

# Bramhope & Carlton Parish Council

## CEMETERY RULES AND REGULATIONS

### About Bramhope Cemetery

Bramhope cemetery was established in 1861, becoming the responsibility of Bramhope & Carlton Parish Council in 1894. The whole cemetery, located in Moor Road, is now consecrated, although for many years one part of it was unconsecrated.

In recent years, with the increasing trend towards cremation, one area has been designated for the interment of ashes only. These plots, the equivalent of half a grave plot, are allocated on a sequential basis by the Clerk to the Parish Council. Alternatively, cremated ashes may be interred in a full grave plot.

Scattering of ashes is permitted in the Garden of Remembrance. Kerb stone Memorial plaques are available for purchase for ashes scattered in the Garden of Remembrance, or for ashes that have been scattered elsewhere.

Full and half plots may be reserved through the Clerk and Exclusive Rights lasting 99 years (effectively a family grave) may be secured.

### Rules and regulations

The cemetery rules and regulations have been laid down with a great deal of care and attention and give consideration to historical factors, legal requirements, health and safety issues and the wishes of Bramhope and Carlton residents. This balance ensures that the cemetery and burial plots have the appropriate reverence, feel and appearance that maintain respect, dignity and sensitivity for burial purposes. The rules also incorporate appropriate Leeds City Council regulations necessary for the essential upkeep and maintenance of the cemetery.

Specific regulations are detailed later in this document ensuring consistent standards are met across the cemetery. These are intended to present fair, objective and clear guidelines for all who wish to use the cemetery; they stipulate permitted materials, measurements, appearance, inscriptions and other important details.

Any specific requests should be made to the Clerk to the Parish Council prior to this agreement being signed. Guidance will be given from the Parish Council, Undertakers and Stone Masons over the acceptability of any individual design or scheme. ***Please read this agreement carefully before signing your acceptance below.***

### **Agreement**

**I/We have read the rules and regulations (as outlined in this document) and hereby agree to abide by them.**

Name .....

Signature .....

Address  
.....

Date .....

**Signed by the Clerk to the Council:**

.....

Date .....

Ref plot/kerb number .....

Revised and updated February 2019

Clerk to Council, Bramhope and Carlton Parish Council  
The Parish Office, Bramhope Village Hall, Old Lane, Bramhope, LS16 9AZ.  
Tel 07530 900 934 E-mail: bramhopecarlton@hotmail.com

## **Detailed Rules and Regulations**

### **General**

***In the event of any of the rules below being breached, the grave owner (generally meaning the signatory on this agreement) will be liable to correct any unapproved works or unacceptable maintenance, at their own expense. Following any breach, failure to comply with any Parish Council directives on remedial work, will lead to the grave owner being charged with appropriate costs. The Council may refuse to permit any such grave or vault to be opened until any outstanding accounts are paid.***

Memorial design and inscriptions (including materials) must be approved by the Clerk to the Parish Council before any work is carried out.

All fees and charges on memorials must be paid before they are erected.

### **Clerk to the Council Responsibilities**

#### **Funerals**

No funeral is allowed to take place at the cemetery without the Clerk to the Parish Council, as Registrar, being in attendance. Please allow as much time as possible for arrangements to be made.

It is the Clerk's job to check that the name plate on the coffin or ashes container matches the information submitted by the Funeral Director. She will also ensure that the attending Minister signs the burials register when the proceedings are over.

#### **Erection of memorials**

Memorials must not be erected in the cemetery without the Clerk to the Council being in attendance. The Clerk will ensure that the stone is placed in the correct position. Please contact the Clerk to agree times for fixing or erecting memorials, giving at least three working days notice.

#### **Scattering of Cremated Remains**

Scattering of cremated remains is not permitted without prior permission from the Clerk to the Council. Attendance by the Clerk is not required for scattering of cremated remains but are required to be recorded in the register.

### **Mason's Responsibilities**

All designs must be sent to the Clerk, prior to work commencing for approval using the Memorial Design Approval Form.

Monumental Masons should remove, to a place directed by the Clerk, all surplus earth or debris after fixing a memorial, leaving everything in a clean and tidy condition.

The *section or number* of the grave should be cut plainly upon the rear of the memorial, at the expense of the person erecting the memorial. The reference number will be provided by the Clerk.

The monument supplier's name may be cut in small lettering on the rear of the stone.

Inscription sizes must be compatible with the headstone size – the mason will provide guidelines.

### **Undertaker's Responsibilities**

The undertaker must liaise with the Clerk to the Council regarding the timing of any arrangements.

The undertaker is responsible for securing the services of the grave digger.

