov.uk/hw-parish-council/burial-grounds/>

3. How to Arrange a Burial

3.1 Date

Interments can be arranged via a funeral director or direct with Hartley Wintney Parish Council. Before any arrangements are confirmed, it is strongly advised to contact the Parish Council Office to discuss potential dates and times. Only one funeral shall be permitted to take place in the cemetery on any given date. Weekend interments can be accommodated; however, an additional charge is applicable for gravedigging.

3.2 Notice of Burial

Once the date is confirmed, the Notice of Burial form must be submitted to Hartley Wintney Parish Council not later than five clear working days before the pre-arranged time for the interment. The Notice of Burial must be signed by the owner(s) of the Exclusive Right of Burial signifying their consent to such burial. No interment, other than that of the owner of the Exclusive Right, will be allowed without the consent of the Exclusive Right's owner(s). (See section 10(6) of The Local Authorities Cemeteries Order 1977).

3.3 Death or Cremation Certificate

The certificate of the Registrar of Deaths (green form) or the Cremation Certificate must also be submitted with the Notice of Burial form.

3.4 Payment of Fees

An invoice for payment of fees will be issued when the interment date is confirmed. Payment must be made at least five working days in advance of the interment.

3.5 Allocation of Plot

The next available plot will be allocated in the row being used unless a plot is being reopened. Hartley Wintney Parish Council does not currently allow reservations of burial or cremation plots. The plot number is issued a few days in advance of the interment.

3.6 Scattering of Ashes

Scattering of ashes is not permitted within the cemetery.

3.7 Animal/Pet Remains

Hartley Wintney Parish Council is not licensed to allow interment of pets or other animal remains.

4. Preparing the Plot

4.1 Gravedigging

Gravedigging is contracted by Hartley Wintney Parish Council and cannot be arranged via third parties. The approved gravedigger will excavate the grave, remove any existing memorials (where permitted) and replace the same after burial. Other services, including collection of ashes caskets and removal of all soil from the graveside during the interment can be requested upon booking.

Hartley Wintney Parish Council ensures that the approved gravedigger works in a responsible and safe manner and observes all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations for full interments must be shored up. If any grave is to be left unattended it must be approved in advance by the Parish Council Office and be appropriately guarded or boarded over. Lock down covers must be used if an excavation is left overnight.

4.2 Full Burial Plots

The grave space set aside for each person shall not exceed 2.75m x 1.37m (9ft long by 4ft 6ins wide). No part of the coffin shall be at a depth less than 1.0m (3ft 3ins) below the level of the surface of the ground adjoining the grave.

Where a second full interment has taken place, the approved gravedigger must ensure the new coffin is effectively separated from any other coffin previously interred and remaining in the ground by means of a layer of earth not less than 150mm (6ins) in depth. No person shall disturb any interred human remains or remove any soil.

Each burial plot can accommodate two full interments. Additional ashes interments may be approved subject to the discretion of Hartley Wintney Parish Council, should the plot allow.

4.3 Cremation Plots

Each new plot will allow up to three ashes interments however the positioning of each interment will depend on the plot. A triple depth plot must be arranged in advance with Hartley Wintney Parish Council.

4.4 Remedial Works

The gravedigger is responsible for the grave until it has settled; should subsidence occur, please notify the Parish Council Office. The mound over a grave will be seeded and levelled by a Hartley Wintney Parish Council approved contractor when the ground has settled, usually between 9 and 12 months after interment.

5. Grave Ownership

5.1 New Burial and Cremation Plots

If a new plot is being purchased, a Grant of Exclusive Right of Burial (Deed) will be issued. Please note that when a grave is purchased, this refers to the Exclusive Right of Burial in a grave space and not the purchase of the land itself.

5.2 Existing Burial and Cremation Plots

It is recommended that the ownership of the Grant of Exclusive Right of Burial is regularly reviewed by the 'Purchaser' as this does not automatically transfer to next of kin. If the registered grave owner is deceased or they wish to pass the Exclusive Right of Burial to someone else during their lifetime, advice can be sought by contacting the Parish Council Office.

