



Lode Parish Council

Lode Parish Clerk, 3 Feast Close, Fordham, Ely, Cambs, CB7 5PH

clerk@lode-pc.gov.uk

www.lode.org.uk

Parish Clerk: Su Field

Burial Board Regulations

1. General Regulations

- a. The Council reserve the right to refuse any application for burial.
- b. The Council also reserves the right to refuse any application it considers are not in accordance with these regulations.
- c. The burial ground is a lawned cemetery and is open daily to the public, Groups of young people are not permitted in the cemetery. Children under the age of 12 accompanying visitors must always be supervised. All visitors must keep on the walkway, refrain from touching shrubs or flowers and observe perfect decorum in all aspects.
- d. All interments bookings, general enquiries and comments regarding the Burial Ground should be directed to the Clerk via email – clerk@lode-pc.gov.uk.
- e. Dogs are permitted in the cemetery but must always be kept on a lead and the owners must clean and remove any dog fouling.
- f. Cycling / Skateboarding etc. in the cemetery is not permitted under any circumstances.
- g. Memorials may not be erected on any grave without the written permission of the Parish Council. An application on the prescribed form with drawings showing all dimensions and inscriptions must be submitted to the Burial Board Clerk as per regulations 3 & 9.
- h. The Burial Board Clerk will allocate grave spaces on behalf of Lode Parish Council.
- i. All cremation plots must be covered with a blank marker stone or inscribed plaque immediately after interment.
- j. The scattering of ashes within the cemetery is not permitted. There are provisions for the burial of ashes in an appropriate casket. Please ask the Burial Board Clerk for further details.
- k. Grass cutting and general maintenance will be carried out by the person retained by the Parish Council. Persons wishing to maintain their own graves may do so but no motorised equipment is to be used.
- l. The burial of pet remains is not permitted within the cemetery.

2. Right of Interment

- a. All executors of the Will should have full knowledge of the burial or memorial application and shall confirm such in writing to the Parish Council. Where it is not possible for all executors to confirm their knowledge of the burial application, a written explanation must be given by the other executor/s to be considered by the Parish Council, who may then agree to such an explanation. All correspondence regarding the grave and or memorial will be communicated to and received from all executors.
- b. The right of interment, erection of memorials and the reservation of graves spaces are exclusive to residents of Lode upon payment as set out in the scale of fees (a copy of which can be requested from the Parish Council at any time). Persons residing in residential care homes, nursing homes and hospitals outside of Lode who were, prior to their removal thereto, inhabitants of Lode will be classed as residents.
- c. A Burial Grant shall be issued to the executor of the deceased person or person / persons for whom the grave space is reserved. Grave deed holders will be allowed to apply to transfer the exclusive right of burial should they wish to upon payment as set out in the scale of fees (Appendix A).
- d. All Burial Grants issued give the grant owner the right to be buried in an allocated area of the cemetery. This document does not grant ownership of the land and this land remains under the ownership of Lode Parish Council.

3. Notice of interment

- a. Application forms for interment, erection of memorials, reservations of plots and the scale of fees form part of these regulations and are available from the Burial Board Clerk.
- b. Burials and interment of ashes may take place between the hours of 9.00am to 5.00pm.
- c. At least 3 clear working days' notice (Excluding weekends and Bank Holidays) of any interment shall be given to the Clerk on the form provided together with all the fees due. The fees and charges will be set out in Appendix A to these Regulations and the fees are reviewed annually by the Council.
- d. No burials or interment of ashes may take place on weekend or Bank Holiday without the express permission of the Burial Board Clerk. This regulation shall not apply to interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority or in the case of exceptional circumstances, in which case the day and time of the interment is subject to the approval of the Burial Board Clerk
- e. Upon completion the applicant will receive a signed copy and a set of rules and regulations.

4. Coffins

- a. The Deceased must be placed in a properly constructed coffin or eco-friendly coffin as agreed by the relevant undertaker before burial will be allowed to take place.
- b. Pet remains must not be placed within any coffin along with the Deceased.

5. Digging and reinstatement of Graves.

- a. It will be the responsibility of the relative/representative of the deceased to arrange the digging of graves and cremation plots. A body shall not be interred in a grave in such a manner that any part of the coffin is at a depth less than three feet below the level of the surface of the ground of the grave space, nor shall the cremated remains of a body be interred in a grave in such a manner that any part of the casket is at a depth less than one foot below the level of the ground of the grave space. The minimum depth of a grave shall be four feet six inches.

6. Re-opening of Graves and Cremation Plots

- a. Permission In writing from the Exclusive Burial Rights (EROB) owner must be submitted to the Parish Council when a grave is to be re-opened.
- b. There shall be no disturbance of any previous burial.
- c. Should families request it, a special dispensation can be applied for to request up to six ashes interments to take place in a fully used burial plot. Any request would be considered on a case-by-case arrangement and would be dependent upon practical recommendations. There will be no increase in headstone size or additional plaques / vases, or footstones allowed for extra ashes interment.

7. Reservation of Graves and Cremation Plots

- a. Reservation of Graves and Cremation Plots may not be currently reserved within the cemetery other than one for a partner or next of kin. This regulation will remain in force until such time as space within the current cemetery is exhausted.
- b. Plots previously reserved in the Cemetery will be marked with a plaque covered over by a brick placed at ground level.

8. Flowers

- a. Vases, flowers or containerised plants must be part of the memorial. These may be placed on the grave during the 12 months following interment and pending the erection of a permanent memorial or reinstatement by the Parish Council. Glass, China, Plastic, Jars, or other bottles are not allowed. Any such item may be removed at the discretion of the Parish Council.
- b. Once a permanent memorial is erected or after the grave is reinstated no flowers, saplings or shrubs may be planted in a grave space, the cremation area or around memorial plaques, as all plots will be grassed and therefore must not be dug out.
- c. Flowers, Wreaths and arrangement for special occasions, anniversaries etc. will be allowed but these will be removed once they are perished.
- d. Loose chippings / gravel / stones must not be placed on the gravesite as these create a Health and Safety hazard during maintenance.

- e. No responsibility can be accepted by the Parish Council for the removal of flowers or containers by any unauthorised person.

9. Headstones, Crosses and Plaques

- a. Memorials will be expected to blend in with our Burial Ground Policy.
- b. Sizes: Full burial: Max from ground 30”H, 24”W, 18”D (762mm H, 609mm W, 457mm D) plus concrete plinth underground, Ashes burial: Max 18”H, 18”W, 2”D (457mm H, 457mm W, 51mm D) plus concrete plinth underground.
- c. The erection of headstones or memorials will not be permitted until 12 calendar months following interment to allow settling of the ground. This does not apply to cremation plaques.
- d. Iron crosses, enclosed floral tributes, Wire or plastic fencing, railings, kerbed or edging stones around or on top of the grave are not permitted.
- e. No headstone or any other memorial shall be placed in the burial ground and additional inscriptions shall be made on any stone or other memorial without first obtaining consent from the Burial Board Clerk in writing and making payment of the appropriate fee (a schedule of fees will be provided upon application to the Burial Board Clerk). Such consent will only be given if the proposed memorial and inscription complies with the requirements of these regulations and is acceptable to the Council. Any unauthorised memorial will be removed. The Parish Council will not be responsible for the costs incurred. These will be charged back to the family, undertaker or stonemason.
- f. A memorial may be in the form of a headstone or a cross and must be placed at the head of the grave. All memorial inscriptions must face the burial plot that it relates to. The plot number must be engraved at the foot of the reverse or side of the headstone, cross or movable base, right hand corner of a cremation plaque and on the reverse side of a temporary marker stone. Installation will not be permitted without such numbering.
- g. Plaque memorials will be allowed in place of and not as well as headstones.
- h. Lettering on headstones and cremation plaques must be black, dark brown, leaded, white, silver or gold whilst only black is permitted on marker stones.
- i. Every headstone must be firmly doweled to a foundation suited to the ground conditions and the foundation must be wholly below ground level and of sufficient strength to support the headstone without movement. All memorials shall be installed under non-firm ground conditions and only be by monumental masons who have registered with Lode Parish Council Burial Board. Full details of fitting shall be provided on the application form before approval is given.
- j. Relatives are permitted to provide, at their own cost, temporary white marble marker stones 230mm x 125mm x 25mm (9ins x 4.75ins x 1in) with the name and date on one side in 25mm (1in) black filled letters and the plot number on the reverse. The marker stone is to be installed at the head of the grave and laid flat. An application form is still necessary with no fee charged. Upstanding plaques are not permitted.

