

Bardney Group Parish Council

Cemetery Terms and Conditions

BARDNEY CEMETERY

TERMS & CONDITIONS

This agreement applies to Bardney Cemetery situate Horncastle Road, Bardney, Lincs. LN3 5SU and has been approved and adopted by Bardney Group Parish Council at their meeting on 14 th October 2010 (Minute Item 157/10.1 refers).

Amendments:-

3 rd May 2011.

19 th January 2012 (Minute Item 152/11 refers)

18 th October 2012 (Minute Item 115/2012.2 refers)

16 th November 2017 (Minute Item 270-16/11/2017 refers)

17th October 2019 (Minute reference 89-2019/20 refers)

10 th August 2023 (Minute Ref. 86-22/23)

The terms & conditions contained within this agreement are applicable to all users and visitors to this cemetery.

Persons visiting or making use of the Council's Cemetery do so on the understanding that they shall comply with these terms & conditions in their entirety. Any person found to be not in compliance may be asked to leave and be refused future admittance to the Cemetery for such periods as the Council may prescribe and may also face fines.

A copy of this agreement will be given to each purchaser of an Exclusive Right free of charge. Copies can be provided to others on application to the parish Clerk for which a charge will be made.

Records of burials and purchased graves are kept at the parish office. Searches and extracts may be obtained during office opening hours upon payment of the appropriate fee.

This agreement will be available to view free of charge at the parish office and on the parish council website.

All enquiries please contact:

Clerk to the Council

The Parish Office

St Oswald's Park

Horncastle Rd

Bardney

Lincoln.

LN3 5SU

Telephone: 07775 372170

Email: clerk@bardneygroup-pc.gov.uk

www.bardneygroup-pc.gov.uk

TERMS AND CONDITIONS

These terms and conditions override any previous terms and conditions and the Council reserves the right to make alterations, additions & amendments to these terms and conditions as and when necessary without

prior notice.

DEFINITIONS

The Council – Bardney Group Parish Council

The Clerk – The Clerk to Bardney Group Parish Council

Purchased Grave – any plot of land at Bardney Cemetery which contains (or intends to contain) human remains for which a Grant of Exclusive Right has been issued by Bardney Group Parish Council.

GENERAL

- All visitors to the Cemetery must act in a responsible manner whilst on said grounds and shall not cause any nuisance, distress, inconvenience, annoyance or disturbance to any other persons working at or visiting the cemetery.
- All dogs must be kept securely held on a leash and not allowed to wander around. All dog excrement must be removed and safely deposited in the appropriate receptacle.
- Visitors shall not damage or interfere with nor allow others to damage or interfere with any property or fixtures belonging to the Council or any grave, headstone, memorial or other items left on a grave.
- The consumption of alcohol, smoking and the use of any illegal substances on or at the cemetery site is strictly prohibited.
- The taking of photographs, filming or recording in the cemetery is not permitted unless written agreement has been given by the Council. The Council reserves the right to charge a fee for allowing permission for same.
- Playing of games or participation in any sport is strictly prohibited.
- The use or discharge of any firearm is strictly prohibited unless the discharge of firearms is in respect of a military funeral, for which prior agreement has been given by the Council.
- All complaints must in the first instance be made to the Clerk or Chairman of the Council.

NOTICE PERIODS

Notice for an interment, installation/removal/amendment to a memorial etc must be given to the Clerk at the parish office, Monday, Tuesday, Thursday and Friday 10am-2pm. The minimum notice periods are stated below:

Burial	7 days
Cremated Remains	14 days
Memorial	14 days

Please note that interments at a shorter notice may be considered in exceptional circumstances, but the Council reserves the right to make an extra charge to cover any additional costs incurred

DEATH CERTIFICATES

A Registrar's certificate, Coroner's order for Burial or Certificate of Cremation for Burial Purposes must be delivered to the clerk at the parish **office no later than the date of interment**. Any person failing to deliver such a certificate or order is liable to a penalty (Births & Deaths Registration Act 1926).

FEES

All fees are revised annually. All fees must be paid to the parish office:

Bardney Group Parish Council,

The Parish Office

St Oswald's Park

Horncastle Rd

Bardney

Lincoln.

LN3 5SU

Cheques to be made payable to Bardney Group Parish Council and must be crossed 'Account Payee only'.

