

Narborough Cemetery - Rules and Regulations

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VISITORS AND USERS OF NARBOROUGH CEMETERY ARE DEEMED TO HAVE READ AND ACCEPTED THE FOLLOWING RULES AND REGULATIONS

FUNERAL DIRECTORS/STONE MASONS ARE REQUESTED TO BRING THESE RULES AND REGULATIONS TO THE ATTENTION OF THEIR CLIENTS

1. INTRODUCTION

- a) These rules and regulations apply to Narborough Cemetery, School Lane, Narborough, LE19 2GL. They are made in addition to and in accordance with the Local Government Act 1972, section 214 and schedule 26 and the Local Authorities' Cemeteries Order 1977 (S.I. 1977 No. 204).
- b) The Cemetery is owned and managed by Narborough Parish Council, the 'Burial Authority' for the Parish of Narborough, comprising the villages of Narborough and Littlethorpe.
- c) Records of all burials are kept at the Parish Office where searches may be made by appointment and certified extracts obtained on payment of appropriate fees.
- d) Copies of the Rules and Regulations and Fees may be obtained on application and are also available on the Parish Council's website www.narboroughparishcouncil.gov.uk
- e) It shall be the responsibility of Council Employees, Funeral Directors, Stone Masons, Grave Diggers, their sub-contractors and any other person carrying out works in the cemetery to ensure that they do so in a manner which accords with all current Health and Safety legislation.
- f) All bookings and general enquiries regarding the cemetery should be directed to the Parish Clerk/Deputy Clerk at the Office of the Parish Council as shown above.

2. FEES

Fees are reviewed annually and charges apply for:

- The purchase of Exclusive Right of Burial
- Each individual interment
- The right to erect a memorial
- The right to add an additional inscription to a memorial
- The transfer/renewal of Exclusive Right of Burial
- Searches in registers
- Copies of entries in registers

Parishioners

Sale of an Exclusive Right of Burial shall only be made to a parishioner of Narborough or Littlethorpe.

Resident fees apply when the person to be interred, or in respect of whom the Right is granted, is, or immediately before his/her death was a parishioner of Narborough or Littlethorpe or, in the case of a still-born child, where the parents (or one of them) are, or at the time of interment were, such parishioners.

The payment of resident fees in the case of a parishioner does not automatically mean that only resident fees will be charged upon interment and/or other services if the purchaser becomes a non-parishioner in the intervening years.

Non-Parishioners

Non parishioners will only be interred into an existing family grave where a different fee structure will apply.

At the discretion of the Clerk and/or the Council, the interment of a non-parishioner may be considered, where they formerly lived in the Parish at the point of going into residential care.

3. GRAVES

Burial Plots

A full burial plot measures 108 inches x 48 inches or 274 cm x 122 cm and may contain a maximum of 3 full burial interments and up to 4 cremated remains interments thereafter. Where a burial plot is used for the interment of cremated remains this excludes a subsequent full burial.

For interments of coffins or caskets larger than 78 inches x 28 inches or 198 cm x 71 cm, two single plots, side by side, must be purchased, at the relevant fee.

Cremation Plots

A cremation plot measures 24 inches x 24 inches or 61 cm x 61 cm and may contain a maximum of 2 caskets.

4. BUYING A GRAVE

It is important to understand that when a grave is bought, what is being purchased is the Exclusive Right of Burial for a grave for an agreed period of time. This does not involve the purchase of land and no ownership of land is transferred to the purchaser. A Deed of Grant of Exclusive Right of Burial is issued by the Burial Authority in respect of every exclusive right purchased. Any person who purchases the exclusive right of burial for a grave space/cremation plot, shall not convey, assign or transfer such right without the consent of the Burial Authority and payment of the relevant fee.

The Deed grants the purchaser the right to:

- Be buried in a designated grave, if space is available (includes cremated remains)
- Authorise further burials in the grave, where space is available, or the interment of cremated remains
- Apply for permission to place an inscribed memorial on the grave or an additional inscription to be added.

Items permitted on plots are detailed in The Schedule for Memorials. The Schedule in force at the time of interment will apply

By law, a purchased grave may only be opened for the burial of the Deed holder or for the burial of another person with the written permission of the Deed holder. The Deed must be transferred by legal process should somebody else wish to arrange a further burial in the grave or add a memorial/additional inscription. The Deed must be kept safe as it forms part of the purchaser's estate.

An unused grave space may be re-assigned to the Parish Council before the expiration date of the Exclusive Right of Burial.

Period of Exclusive Right of Burial

- An Exclusive Right of Burial gives a right to burial in the ground for a period of 50 years.
- Plot holders may be contacted periodically with an opportunity to extend the term on their Exclusive Right of Burial for a further period not exceeding 50 years.

Pre Purchase

Pre-purchase of plots are no longer available.