- k. A memorial shall be constructive of granite, marble, wood or natural stone but not of reconstituted stone, brick, plaster, bath stone or other soft stone or of any metal.
- l. The Parish Council reserves the right to approve all applications. Full details of memorial, measurements and inscriptions must be submitted at the time of application. Tree plaques are not permitted.
- m. The Burial Board Clerk must be informed, and the work approved, before any memorial or cremation plaque is removed from the burial ground for repair, modification or additional inscription.
- n. The applicant or family is responsible for the care of the memorial. The Parish Council cannot accept liability for any damage unless it is caused by its employees carrying out maintenance work.
- o. A plaque or blanking stone in the cremation area shall be 457mm x 457mm (18ins x 18ins) and be kept level with the ground. Only sunken flower containers incorporated into the plaque are permitted. Raised, loose or fixed holders are prohibited. A blanking plaque or stone must cover all plots. The regulations concerning inscription shall apply.

10. Seats and Trees

- a. Application for seats must be made to the Burial Board Clerk using the appropriate application form.
- b. There shall be no cultivation of any description or the placing of upstanding or other plaques, vases or potted plants around trees or seats. Only planting of crocuses and snowdrops is permitted in the grass around trees or seats.
- c. Any plaque for a memorial bench must comply with regulations 9(b), (e) and (h) regards to inscription and construction. Memorial plaques on trees are not permitted.

11. Lamp, Lanterns, Wind Chimes

- a. The installation of lamps, solar lanterns, wind chimes, windmills or any decorative toy is not permitted anywhere with the burial ground.
- b. Helium Balloons are not permitted.

12. Deteriorating Memorials

- a. Where a memorial has deteriorated, the Council will attempt to contact the applicant of surviving family in order that repairs can be carried out. Should this not be possible, or the relatives fail to act in a reasonable time (Six months) the Parish Council may remove any such memorials without further notice.

13. Conveyance and Removal of Materials

- a. All tools and equipment required for the digging, erection, reinstatement of graves or memorials shall be conveyed in the Burial Ground either by hand or wheelbarrow so as to cause minimal damage.

- b. Care must be taken to avoid any damage to roads, paths or grassed areas in the burial ground.
- c. Equipment, materials and spoil must be removed from the burial ground immediately on the completion of work and at no expense to the Council.
- d. If after receiving seven days' notice in writing from the Burial Board Clerk, the person responsible for removing equipment, materials and spoils fails to comply with these regulations the Parish Council will clear the site, with the cost of such clearance passed to the person originally responsible.
- e. All work in connection with memorials and reinstatement arising therefrom shall be carried out to the satisfaction of the Parish Council.

14. Vehicles

- a. Vehicle access to the cemetery is restricted to authorised vehicles only and on the condition that they remain on the roadway. Under no circumstances may vehicles be driven onto other parts of the burial ground.

15. Health and Safety

- a. It is the responsibility of all employees, visitors and contractors attending the burial ground to take reasonable care of both of their own and other people's safety, and to co-operate with the Parish Council, as Burial Authority, on safety matters.

16. Revision of Rules

- a. The Council reserves the right to make alterations and add to these regulations when necessary and the revisions will be made public.

Signed: _____ Burial Board Clerk to Lode Parish Council

Date: _____

APPENDIX A

LODE CEMETERY FEES 13th MARCH 2023

All the relevant fees below apply to the Interment, Burial Rights etc. of a still-born exceeding 24 weeks and a child under 18 years (Lode Parish Council to claim fees via Children's Funeral Fund)	
Interment of body of a person	£100
Interment of cremated remains in respect of which an exclusive right of burial has been granted	£50
Burial Rights – Earthen grave for 100 years	£100
Burial Rights – Cremated Remains for 100 years	£50
Headstone (2' wide x 3' high)	£100
Vase tablet	£50
Flat stone (cremated remains) (2' x 2')	£50
Memorial Seat/Bench – application	£20
Inscription – headstone each inscription after the first	£20
Inscription – flatstone each inscription after the first	£20
Exhumation – Initial inquiry admin charge	£100
Exhumation of coffin – Price on application	
Exhumation of cremated remains – Price on application	
Transfer of EROB (Administration Charge)	£20

Please note that fees for non-residents of the Parish will be double those quoted above.

As at 1st April 2023 the Parish Council are going through a change of bank account details so please request up to date details for BACS from the Clerk on clerk@lode-pc.gov.uk. Cheques are acceptable and should be made payable to Lode Parish Council and sent to the Clerk at 3 Feast Close, Fordham, Ely, Cambridgeshire CB7 5PH. Please annotate the reverse of the cheque with the name of the deceased and any BACS payments (when details provided) should be referenced with the name of the deceased.