5.3 Transfer of Ownership

It is illegal for Hartley Wintney Parish Council to permit any burial in a grave subject to an existing Exclusive Right of Burial without first obtaining permission from the grave owner(s), unless one of the owners is being buried. There can be up to 2 owners of an Exclusive Right. For an interment other than that of the owners, both owners must give written permission for a burial is to take place. All owners are entitled to be interred in the grave if there is room.

If the grave owner is already deceased when an application is received, a transfer must take place and permission be received from the new owner prior to the burial in that grave. It is recommended that a transfer of ownership takes place as soon as possible after the grave owner's death. For details of transferring the Exclusive Right please contact the Parish Council Office.

In accordance with the Local Authorities Cemeteries Order 1977, all grave rights are sold for a fixed period. The number of years the rights have been granted in St Mary's Burial Ground in Hartley Wintney Parish is 70 years. At the end of this period the owner(s) of the rights may apply to the Hartley Wintney Parish Council to extend those rights. The owner(s) of rights should keep the Parish Council Office updated of any changes of address.

6. Fees

6.1 What is Included

The fee for a new burial or cremation plot includes the Exclusive Rights of Burial and the interment fee. The Exclusive Rights of Burial gives you the right to bury in that plot for the next 70 years. The interment fee is an administration charge incurred each time the plot is opened and includes the processing of the legal burial records and cost of gravedigging. Cremation plots may hold up to 3 sets of ashes. Full burial plots may hold up to 2 full burials and/or multiple sets of ashes.

6.2 Resident Concessions

Discounts apply for the residents of the area administered by Hartley Wintney Parish Council. You qualify for the discounted interment fees if the deceased:

- was a resident of Hartley Wintney at the time of death
- was the owner of a grave in Hartley Wintney Parish burial ground; or the spouse or civil partner of the owner of the grave; and was a resident when the grave was originally purchased
- was the next of kin of the owner of the grave, and the owner is a resident (as indicated above)
- moved outside of Hartley Wintney (such as in a nursing home or in the care of a relative) but was a resident of Hartley Wintney immediately prior to this
- lived outside of Hartley Wintney but can provide evidence of living within the Hartley Wintney no more than 5 years prior to the time of death – proof of residency must be provided when booking a burial
- was a serving member of the armed forces living in temporary accommodation whose family still reside in Hartley Wintney

A discounted interment fee also applies if the proposed grave owner (new plots) or registered grave owner (existing plots) is a current resident of Hartley Wintney.

Hartley Wintney Parish Council reserves the right to consider and decide on applications for residency interment charges, where circumstances are not covered by the above.

6.3 Charges

The table of fees can be found in Appendix 1.

6.4 The Children's Funeral Fund for England

The Children's Funeral Fund for England can help to pay for some of the costs of a funeral for a child under 18 or a baby stillborn after the 24th week of pregnancy. It is not means-tested. For more information, please visit <https://www.gov.uk/child-funeral-costs>

6.5 Other Financial Support

You may be eligible for a Funeral Expenses Payment (also called a Funeral Payment) if you get certain benefits and need help to pay for a funeral you are arranging. For more information and to check your eligibility please visit <https://www.gov.uk/when-someone-dies>

You can also access information on the Bereavement Support Payment, Widowed Parents Allowance and Guardians Allowance.

7. Memorials

No memorial should be obtrusive or inappropriate. A burial ground is not a private place in which anything is acceptable. It is a place where many people have a shared interest in its appearance.

Hartley Wintney Parish Council recognises that memorials are for the family and as a place of remembrance for loved ones. We do request that memorials should be harmonious in appearance and reflective of the surrounding rural aspects and the listed church of St Mary's. Harmony however does not mean uniformity and headstones need not be restricted to a conventional rectangular shape. Attractive, well-conceived new designs by skilled and imaginative craftsmen are genuinely encouraged.

7.1 Permissions

There is no specific right given to anyone to have a memorial erected in a churchyard or to have any inscription on that memorial. Permission must always be obtained from Hartley Wintney Parish Council first. The final decision on the applicability, interpretation and implementation of the following memorial guidance below, is made by Hartley Wintney Parish Council. The following guidelines set out in this document apply not only to new memorials but to existing ones for which an alteration or addition is proposed.