If necessary, the grave area should be re-turfed after a period of settlement following an interment, with the ground left as flat and level as possible. This work is at the expense of the grave owner.

## **Maintenance**

***A well-maintained cemetery is a high priority for the Parish Council. It aims to keep it tidy and safe (to the highest standards) ensuring an appropriate dignified look and feel. All aspects of maintenance are considered very carefully as the area is remote, exposed to the elements and wildlife, and occasional vandalism. The cemetery is not monitored on a day-to-day basis and therefore grave designs (dimensions and layout) must take account of any maintenance factors such as grass and verge cutting.***

A memorial (including its immediate grounds) should be kept in good order and repair and maintained by the grave owner at their own expense.

In the event that a grave owner or a relative cannot be contacted, the Council reserves the right to take down and remove any memorial which becomes dangerous or unsightly, or does not comply with Health & Safety Standards.

Memorials (or any part) must not be removed from the cemetery except with the prior approval of the Clerk to the Parish Council. Any memorial, or part thereof, removed or replaced in the process of opening a grave or vault, will be done at the risk of the person requiring the grave or vault to be opened.

## **Designs, Materials and Sizes of Memorials**

A simple, temporary wooden cross may be used for a period not exceeding six months.

Designs should be simple. All memorial designs must be approved by the Clerk to the Parish Council.

The design specification must be approved using the Memorial Design Approval Form and should include:

- the size of headstone,
- material to be used,
- style, size and colour (if applicable) of the font/lettering to be used
- the wording to be used,
- detail of any other design/decoration to be included on the headstone,
- a written or pictorial representation of the design.

Written approval will be sent by the Clerk to the Parish Council once the specification is agreed.

Inscribed drawings may be carved as part of the natural design on the stone (no pictures or photographs are allowed to be fixed, either temporarily or permanently).

The use of colour is not encouraged although subtle colours may be considered, but will require approval by the Clerk to the Parish Council. At all times colours used should respect the reverence, setting and consistency across the cemetery.

No stone chippings or flags are allowed on the grave area.

No kerbing or marking out of the grave area is permitted.

Memorials on full-sized graves should not exceed two foot six inches in height and two feet wide.

Ashes plots (half size or smaller) may be marked only by a flat tablet. Tablets should not exceed 15" wide, 18" deep and 4" high. These should be placed on a concrete plinth.

The grave design should allow for grass mowing and path maintenance within the cemetery.

All memorials must be supported by such brick or other foundations as the Council may deem necessary and the making of such foundations shall be done to its satisfaction.

The whole of the memorial must be made from the best quarried material (soft stones and non-quarried material are not allowed). A mason will advise as to the choice of hard-wearing stones.

Where a vase is to be used, the design of the memorial should incorporate a built-in recess for its stability (sunken design).

Kerbstone Memorial Plaques will be provided by Bramhope & Carlton Parish Council. The plaques will measure 150mm x 100mm (6" x 4"), be made of brass, use Arial font in black and be centred. The size of font will be determined by the volume of wording on the plaque. Memorial plaques are for a period of 25 years. A Memorial Design Approval Form/Application for a Kerbstone Memorial Plaque should be submitted to the Clerk for approval.

### **Trees, Shrubs, Flowers, Containers and Ornaments**

Loose ornaments are not permitted, as they can be scattered by the wind and get damaged by mowers. Small, unbreakable personal items belonging to the deceased may be placed **for a temporary period only** following interment, subject to the Clerk's agreement. These must comply with Health and Safety standards. The planting of flowers and small plants may only be carried out with the express permission of the Clerk to the Parish Council.

Tree planting is not allowed in the cemetery. However, tree planting, as memorials, may be considered in other parts of the village – please make any enquiries to the Clerk.

Only **metal** flower vases are permitted. These should be designed to fit into a permanent recess built into the grave design.

No floral tributes or planting will be permitted in the vicinity of the memorial plaques.

For scattering of ashes only - floral tributes will be permitted in the Garden of Remembrance on the day of scattering and will be removed after 2 weeks. Any floral tributes left in this location should be unwrapped and fully bio-degradable to avoid littering of the cemetery. (no artificial flowers will be permitted).

The Parish Council reserves the right to remove any floral tributes.

### **Inscriptions**

All proposed inscriptions should be submitted to the Clerk for approval, who may refer them to the Parish Council as necessary. The Parish Council reserves the right to veto an inscription that it deems inappropriate. Guidelines are shown below to illustrate acceptable standards.

#### **General criteria:**

- An inscription must be relevant and truthful about the deceased person
- It should be positive about that person and any other message conveyed
- Words should convey respect and avoid colloquialisms