Post dated cheques are not acceptable. Only official receipts signed by the Clerk or Responsible Finance Officer are valid. BACS payments are also accepted.

INTERMENTS

· Interments must take place between the hours of Monday-Saturday 10.00am – 4.00pm. Interments may take place outside these hours by special arrangement subject to an additional administration charge.

- Only coffin burials will be allowed.

· Cremated remains must be interred in an urn, casket or other receptacle designed for this purpose.

· The scattering or burial of cremated remains without the Consent of the Council is strictly prohibited and is liable to prosecution

· In the case of cremated remains, a maximum of two may be interred per cremation plot or within an existing burial plot.

· All grave spaces will be allocated by the Clerk and a plan showing the location of same will be kept at the parish office.

GRAVE DIGGING

· Only grave diggers employed by BGPC are allowed to carry out work on the site.

· All graves must be excavated by hand (i.e. no mechanical diggers to be used). Any company found to be breaking these rules will be banned from the site.

· All excavations will follow current regulations in place.

· All excess soil must be removed from the site or placed on the Council's soil heap in the allotments adjacent to the cemetery.

RE-OPENING OF GRAVES

Once interments have taken place, a grave may only be re-opened in the following circumstances:

· For up to two successive interments of cremated remains only (burial plot)

· For up to one successive interment of cremated remains only (ashes plot)

· For exhumation purposes – only by a court order for same

VEHICLES

· No vehicles, cycles or motorcycles are allowed entry into the cemetery regardless of purpose. Any company found to be breaking these rules will be banned from the site.

· If any damage is caused to the cemetery, or items within the cemetery, by any vehicle, the person(s) driving the vehicle will be held fully responsible and will be expected to reimburse any costs incurred in repairing or reinstating such damage.

EXCLUSIVE RIGHT OF BURIAL

· When an exclusive right of burial is purchased, the full name and address of the purchaser must be supplied.

The Grant will be numbered & will specify the name & address of the purchaser & details of whom it has been purchased for as appropriate.

- Purchasers shall not dispose of their rights without the written consent of the Council. Where any rights have not been exercised, the Council may, at any time (after the expiration of the time period specified in the exclusive right) re-use the grave space without notice to the purchaser.
- If a purchased grave is to be used for an interment then the grant of exclusive right must be delivered to the clerk at the parish office immediately upon notification of said interment.
- If ownership of an exclusive right is to be transferred, the grant of exclusive right must be delivered to the clerk at the parish office at the time of transfer. No transfers of ownership will be considered without such grant.
- Where the original grant has been lost or destroyed, every effort will be made to trace the grave space; however proof will be required to confirm that the person claiming the space is actually entitled to use same.
- For Exclusive Rights purchased for less than 50 years, renewal of said right may be available for an additional fee up to a maximum of 99 years.

HEADSTONES/MEMORIALS/PERSONAL ITEMS

- An exclusive right of burial must be purchased before any memorial of any kind can be erected.
- Full details of all headstones, vases or other memorials must be sent to the parish office for the Clerk to provide written approval prior to any installation takes place.
- At least 14 days notice must be given to the Clerk by masons etc before erecting an approved memorial to allow the plot to be marked out to ensure it is positioned correctly. Any memorial that has been installed without the Council marking out the correct position will have to be removed & repositioned as appropriate at the memorial mason’s own expense.
- Memorials must not be removed from the Cemetery without prior approval of the Clerk.
- The following minimum periods must have elapsed following interment before any headstone/footstone/kerb stone and/or other fixed memorial can be fitted in Burial Plots Part I,II & III:

Burial plot	Cremation plot	Cremation plaque on burial plot
6 months	3 months	3 months

- No minimum periods are required before headstones can be erected in Burial Plots Part IV.
- Vases not incorporated into a headstone can be placed on a burial and/or cremation plot immediately following interment.
- Permitted number and dimensions of memorials per plot:

Burial Plots Parts I, II & III	
1 headstone	not exceeding 100cm / 39 inches in height/ 39 inches in width
1 vase	not exceeding 40cm / 16 inches in height
2 cremation plaques	not exceeding 10cm / 4 inches in height
Footstones and/or kerb stones	not permitted
Burial Plots Parts IV	

1 vertical rectangular shape headstone fitted to the concrete plinths provided – fitted equidistant between the front and rear of the plinth.	not exceeding 100cm / 39 inches in height/ 39 inches in width
1 vase incorporated into the base of the headstone (fitted to the concrete plinth).	not exceeding 10cm / 4 inches in height
2 cremation plaques	not exceeding 10cm / 4 inches in height
Footstones and/or kerb stones	not permitted
Cremation Plots	
1 headstone	not exceeding 60cm / 24 inches in height
2 cremation plaques	not exceeding 10cm / 4 inches in height

· Full details of the sizes/dimensions must be sent to the parish office for the Clerk to provide written approval prior to any installation taking place. The parish council reserves the right to refuse any application where this may cause issues/encroach into adjoining and/or surrounding plots.

· Vases not incorporated into the original memorial must be of a robust material and not be constructed of glass, ceramic or other fragile material.

· All fixings used to secure headstones and/or other memorials must be appropriate for the area being fitted and must be installed using the recommended fixings approved by the National Association of Memorial Masons (NAMM) or the British Register of Accredited Memorial Masons (BRAMM).

· No glass, ceramic or other fragile items to be left on graves.

· A maximum of 5 personal items may be left on the grave provided that the items are on or around the headstone space. These items are left at the person's own risk; the item does not cause offense to others & they are not placed in position where they will cause injury or damage to others or interfere with the general maintenance or grass cutting. Items may be moved to allow access for grass cutting. For excess items the Council reserves the right to ask for these items to be removed at their discretion.

- No food items are to be left as a tribute.

· If a memorial is found to be unsafe and dangerous the Council will make safe the area by cordoning off the grave or will lay the headstone down. The owner of the exclusive right for the grave will then be contacted (or a notice will be placed on the grave) for them to make arrangements to have the headstone repaired/re-fixed as appropriate. The owner of the exclusive right for the grave is responsible for all charges necessary in repairing/re-fixing said memorial. Occasionally volunteers may clean and restore the headstone, please advise the Clerk in writing if you do not wish for this task to take place.

· Hanging of or attachment of items to trees/bushes/hedges etc. is strictly prohibited.

FLORAL TRIBUTES

Floral tributes can be left at any time but all dead flowers, wreaths or any other unsightly items must be removed from the grave as soon as possible & deposited in the appropriate receptacles provided. For items left for special occasions, the handyman will remove (if not already been done) in the following timescales:

- Christmas – items will be removed from the 21 st February
- Easter – items will be removed 4-6 weeks after the Easter holiday
- Remembrance Day – items will be removed by mid December

The planting of flowers, trees, shrubs etc on any grave is strictly prohibited.

UPKEEP & MAINTENANCE

- Upkeep & maintenance of the Cemetery grounds will be undertaken by the Council only and the use of lawn mowing/grass cutting equipment is strictly prohibited by any other party.
- The use of hand shears is permitted to trim around individual headstones only.
- Upkeep & maintenance of actual headstones/memorials themselves is the responsibility of the owner of the grant of exclusive right for that plot.
- All graves may be levelled or filled (if sinking occurs) as necessary by the Council.
- The Council reserve the right to remove from any grave any flowers, plants, trees, shrubs or any other item which the Council feels is dangerous, offensive, unsightly, overgrown or detrimental including tributes and personal items, as it deems necessary.
- All rubbish must be placed in the appropriate bins on site.

DAMAGE

To the extent that the general law permits, the Council accepts no responsibility for loss, damage or injury howsoever caused by visitors and/or dogs brought into the cemetery.

Any damage occurring at the Cemetery whether it be to gates, graves, memorials etc howsoever caused must be reported to the Clerk within 3 working days of the damage occurring. The person causing the damage shall be responsible for ensuring that the damage is rectified/repared as soon as possible (and at their expense) and this must be done to the Council's required standard and within the timescales specified.

Bardney Cemetery Fees

Effective 19 June 2024

Please refer to Cemetery Rules & regulations for details of permitted memorials etc.

Purchase/Reservation of Grave	
Exclusive rights of burial are issued for a period of 99 years from date of purchase.	
Single Burial Plot (4ft wide)	£350.00
Cremated Remains Plot	£250.00
Fees are waived for the purchase of exclusive rights for the interment of children aged 12 or under.	

Interments
Exclusive rights of burial must be purchased before an

interment can take place.	
Burial	£600.00
Cremated Remains	£385.00
Fees are reduced to £29.00 for the interment of a child aged 12 or under.	

Grave Digging	
Burial	£450.00
Cremated Remains	£75.00

Memorial Permit	
No memorial may be erected or altered until the design and inscription have been approved by Bardney Group Parish Council.	
Headstone - max height 60cm (ashes plot), 1m (burial plot)	£65.00
Vase - max height 40cm	£65.00
Cremation plaques, flat stones - max height 10cm	£65.00
Additional Inscription on existing memorial	£40.00

Administration Charges	
Duplicate exclusive rights certificate	£42.00
Burial record search request (charged pro-rata per hour)	£32.00
Copy of entry	£32.00

Reminder for unpaid fees etc.	£32.00
Transfer/rescind exclusive rights	£32.00

Information About the Deceased

Title

Forename(s)

Surname

Sex Male / Female

Date of Birth

Residential Address

Date of Death

Place where death occurred

Information About the Next of Kin / Applicant / Personal Representative

Full Name

Address

Home Telephone

Mobile Telephone

Relationship to the Deceased

Interment Details

Type of Interment: Ashes / Burial

Preferred Date:

Preferred Time:

Exclusive Rights of Burial

Have Exclusive Rights already been purchased

Yes / No - If yes, please provide details below

Name of Purchaser

Address of Purchaser

Cemetery: Bardney Cemetery, Horncastle Road

Part Number: Plot Number

Please provide further information regarding the plot location i.e. beside the grave of..., in the grave of...

Funeral Details

Location: Graveside / Church - please provide details

Funeral Director Company Name:

Funeral Director Contact Name

Funeral Director Telephone:

Funeral Director Email

SIGNED:

DATE:

PRINT NAME:

MEMORIAL PERMIT APPLICATION FORM

Bardney Group Parish Council will grant permission to carry out memorial works on the grave detailed below, subject to the acceptance of the following conditions by the Grave Owner / Applicant and Mason. No work should be started on a memorial before the Clerk to the Council has approved it. Bardney Group Parish Council will not be responsible for any losses incurred for works to a memorial that were not approved.

Cemetery	Bardney Cemetery, Horncastle Road	Section	Grave number	
Full Name of Deceased				

Section 1: To be read and signed by the Memorial Mason carrying out the work

DESCRIPTION OF WORK (please tick as appropriate).

Erection of Headstone	Additional Inscription	
Installation of Cremation Plaque/Flat Stone	Installation of Vase	
Installation of Kerbstone / Footstone	Other (please specify)	

DETAILS OF THE MEMORIAL: (Please supply diagram)

Dimensions	
Colour	Material
Inscription	

We confirm that:

- The memorial has been manufactured and erected in accordance with the minimum standards as outlined by NAMM or BRAMM and all work carried out on the memorial will be in accordance with the same standards.
- We will be responsible for any damage caused to Council property, surrounding memorials, turf etc. caused by the negligence of any workmen employed by this company or by any sub-contractor employed on the company's behalf.
- We will not carry out any work on site if a funeral is in progress.
- The applicant has seen and approved the specifications as detailed.
- We have notified the owner of the exclusive right that the memorial remains their property and that they are responsible for keeping it in good and safe condition at all times.

- We have advised the owner to consider insuring the memorial against accidental damage and vandalism.
- We will give Bardney Group Parish Council at least 14 days notice of any intention to install/remove/repair a memorial in order that they may mark the correct location.
- We understand that if we install/remove/repair a memorial without providing Bardney Group Parish Council with the appropriate notice that we will be responsible for any costs in moving the memorial/rectifying any errors made.

SIGNED **DATE**

PRINT NAME

POSTION IN COMPANY

Section 2: To be read and signed by the Grave Owner / Burial Applicant

Full Name	
Address	
Telephone	
Email	

I understand that:

- I am responsible for the costs of erecting and maintaining the memorial
- The memorial remains my property and as the owner of the grant of exclusive right of burial/executor/next of kin I am responsible for keeping the memorial in good repair at all times to meet current and any future health and safety regulations or rules that may apply/be applied
- Bardney Group Parish Council may undertake random testing of memorials to ensure that I am complying with my obligations.
- If the memorial is found to be in an unsafe condition at any time, it may be laid flat/removed without prior notice and that I will be responsible for the cost of removal and an renovation/repair works if I choose of have the memorial reinstated.
- I must notify the Clerk to the Council immediately of any change of address

SIGNED **DATE**

OFFICE USE

Exclusive Right Number	Number in Burials Register	Memorial Permit Number	
Date Exclusive Rights Fee Paid	Date Memorial Fee Paid		

Rules and Regulations for Funeral Directors and Grave Diggers at Bardney Cemetery

1. These rules and regulations are to be strictly observed by all Funeral Directors who employ Grave Diggers working in Bardney Cemetery and should be read in conjunction with the general cemetery rules and regulations. Any persons or companies found to be in contravention may be prohibited from working at the cemetery.
2. No grave can be dug in Bardney Cemetery without the permission of the Parish Council.
3. Funeral Directors are to provide their own grave diggers subject to approval by the Council and it is their responsibility to ensure that the grave diggers employed by them are familiar with the cemetery and abide by these Rules and Regulations. Funeral Directors must advise the council of the details of all Grave Diggers prior to the commencement of any work.
4. Funeral Directors are responsible for ensuring that Grave Diggers work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. No full grave or cremation plot should be dug more than 24 hours before the interment, except by prior arrangement. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Secure covers must be used if an excavation is left overnight.
5. Grave Diggers or their employers must supply a copy of their Public Liability Insurance and Health and Safety Policy (risk assessment and method statement) to Bardney Group Parish Council prior to working at Bardney Cemetery.
6. Grave Diggers must follow the ICCM Code of Safe Working Practice for Cemeteries and must ensure the safety of all staff, contractors and visitors to Bardney Cemetery as a result of their work.
7. Bardney Group Parish Council may undertake spot checks at any time.
8. The grave space set aside for each burial shall not exceed 2.44m x 1.069m (8 feet long by 3'6" feet wide). No part of the coffin shall be at a depth less than 1.0m (3 feet) below the level of the surface of the ground adjoining the grave.
9. Burial, in a grave in which an interment has already taken place, shall ensure the new coffin is effectively separated 6" apart vertically from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 150mm (6 inches) in depth.
10. All cremation plots will measure 18" x 18" for a single casket and the top of the casket should be a minimum of 2'6" below ground level.
11. No person shall disturb any interred human remains or remove any soil which is found

to be offensive.

12. All graves should be prepared using imitation grass matting. The matting will be laid out neatly on staging leaving no folds or gaps which may any person to trip. Walk boards/staging must be laid along the length of the grave and supported at each end and must be capable of carrying the weight of the Pall Bearers and Coffin.

13. Graves may only be dug Monday to Thursday and a fixed time must be given to the parish office at least 48 hours before digging commences.

14. Any damage caused by grave-digging machinery must be reported to the council immediately and remedied by the Grave Digger within 14 days.

15. The Funeral Director is responsible for the grave until it has settled; should subsidence occur the Funeral Director will be notified. If remedial work has not been completed by the Funeral Director within fourteen days, Bardney Group Parish Council will engage its own contractor to remedy the defect and will seek to recover the cost from the Funeral Director responsible.

16. The interment area and surrounding graves and headstones are to be left clean and tidy. All Equipment to be removed and the paths cleared of any debris.

17. Spoil from the graves is to be placed in the area designated by the Bardney Group Parish Council. The location of this area will be notified to the Funeral Director.

18. It is the responsibility of the Funeral Director to arrange for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of same after burial.

19. Funeral Directors must sign the agreement below prior to Grave Diggers being allowed to work in Bardney Group Parish Cemetery.

20. Grave Diggers should report any unusual circumstances relating to digging and backfilling of the grave to the Funeral Directors and/or the Clerk at Bardney Group Parish Council.

These rules and regulations will be reviewed annually.

DECLARATION

I (name).....

on behalf of (Name of Funeral Director/Undertaker)

.....

acknowledge receipt of the Funeral Directors and Grave Diggers Rules and Regulations at Bardney Cemetery and undertake to comply with it.

I shall make the Rules and Regulations known to all concerned and accept that it is my responsibility to ensure they in turn comply with them.

I understand that Bardney Group Parish Council shall inform me if any infringement of the Rules occur.

Signed.....