



# QUENIBOROUGH PARISH COUNCIL

## Cemetery and General Purposes Committee

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### **RULES AND REGULATIONS FOR QUENIBOROUGH BURIAL GROUND**

#### **Made Under the Provisions of the Local Authorities**

#### **(Extracts taken from) Cemeteries Order 1977**

These regulations came into operation on 10<sup>th</sup> March 1977.

**'Burial Authority' means the council of a district, parish or community, the parish meeting of a parish having no parish council, or a joint board.**

### **GENERAL POWERS OF MANAGEMENT**

A burial authority may do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery.

### **REGULATIONS: FOR THE MAINTENANCE OF QUENIBOROUGH CEMETERY**

#### **INTRODUCTION**

Once a funeral cortege enters the Cemetery gates it is under the jurisdiction of the Burial Authority (the Parish Council). Prior to the arrival of the cortege, a member of the Parish Council staff will ensure that the grave is correctly dug to the depth specified, that the grave is supported by shoring (when double depth) or if required and the grave surround timbered and safe to Health and Safety requirements. Grass matting must be laid on the grave surround. The approach to the grave, and the surround of the grave, are to be left clean and tidy. The grave digger is to fill out a report about the depth of the grave, the condition of the grave, i.e water found, or parts of the wall caving in.

Coffins must bear the correct identity of the person contained within. The Clerk (Assistant Clerk or a member of the Council's permanent staff in the Clerks absence) will, before a coffin leaves the car park area, ensure, as far as is reasonably possible, that the coffin is correctly identified. Every care is taken to log the identity of each grave space, and keep up to date Cemetery plans and registers.

The staff employed to work at the cemetery have the right to work in a safe and supportive environment. Abuse of any kind against our staff will not be tolerated and the Parish Council will support any member of staff who is a victim of such abuse. The Parish Council will take any action it considers appropriate in such cases.

## **GENERAL**

1. No person shall:
  - a) wilfully create any disturbance in the cemetery.
  - b) create any nuisance in the cemetery.
  - c) wilfully interfere with any burial taking place in the cemetery.
  - d) wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants or any such matter.
  - e) play at any game or sport in the cemetery.
  - f) discharge a firearm in the cemetery prior to obtaining permission in writing except at a military funeral.
  - g) no person, not being an officer or servant of the burial authority, or another person so authorised by or on behalf of the burial authority, shall enter or remain in the cemetery at any hour when it is closed to the public.
  - h) The use of slug pellets or similar toxic compounds are strictly prohibited.
  - i) Dogs are not to run loose and must be kept on a lead.
  - j). Wooden marker crosses will be removed from all graves once a memorial stone is in place.
  - k) No member of staff is to receive abuse of any kind. The Parish Council will take any action it considers appropriate in any such cases.

Every person who contravenes the above rules shall be liable on summary conviction to a fine not exceeding £100.

## **EXERCISE OF RIGHTS**

1. No burial shall take place, no cremated human remains shall be scattered and no tombstone or other memorial shall be placed in the cemetery and no additional inscriptions shall be made on a tombstone or other memorial without the permission of the officer appointed for that purpose by the burial authority.
2. All graves to be turfed and levelled by a person appointed by the Burial Authority and no permanent mounds will be allowed. No lights to be placed on graves. No shale, stones or other materials to be placed on a grave. Upon request, one foot of non-permanent planting may be allowed at the headstone end. We request that no glass vases are placed on the grave space. Any items placed on a grave will be removed after two months and retained by the ground staff.
3. No body shall be buried in a grave in such a manner that any part of the coffin is less than three feet below the level of any ground adjoining the grave; provided that the Burial Authority may, where they consider the soil to be of suitable character, permit a coffin made of perishable materials to be placed not less than two feet below the level of any ground adjoining the grave.
4. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than six inches thick.

5. When any grave is reopened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove there from any soil which is offensive.
6. Each grave space shall be 8' x 4' (2.4m x 1.2m) and not more than two coffins (or two coffins and up to six caskets of cremated remains) to be interred in each grave. Any tombstone or other memorial shall be erected **WITHIN** that space.
7. If the deceased lived in Queniborough before going into a nursing home; and had been in the home for up to five years, they can be buried in Queniborough Burial Ground as a parishioner. Evidence of the former Queniborough address and length of time in the nursing home would be required.

### **PROVISION AS TO GRANTS**

1. Graves or cremated remains plots can be reserved by contacting the Cemetery Clerk. The plot will be held for a maximum period of three months in which time the Cemetery Clerk will await confirmation and if required a grant of Exclusive Right of Burial will be issued.
2. A grant of Exclusion Right of Burial shall be in writing signed by the officer appointed for that purpose by the burial authority. An extract from The Rules and Regulations will be sent with each grant.
3. The Burial Authority shall maintain a register of all rights granted by them which shall show as respects each such right the date on which it was granted, the name and address of the grantee, the consideration for the grant, the place in which it is exercisable and its duration.
4. Rights to which paragraph 2 applies maybe assigned by deed or bequeathed by will. No grave can be used unless the above items are applied.
5. The Burial Authority shall, subject to such investigation as they think proper, record particulars of any assignment or transmission of any such right notified to them in the register maintained or preserved under paragraph 2.
6. A register under paragraph 2 shall at all reasonable time be available for inspection by any person free of charge.
7. The Burial Authority may charge such fees as they think proper for the making by them of searches in, and the provision of certified copies of entries in a register under paragraph 2.

### **MEMORIALS**

The Burial Authority may grant on such terms and conditions as they think proper the right to place and maintain a memorial.

The following conditions apply to all memorials:

1. On plots where exclusive rights of burial have been granted any memorial must be either:
  - i) a headstone not exceeding 2' 6" (850mm) in height.
  - ii) a vase shall not exceed 18" (450mm) in height and not more than 1' in diameter.
2. