

Ixworth Cemetery Regulations

1. Introduction

These regulations apply to Ixworth Cemetery, Crown Lane, Ixworth, managed by Ixworth and Ixworth Thorpe Parish Council, which is the Burial Authority.

These regulations took effect in October 2018 and supersede any previously published.

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

Visitors and users of this Cemetery are deemed to have read and accepted the following regulations.

2. Contact Details

All funeral bookings, general enquiries and comments regarding the Cemetery should be directed to:

Mrs Mandy Adlington	Cemetery Administrator, Clerk to Ixworth & Ixworth Thorpe Parish Council
Telephone Number	01842 750592
Email	pc@ixworth.net
Address	13 Benet Close, Thetford, Norfolk, IP24 2UA

Visitors and users of this Cemetery are asked to contact the Cemetery Administrator to discuss any special requirements or for any enquiries not covered by these regulations.

3. General

- 3.1 The Cemetery is a place of peace and quiet reflection. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboarding, roller blades or similar are allowed in the burial grounds. No consumption of alcohol or drugs may take place in the burial grounds and anybody under the effects of these substances will be asked to leave. Smoking or vaping is not allowed on the burial grounds. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, tress etc will be required to leave the Cemetery immediately and may be the subject of subsequent legal action.
- 3.2 Vehicles are permitted in the Cemetery but must not exceed the speed limit of 5mph. Vehicles must stick to the driveway and only park in the small parking area in the second section of the Cemetery. Vehicles are **not to be parked** on the grassed areas.
- 3.3 Copies of the Regulations and Scale of Fees and Charges currently in force may be obtained from the Clerk of the Council. The Council reserves the right to review and, without notice, alter these regulations and the accompanying scale of fees and charges. The Council, as the Burial Authority, reserves the right to deal with any circumstances or contingency not provided for in the regulations as necessary. The Burial Authority decision is final.

3.4 In the following paragraphs, unless specified, the term 'grave' means an earthen burial plot or a plot for the burial of cremated ashes with the plot dimensions specified in the table of fees and charges. The term 'Parishioner' means a person who is a member of a household that currently pays, or has paid in the past 3 years, for not less than 2 years, domestic rates/Council tax to Ixworth & Ixworth Thorpe Parish Council. Special consideration may be made in cases where relocation was a necessity and such cases should be brought to the attention of the Cemetery Administrator.

In any dispute whether a deceased qualifies as a 'parishioner' the Parish Council, in its absolute discretion, will decide. A child is a young person up to and including 12 years of age.

3.5 Ixworth Cemetery is deemed a Lawn Cemetery. This means the grass **must be entirely clear** but for approved memorials previously granted Council permission. As such fences cannot be erected around a grave or the grave space defined, **no objects** must be placed on the length of the grave and nothing can be planted into the grass.

3.6 Ixworth Cemetery is a public burial ground and is non-denominational. Individual graves, however, may be consecrated under the rites of a faith or denomination of the person interred.

3.7 Only dogs on leads are allowed in the Cemetery. All dog mess, litter and dead flowers must be removed from graves and placed in the appropriate bin at the entrance to the Cemetery.

3.8 Water for flower vases may be obtained the tap by the entrance and the tap by the entrance to the newer section. The tap is to be turned off after use and the water carrier borrowed is to be replaced on the tap stand.

3.9 Picnicking/camping, singing or playing of music, except as part of a funeral rites, the playing of games and the use of guns or bows are strictly prohibited.

3.10 The scattering of ashes on the grass of Ixworth Cemetery is prohibited. Please contact the Cemetery Administrator as the re-opening of existing graves for scattering may be possible.

3.11 The purchase of the Exclusive Right of Burial (see para 4.2, 4.3, 4.4, & 4.5) relates only to the right to be interred and the right to erect a memorial. The plot remains the property of the Council and the purchaser has no rights over the land.

4. Graves

4.1 The types of graves available are;

Lawn Grave: these are laid to lawn and a headstone only is allowed (see paras 7.7, 7.8)

Cremated Remains Grave: these are laid to lawn, only cremated remains may be so placed, and a headstone is allowed (see paras 7.7, 7.9)

4.2 Every interment shall take place in a private grave. Private graves are graves to which an 'Exclusive Right of Burial' has been issued. An Exclusive Right of Burial must be purchased from the Council before any burial can take place; either at the time of burial or previously purchased in advance.

4.3 The Exclusive Right of Burial can be purchased in advance of need i.e. graves can be pre-purchased adjacent to a family member who is being interred.

4.4 The Exclusive Right of Burial for a grave can be purchased for a period of 50 years.

4.5 The Exclusive Right of Burial can only be transferred to another person or persons who are entitled as heirs (under the terms of a will, probate or form of indemnity) and via legal processes adopted by the Council.

- 4.6 **No person or company will be allowed to undertake any excavation for a burial or installation of a memorial within the Cemetery ground except with the express permission of the Parish Clerk.** The depth of each grave will be a minimum of 6 foot.
- 4.7 The preferred grave digger for Ixworth Cemetery is;
Mr Gary Smith, 01449 614365 – 07880725846
- 4.8 Coffins and urns for burials must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc. Coffins may not be lined with metal or plastic materials without prior approval of the burial authority.
- 4.9 Following the interment, the Council will commence maintenance of the grave in accordance with lawn cemetery arrangements. This may involve levelling the grave, re-turfing or any other maintenance procedures appropriate to the season.

5. Interments/Funeral Arrangements

- 5.1 Funerals will normally be permitted between the hours of Monday-Friday 09.30-15.30. No burials can take place on Bank or Public Holidays.
- 5.1 Most bereaved families will use the services of a professional Funeral Director who will normally make all the necessary arrangements with applicable officiants and with the Parish Council including payment of their various fees, charges and forms. The following procedures apply in respect of any interment in Ixworth Cemetery whether or not arranged through a professional Funeral Director.
- 5.2 As much notice as possible should be given for an interment and it is recommended that the person proposing a funeral, normally the funeral director, discusses the proposed date and grave space with the Clerk and obtains a Notice of Interment. The Clerk can be contacted via phone or email to discuss this and make a provisional booking.
- The time fixed for the funeral should be the time at which the mourners or cortege arrive, and punctuality is requested.
- 5.3 The Notice of Interment, the appropriate fees, the Certificate given by the Register of Births, Marriages and Deaths or an order of the Coroner and the fees must be delivered to the Council no later than **3 working days** prior to the burial.
- 5.4 If the grave is already purchased or it is to be re-opened for a further interment, the written permission of the registered grave owner, or owners, must be given, except where the burial is that of the registered grave owner.
- 5.5 The digging of plots must be carried out by a qualified person who has been approved by Ixworth & Ixworth Thorpe Parish Council (see paras 4.6, 4.7). The grave digger must follow instructions of the Cemetery Administrator regarding the position of the grave, safety in construction and preparation of the surrounding area prior to the interment.
No grave shall be dug more than **48 hours before** the date and time of the interment.
- 5.6 Graves will be dug to a double depth, approximately 2m depth. No grave shall have more than two interments. The Council reserves the right to direct that the grave be dug to a lesser or greater depth in some circumstances. All surplus soil must be removed from the site or disposed on site as directed by the Parish Council.
The Council will not permit the creation of any underground walled chamber, sepulchre or burial vault.

- 5.7 Except where a child burial plot is requested, grave spaces will be allocated in the sequential order of the numbered spaces shown on the official burial ground plan.
- 5.8 Immediately following an interment, a suitable temporary marker with the name of the deceased must be provided and placed. This must remain in place until a permanent memorial is fitted.
- 5.9 Any floral tributes from the funeral will be placed on top of the grave following backfilling and will remain in situ for a maximum of one month. After this period, any not removed by the family will be removed by a Council worker.
- 5.10 When a grave is to be re-opened it is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the interment.

6. Fees and Charges (see scale of fees and charges)

- 6.1 The Council publishes a list of fees and charges payable by Parishioners (see para 3.4 for definition) and non-parishioners for various services and rights. Fees and charges may be updated from time to time without notice. Fees and charges for non-parishioners are set higher than for parishioners because the whole cost of land purchase, development and maintenance of the Cemetery is and has been exclusively borne by the domestic ratepayers of the Parish.
- 6.2 All fees for purchase of Exclusive Right of Burial and interment are to be paid to the Clerk of the Council before the ground is opened. All fees payable in respect of monuments, headstones and tablets, etc must be paid before installation. Cheques should be made payable to Ixworth & Ixworth Thorpe Parish Council.

7. Memorials, headstones, tablets and grave markers

- 7.1 No work should start until consent has explicitly been given. Any contract between the memorial supplier and the client is conditional on the appropriate approval being granted. All memorial suppliers must be registered members of NAMM – The National Association of Monumental Masons. All materials fixed in the Cemetery must comply with the British Standard 8415 (latest version) and the BRAMM Blue Book (latest version). Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (latest version).
- 7.2 An application for installation of a memorial must be submitted to the Parish Clerk on the appropriate form supplied by the Parish Council. The grave owner must sign the form to give permission for the proposed memorial works. On approval by the Council a permit will be issued to the Memorial Mason.
- 7.3 Ixworth Cemetery is deemed a Lawn Cemetery. This means the **grass must be entirely clear** but for approved memorials granted Council permission. As such fences cannot be erected around a grave or the grave space defined, **no objects** must be placed on the length of the grave and nothing can be planted into the grass.
- 7.4 Permission to place a memorial will only be given by the Council with consent of the Exclusive Right of Burial holder or holders.
- 7.5 For memorials on a grave plot, as opposed to cremation, installation is unlikely to be considered until at least six months after a burial. Applicants are advised to read carefully the regulations regarding monuments and contact the Clerk to the Parish Council with any queries.

- 7.6 At least one month before the erection or installation of any tablet, monument, gravestone or other form of grave marker, including markers intended to be temporary, a drawing thereof, specifying dimensions, materials, finish and any proposed inscription shall be sent to the Clerk to the Parish Council for approval of the Council. The Council reserves the right in its absolute discretion to refuse designs or materials it deems unsuitable or wording it deems untrue or potentially offensive to other parties. A simple wooden plaque or cross bearing no more than the name of the person interred, and the date of death may be permitted as a temporary grave marker for up to eighteen months after which the Council reserves the right to remove it.
- 7.7 Ixworth Cemetery is laid out as lawn for neatness and maintenance. Consequently, headstones, grave markers, vases and commemorative or decorative items may only be placed or erected at the head of graves, and on the plinth of the headstone. For the same reason, the Council will not permit the installation of kerbs, fences or any kind of grave surrounds nor the planting of bulbs, flowers, shrubs or trees or the creation of any kind of hard or gravelled surfacing on or beside any grave or cremation plot. All new graves will be turfed after settlement of the grave surface when the weather permits. Any items or planting placed on or by graves or elsewhere in the Cemetery precincts not in accordance with the Council's specifications or written permission will be removed without notice. For safety reasons glass vases and ornaments are not permitted anywhere in Ixworth Cemetery.
- 7.8 The minimum height of lawn memorials is 300mm (1ft) to ensure they can be seen easily and they must be strong enough to avoid accidental damage. The maximum height of lawn memorials is 1000mm (3ft 6inches), the maximum width is 900mm (3ft). A base forming the integral part of the headstone is permitted. The base shall not project more than 100mm (4 inches) beyond the headstone in any direction. No more than two vases, made of materials other than glass, may be incorporated in the base – in such cases the base may be extended to a maximum of 200mm (8 inches) in front of the headstone. The base itself shall be fixed on a foundation slab, which may be reinforced concrete, and should be positioned just below the turf so maintenance equipment such as lawnmowers can pass freely over it. The foundation slab should extend beyond the base by between 75mm (3 inches) and 125mm (4 inches) all round.
- 7.9 The maximum height of a memorial on cremated remains is 600mm (2ft), the maximum width is 450mm (1ft 6 inches). A base forming the integral part of the headstone is permitted. The base shall not project more than 80mm (3 inches) beyond the headstone in any direction.
- 7.10 **Existing memorials shall not be not be considered as a guide.**
- 7.11 The memorial mason may inscribe the company name only on the reverse of the stone towards the base in lettering not more than 25mm high. No trademark, phone number or other advertising will be allowed.
Memorial masons must remove all arisings from the Cemetery at the conclusion of their work and must leave the area in a tidy condition.
- 7.12 The following items are explicitly prohibited – kerbs, surrounds, railings, stone or other chippings, statues, sundials, birdbaths, portraits, wind-chimes, windmills and similar, candles, trees, shrubs, photographs, holograms, laminated cards, seats, lights, food and drink items, toys or any glass item. This list is not exhaustive and the Parish Council, as the Burial Authority, reserve the right to remove any items that are not in accordance with these rules and regulations or that they deem unsuitable.

- 7.13 The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to affect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. This may include laying items such as headstones flat. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.
- 7.14 The Council will not be held responsible for any damage to any items installed to mark a grave or commemorate a buried person except that caused by the action or proven negligence of its own employees or agents. Responsibility for the cleaning, repair and maintenance of such items installed, including vandalism damage, rests with the persons who install them. Insurance is available from stonemasons and funeral directors and such policies are encouraged.

The Council reserves the right to alter or vary the regulations or to deviate from in any instances if it is necessary to do so.

Ixworth & Ixworth Thorpe Parish Council

Burial Authority