Transfers

The owner of the Exclusive Right of Burial may assign these rights to another person during their lifetime if they so wish by completing a Form of Assignment. After the death of the owner, rights may need to be transferred to the person(s) entitled to the rights and this can be done by following the correct legal process. For full details of the Deed Transferal process please refer to Appendix One.

A £5 handling charge will be made to cover the increased costs of communicating by post.

5. INTERMENTS

- a) Either an interment is arranged directly between the client and the Parish Office or between the client and a Funeral Director, in which case, the funeral director must be in attendance.
- b) A fully completed Notice of Interment form, together with full payment, must be received by the Burial Authority at least 4 working days in advance.
- c) Interments may take place on week-days only, excluding Bank Holidays. The Cemetery gates will be closed during interments to give privacy to families/friends.
- d) Where an Exclusive Right of Burial has already been granted in respect of a grave space to be used for the interment, the original Deed must be produced to the Funeral Director who will sign the Interment Notice to the effect that it has been produced. A copy must accompany the Interment Notice. If, for any reason, the Deed is not available, please contact Narborough Parish Council for further advice.
- e) The Parish Council offers a digging service for cremated remains plots only. Although Ashes are usually, interred in small caskets or urns, it is possible to inter them directly into the plot.
- f) The responsibility for digging a full burial plot shall rest with the person giving notice of interment, under whose supervision, at the direction of the Council, such excavation shall take place. No grave shall be excavated beyond the depth of nine feet (108 inches or 274 cm) for the first interment but the question of depth shall at all times be subject to the directions of the Council.
- g) All surplus soil must be removed from the site by the grave digger.
- h) Deed holders must be aware that some disturbance may occur to the surface of a grave if an adjacent grave is opened. This may be unavoidable. Disturbance will be kept to a minimum and the grave will be tidied afterwards.
- i) Certificates for burial or cremation must be produced to the Grounds Staff member on duty or to the Parish Office prior to the interment taking place. No interment may take place without a certificate.
- j) Coffins and caskets for all burials, including those for cremated remains, must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.
- k) The exact size of the coffin, casket or container must be given in writing to the Council as soon as possible after the booking, together with any other pertinent information relating to its size and shape.
- l) The scattering of ashes is not permissible anywhere in the cemetery.

6. ACCESS TO THE CEMETERY

- a) Pedestrian access to The Cemetery is available at all times except during an interment when all Cemetery gates will be closed. The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors are welcome but please respect the special nature of the site and the needs of other users and keep to the paths at all times unless visiting a grave.

- b) Vehicles are not allowed in the cemetery other than on official business and by prior arrangement with the Parish Office. Visitors with a disability may enter the Cemetery in their vehicles on Tuesday and Thursday mornings, between 9.30 and 12.30, by ringing the Parish Office on 0116 286 3008.

7. GENERAL RULES FOR VISITORS

- a) No games, sports, riding of bicycles, skateboards, powered scooters (unless for mobility purposes), roller blades or similar are allowed in the cemetery. No consumption of alcohol or drugs may take place within the cemetery and anybody under the influence of such substances will not be admitted.
- b) No person shall:
- (i) willfully create any disturbance in a cemetery;
 - (ii) commit any nuisance in a cemetery;
 - (iii) willfully interfere with any burial taking place in a cemetery;
 - iv) willfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter; or
 - (v) play at any game or sport in a cemetery
- c) No person not being an officer or servant of the Burial Authority or another person so authorised by or on behalf of the burial authority shall enter or remain in a cemetery at any hour when it is closed to the public.
- d) Penalties
Anyone who contravenes The Local Authorities' Cemeteries Order 1977 (copy available on request) as detailed below shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction thereof:
- (i) any prohibition under article 5(6);
 - (ii) article 10(6);
 - (iii) article 18;
 - iv) Part 1 of Schedule 2
- e) Children are welcome in the cemetery but must be supervised by a responsible adult at all times. It is particularly important that children are not allowed to climb on any monuments, or furniture, within the Cemetery.
- f) Dogs are permitted in the cemetery but must be on a lead at all times, under full control and are subject to Blaby District Council's Public Space Protection Order legislation.
- g) The Council requests that information relating to willful damage is reported to the Parish Office or to a member of the Grounds Staff.
- h) Visitors are encouraged to co-operate with the Council in complying with these rules and regulations.

8. MEMORIALS

Permission is required to place any headstone and base on full burial plots and also any headstones, tablets or plaques onto cremation plots, for which the Exclusive Right of Burial has been purchased. Please see separate schedule for information.

The Parish Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

Julie Whitehouse - Clerk to the Council

Reviewed and revised 22 September 2021

Section 5 c) - reviewed and revised May 2023

Section 2 "Non Parishioners, para 2" reviewed and revised September 2024

Section 4 "Transfers" – addition of handling charge - reviewed and revised September 2024