

LONGSTOCK PARISH CEMETERY REGULATIONS

1. Longstock Parish Council is the Burial Authority for Longstock Cemetery. On behalf of all residents of the village, Councillors are responsible for its upkeep as a place of quiet reflection. The point of contact is the Clerk on 07763857512.
2. **Entitlement.** Right to burial in this cemetery is normally restricted to the following:
 - those resident in, Longstock at time of death.
 - those previously resident, but who had paid for a plot while living here, regardless of length of residence in Longstock.
 - those previously resident and who did not pay for a plot while living here, but who had lived in Longstock for at least 10 years in total during their lifetime.

Plots may no longer be reserved, although past reservations will be honoured. Double depth burial for couples is the norm; however, where single depth burial has taken place the relict of the deceased may reserve an adjacent plot, if vacant. Consideration will be given to allocating adjacent plots to immediate family where space permits. The Burial Authority is the final arbiter in deciding entitlement and plot location.

3. **Designs, Inscriptions and Ornaments.** The Burial Authority is responsible for maintaining a harmony of style and design in the cemetery to ensure that each new grave blends sympathetically with others. Accordingly designs and inscriptions for memorials and other permanent mementos must be approved by the Burial Authority before their placement. These guidelines are to be followed:
 - Material should normally be of a pale stone, matt not polished.
 - Shape should be a simple upright, or an open book, or a single slab flush with the ground.
 - An upright stone should be between 2 ft 6 ins (76.2 cm) and 4 ft (121.92cm) high (measured from the ground); width between 1 ft 8 ins (30.48cm) and 3 ft (91.44cm) and thickness between 3 ins (7.62cm) and 6 ins (15.24cm) A child's upright stone may be smaller, but not less than 2 ft high (60.96cm) 1 ft 3 ins wide (38.1 cm) and 2 ins (5.08cm) thick.
 - Lettering and small designs should be incised into the stone or carved in relief. Small (ie in the region of 4 ins (10.16cm) x 4 ins (10.16cm) well carved engravings either coloured or painted in sensitive colours, depicting some item of particular relevance to the deceased.
 - Unbreakable vases are allowed for flowers but must be placed only at the headstone and no other ornaments should be placed along the length of the grave or to the sides of graves.
 - The planting of trees, flowers or any kind of shrub is not permitted.
 - The erection of fences or wooden borders, railings or any type of surround is not permitted in or around the graves or cremated remains plots. Nor are lights and other ornaments, whether freestanding or pushed into the ground, nor railings and surrounds of any description, chains, gravel, pebbles or other chippings.
 - Breakable items such as glass vases, jars or bottles are not permitted within the cemetery and the Burial Authority reserves the right to remove items without prior notice.

4. Interment of cremated Remains. The burial authority will permit the insertion of Memorial Stones and they shall not exceed 1ft 6ins (46 cm) Wide x 1ft 0.2ins (31cm) long and must be flat or of desktop style. Full details of all proposed memorial stones require to be submitted to the Burial Authority and must be approved by them before their placement.

If you wish to bury ashes within an existing family grave or place them on a grave or scatter ashes within the cemetery you need to seek permission from the Burial Authority.

5. Benches. Benches in memory of the deceased may only be placed in the cemetery with the express permission of the Burial Authority. The Burial authority will not be held responsible for the maintenance of, or damage to any memorial bench caused by a third party or the replacement of the bench which has failed. A commemorative plaque is acceptable on the back of the rest of a memorial bench subject to size and content which must be approved in writing by the council prior to the bench being ordered and placed in the cemetery.

6. Care of Graves. The family of the deceased is responsible for care of the grave, including removal of dead plants, and faded artificial flowers and every grave and plot and memorial shall be kept in a good state and within the set regulations. Upon default of the said owner after 14 days written notice burial authority reserves the right to take over the maintenance of the grave or plot and manage the plot within the burial authority regulations.

7. When no living relation remains, care of the grave will pass to the Burial Authority. Graves will be levelled at the discretion of the Burial Authority – in no case in less than one year following interment.
8. Christmas Wreaths must be removed by the last day in January and any Easter Wreaths laid must be removed following a 30-day period following the Easter Sunday. Clearance of flowers and wreaths is the overall responsibility of family members but removal may be carried out by the burial authority upon deterioration and if wreaths are not removed within the said timescales.
9. Some graves, headstones and plots are at variance with these regulations. This is because they were instigated when different regulations applied. However new graves, headstones and plots are to follow these regulations dated XXX 2023. The Burial Authority, wishing to keep the appearance of the cemetery in accord with the wishes of the majority of the village, will not permit variances even though it may have been permitted under previous regulations.
10. When a request is received for an interment, the parish council will forward a copy of these regulations to the family asking them to confirm in writing they understand and accept the regulations.

Date of policy: September 2023

Approving committee: Longstock Parish Council

Date of committee meeting: 11th September 2023 Minute number 14