

Collingham Parish Council Burial Grounds

(St John Baptist and South End)

Rules and regulations made by Collingham Parish Council as the Burial Authority for the Management of the Burial Grounds provided by them.

INTERMENT

1. Notice of Interment must be given to the Burial Authority as soon as possible, but at least 48 hours before the time fixed for the Interment. Exception to this may be made where the delay is unavoidable, as in the case of epidemic diseases.
2. The notice is to be given on the form provided by the Burial Authority and is to contain a statement of the Christian name and surnames (if a minor the names of the parents) usual residence description and age of the person to be interred, the date of death, the parish or place where it occurred and the day and hour of the intended burial.
3. The Registrars Certificate of Death or Disposal, or Coroners Certificate (in the case of inquest) must be left with the Burial Authority or the officiating Minister of Religion before the burial takes place in order that the burial may be duly authorised.
4. Persons who desire to have one or more grave spaces as a family burial place may purchase and obtain grants of right of burial. The price of such spaces will be according to the sums stated in the table of fees. The selection of each grave space is subject to the approval of the Burial Authority and in the use thereof, and the dealings therewith, the regulations of the Department of Health and of the Burial Authority must be strictly observed.
5. The purchaser of a grave plot will be furnished with a Deed or Grant of Right and will have the exclusive right of burial in such plot, the power of transferring the right of burial in any grave will require the agreement of the Burial Authority.
6. On the death of the owner of a grave plot, a person claiming under a Will or as next of kin will be registered as the owner after satisfactory proof of title.
7. The selection of a grave plot in all cases whether to be purchased or not is subject to the approval of the Burial Authority.
8. In the case of the proposed Interment of a Body, whether of the same family or not in a grave which has been previously purchased, the owner of such a grave or lawful representative or next of kin must give written consent to the Interment and the Deed of Grant must also be produced.
9. All graves must be excavated and prepared by the person appointed by the Undertaker concerned and approved by the Burial Authority. The ground must be cleared of waste materials and rubbish and left as tidy as possible and any damage to paths made good
10. Interment will not be allowed to take place on Sundays, Christmas Day, Good Friday, Bank Holidays and in the case of St. John the Baptist Cemetery when there is a separate service in the Church. Except under very urgent circumstances and with the consent of the Burial Authority
11. Interment and purchase of graves will be restricted to (except in exceptional circumstances):
 - Parishioners and inhabitants including all residents and others who have resided in the civil parish of Collingham and their children, any exception to this rule will require the prior consent of the Burial Authority

HEADSTONES AND MONUMENTS

12. Headstones only will be permitted to be erected and must conform to the current Church of England regulation ("honed" stone stone only)

13. In the case of intention to erect a Headstone or place a vase on a grave, notice must be given to the Burial Authority, giving full particulars and a sketch plan of the proposed erection and stating its height, width and inscription thereon and the Authorities written consent obtained.
14. The term Monument under this heading refers only to any memorial which may be erected in the event of multiple deaths due to some public disaster.
15. Flower vases must only be placed in front of any headstone or in the event of there being no headstone, in line with other headstones.
16. Kerbstones or border-stones are NOT permitted in the Burial Ground.
17. The work of erecting and fixing headstones is to be executed to the satisfaction of the Burial Authority, the ground cleared of waste materials and rubbish and left as tidy as possible and any damage to paths made good.

CARE OF GRAVES AND MEMORIALS

18. The burial ground is classed as the "Open Type" and NO grave mounds are permitted. After interment the grave will be levelled and the ground re-turfed.
19. It is the intention of the Burial Authority as the burial ground develops to make it as far as possible a place of beauty and reverent care. Owners of graves and others using or visiting the burial ground are therefore earnestly requested to co-operate in this matter. All dead flowers and other litter must be placed in the receptacle for this purpose. Dogs must NOT be brought into the Burial Ground.
20. No jam or fruit jars etc, are allowed on the graves. The Burial Authority reserves the right to remove and such offending jars etc. They will also instruct to remove dead flowers and wreaths if left on any grave for an unduly long period of time.
21. All headstones and vases are to be kept in position and repaired by the owners. In case of neglect to repair after three months' notice to do so has been delivered or posted to the last known address of the registered owner, the same will be liable to be removed or otherwise dealt with as the Burial Authority may direct.
22. The Burial Authority will undertake the work of maintaining and cutting the grass in the Burial Ground.

BURIAL RECORDS

23. Records of Interments are kept by the Burial Authority, which can be contacted through the Clerk to the Burial Authority by appointment only whose name and address is shown below, and relatives and friends interested may obtain information as where the deceased persons were interred.
24. The Burial Authority reserve to themselves the right from time to time to make any alterations in or additions to the foregoing rules and regulations and also the tables of fees and charges.

The foregoing rules and regulations were approved at the meeting of Collingham Parish Council held on the 11th day of May 2017

Clerk to the Parish Council & Clerk to the Burial Authority

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