It is strongly recommended that prior to submitting the memorial application form, all applicants contact the Parish Council Office to discuss this guidance. Hartley Wintney Parish Council has the right to refuse any application received via a third party if contact has not been made in advance.

Hartley Wintney Parish Council has the power to require the removal at the owner's expense of any inappropriate memorial, or an inappropriate feature on a memorial, placed in the burial ground without prior permission.

7.2 Memorial Dimensions

7.2.1 Full Burial Plots

Upright headstones should be:

- No more than 1200mm(4ft) high or less than 750mm (2ft 6ins) high measured from the surface of the ground
- No more than 900mm (3ft) wide, or less than 500mm (1ft 8ins) wide
- No more than 150mm (6ins) thick, or less than 75mm (3ins) thick, except in the case of slate memorials which may be thinner, but no less than 38mm (1.5ins) thick
- For a child aged 2+ the headstone may be smaller but should be no less than 600mm (2ft) high, 375mm (1ft 3ins) wide and 50mm (2ins) thick
- For infants up to the age of 2 years the headstone should be no more than 600mm (2ft) high, 375mm (1ft 3ins) wide and 50mm (2ins) thick, or less than 455mm (1ft 6ins) high, 375mm (1ft 3ins) wide and 50mm (2ins) thick

7.2.2 Cremation Plots

Upright headstones should be no more than 686mm (2ft 3ins) high measured from the surface of the ground, by 450mm (1ft 6ins) wide by 75mm (3ins) deep on a 650mm (2ft 2ins) by 375mm (1ft 3ins) base.

Permission may normally be given on cremation plots for tablets and small 'open book' memorials.

7.3 Memorial Design

Headstones may be of 3 types:

- So shaped that they can be inserted directly into the ground at sufficient depth to ensure stability
 - On an integral base, no more than 225mm (9ins) high, 900mm (3ft) wide and projecting (4ins) in any direction
 - On a vase base, no more than 100mm (4ins) on either side, the base being no more than 375mm (1ft 3ins) front to back.
- Horizontal stones or ledger slabs are not permitted for full interments.

A headstone in the shape of a cross will be allowed, provided the size of the cross conforms to that of an upright headstone. Subject to prior approval by Hartley Wintney Parish Council, a well-designed cross, including a Celtic cross may be permitted.

Memorials in the form of a natural boulder taken straight from a quarry with a single sloped face to carry the inscription may be permitted at the discretion of Hartley Wintney Parish Council.

7.4 Types of Stone

Subject to any other consideration, a memorial in the following types of stone will be granted permission:

- **Limestone** – Portland, Purbeck, Derbyshire, York, Hopton, Nabresina, French or Portuguese
- **Slate** – light grey, blue/black or green
- **Granite** – light grey, black or similar dark colour tone, can be honed or polished
- **Granite** – in blue or Rustenburg (charcoal) grey is also permitted provided the stone is rubbed to a matt finish rather than polished.
Red or white granite is not permitted.

7.5 Images and Photographs

A small well engraved image or a photograph, such as ceramic portrait of the deceased designed within the headstone will be considered at the time of application and permitted at the discretion of Hartley Wintney Parish Council.

7.6 Inscriptions

An inscription should aim to be the most appropriate in the circumstances and to commemorate accurately the existence of the person who has died. It should, therefore, record either their full name or the name by which they were generally known. There can be no reasonable objection to including any particular term of affection or nickname eg. Dad or Tommy, in brackets or inverted commas.

It may also be appropriate to record what they did – 'farmer in this village for 50 years or some feature of their character – 'a much-loved father and grandfather'. A short scriptural text or extract from a poem or some other suitable phrase may be added.

Inscriptions should be incised into the stone or carved in relief. Painting the cut lettering can make the inscription easier to read over a longer period. Inscriptions may be painted black, white or in a colour that blends in with the underlying stone.

No advertisement or trademark may be inscribed on the face of the headstone. The stonemason's name may be discreetly inscribed on the side or on the reverse.

7.7 Decorative Features

Memorials with kerbed surrounds, railings, chains, chippings or glass shades will not be permitted.

Loose ornaments, windchimes, windmills, trinkets and any other item which may either impede upon the ongoing maintenance of the grounds or another plot or which might become a health and safety hazard are strictly prohibited and may be subject to removal.

7.8 Installation

Installation of memorial stones will be permitted as follows:

- Full interments – 6 months after interment or longer in wet ground conditions, at the discretion of Hartley Wintney Parish Council. This is to help prevent the memorial from moving.
- Ashes interments – 2 months after interment or longer in wet ground conditions, at the discretion of Hartley Wintney Parish Council.

A temporary wooden cross to mark a grave is permitted in the meantime. This should not exceed 1200mm (4ft) high on full burial plots or 686mm (2ft 3ins) high on cremation plots.

All memorials must be installed in accordance with the National Association of Memorial Masons Code for Lawn Memorials and Kerb Sets with the ground anchor systems being an integral part of the foundation. If any stonemason is unfamiliar with the churchyard and requires advice regarding this guidance, they must consult the Parish Council Office before installing any memorial. Any person or company found to be in contravention of this guidance may be prohibited from working at the burial ground.

7.9 Remedial Works

The stonemason is responsible for any memorial they erect for a period of six years after installation (under Product Liability Law). If a fault is found or remedial work required, the stonemason will be notified. If such work has not been completed by the stonemason within fourteen days Hartley Wintney Parish Council will engage its own contractor to remedy the defect and will seek to recover the cost from the stonemason responsible.

7.10 Memorial Safety Checks

It is the Hartley Wintney Parish Council's legal responsibility to carry out safety checks of all headstones. This is on a 5-year cycle and notices will be published on site, in the local press and on the Hartley Wintney Parish Council website and social media. If a headstone is deemed unsafe, the headstone will be immediately made safe by props whilst the owner is contacted. It is the responsibility of the owner of the Exclusive Rights of Burial to instruct and pay for the headstone to be permanently made safe, otherwise the Hartley Wintney Parish Council reserve the right to remove it.

It is important that the contact details of the registered grave owner are kept up to date and ownership transferred if required.

8. Flowers, Trees and Shrubs

Flowers are permitted on the grave at the time of the interment however they should be removed within 3 weeks or when they die. The Hartley Wintney Parish Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

Except where the design of a headstone contains an integral receptacle for plants or flowers, flowers should be placed in a removable container sunk into the ground next to the headstone. If a flower vase is the only memorial, it should be no more than 300mm (12ins) in height, width or length, and fixed securely to a foundation stone flush with the ground. Artificial flowers are permitted but should be removed when they fade.

Any bulbs placed on the grave may, after 6 weeks be removed at the discretion of the Hartley Wintney Parish Council, especially if the plant encroaches upon surrounding plots, for reasons of preserving the undisturbed lawn appearance of the site. The planting of flowers, trees or shrubs is not permitted on the grave space, nor is the placing of ornaments or fencing. Any unauthorised items will be removed. Wherever possible, the relatives of the deceased will be contacted in advance, or an appropriate note left on the grave, to give a minimum of one month's notice. If there is any disagreement, Hartley Wintney Parish Council's decision is final.

Existing memorial trees previously planted in the burial ground will be pruned annually to maintain their diminutive size.

9. Maintenance

An approved Hartley Wintney Parish Council contractor will grass and level the ground after an interment. However, it is the plot owner's responsibility to maintain both the headstone and plot. Part of the cemetery has a lawn style layout – this means that only headstones are allowed and the grass around them is strimmed.

10 . Garden of Remembrance

The Garden of Remembrance is designed as a place of quiet contemplation and is laid out as a formal parterre garden. Requests for planting and placement of plaques in the garden must be submitted in advance to the Hartley Wintney Parish Council for approval.

11 . Memorial Benches

Due to limited space within the Burial Grounds, no more memorial benches will be permitted.

12. Further Information

Hartley Wintney Parish Council
1st Floor, Appleton Hall
West Green Road
Hartley Wintney
RG27 8RQ
01252 845152
admin@hartleywintney-pc.gov.uk



Information and forms for burials and memorials can be found on:

<https://www.hartleywintney-pc.gov.uk/hw-parish-council/burial-grounds/>