

## CEMETERY REGULATIONS: BOTTISHAM PARISH COUNCIL

1. The Cemetery is administered by the Parish Clerk to Bottisham Council under the general direction of the Cemetery Committee. All matters concerning burials, graves or memorials should be addressed to the Clerk. All payments should be made to the account of Bottisham Parish Council and delivered to the Clerk. A Table of Fees is available from the Clerk at [clerk@bottisham-pc.gov.uk](mailto:clerk@bottisham-pc.gov.uk) or calling 07774 490607
2. A register of burials and deposits of cremated remains is kept and may be inspected free of charge and copies of entries obtained for a fee by arrangement with the Clerk.
3. The cemetery is open to the public daily. No person in the cemetery shall do anything that does, or is likely to, interfere with the proper conduct of any interment or ceremony.
4. No person may plant any tree within the cemetery and no shrub that in normal growth exceeds five feet (1.5metres) in height may be planted on any grave space; nor may plants spread outside the boundary of the allotted grave space.

### Rights to a grave or memorial space

5. The purchaser of an exclusive right of burial in any grave space shall have the right to deposit as many inhumations within that space as are specified in the grant of the right and in addition may deposit cremated remains provided that for each such deposition the appropriate notice is given, due payment made and that no previously deposited remains are disturbed.
6. Allotted grave spaces within the cemetery are only available for the remains of those who were residents of the Parish of Bottisham.
7. If any activity is requested in respect of a grave or memorial space in which an exclusive right has been granted the Clerk will require evidence that the person making the application has the proper authority.
8. No memorial may be placed on any grave space unless an exclusive right of burial has been granted to the person making the application.
9. The owner of any memorial must keep it in good repair so that it is safe and in a neat and tidy condition and the owners of any exclusive right of burial must ensure the same. If any owner fails to fulfil the obligations imposed by this regulation, the Committee will take any reasonable steps to make good any deficiency including, if necessary, the removal of any memorial or other object.

### Approvals required

10. All gravestones, monuments, memorials and inscriptions are subject to the approval of the Parish Council. A copy of any proposed inscription and a drawing showing the material, shape and dimensions of any memorial must be deposited with the Clerk at least 30 days before work on the memorial is commenced or the inscription is to be cut or the memorial placed.

11. Where an inscription or memorial is to be placed in the part of the cemetery consecrated according to the rights of the Church the person intending to place the inscription or memorial must also ensure that it meets with the approval of the relevant diocesan regulations. The Clerk to the Council will have delegated authority for the most popular designs and will advise on special requirements.

### **Work in the cemetery**

12. No deposition of a body or of cremated remains may commence before ten o'clock in the morning or after 30 minutes before sunset nor at any time on a Sunday.
  - \* Deposition of a body means burial in a grave or placement in a vault or walled grave or in a mausoleum or catacomb.
  - \* Deposition of cremated remains (ashes) means by scattering – distribution on the surface of the ground; by strewing – distribution beneath a layer of turf; by burial – placing in a hole in the ground or a vault or walled grave below ground; by placement – placing in a columbarium niche or mausoleum or catacomb above ground.
13. No-one other than a person acting with accredited authority – such as a funeral director or memorial masonry firm – shall dig or carry out memorial masonry work in the cemetery nor open any vault or walled grave or catacomb or columbarium niche. Any accredited person working in the cemetery must take all reasonable steps to secure that no injury or damage is caused by any person or property, and to leave the area in a safe, neat and tidy condition.
14. All future burials/interments include the removal of excess soil from the cemetery, and the cost is to be born by the party arranging the funeral
15. Notice of any intended work within the cemetery must be given to the Clerk at least three days in advance, to enable the necessary permission to be given and permits issued.
16. Any fees due shall be paid at the time the notice is delivered to the Clerk.

### **Regulations**

17. This cemetery is one to which the Local Authorities Cemeteries Order 1977 applies and accordingly the provisions of Schedule 2 to that Order, a copy of which may be inspected by arrangement with the Clerk.
18. Where any provision is made by the Regulations, whether in respect of any time limit or in some other way, it may be varied in a particular case by the Committee (provided the Committee is satisfied that the variation will not be detrimental to the interests of any other person). Applications for a variation should be made to the Clerk accompanied by reasons in support of the request. The Committee shall not be obliged to grant any variation.

The members of the Parish Council with particular oversight of the cemetery are:  
Cemetery Lead: Cllr Steven Odell - Steven.odell@bottisham-pc.gov.uk

Updated 16/02/2023

Adopted at Parish Council Meeting – 6<sup>th</sup> February 2023.

Minute No – 23-9 b) c)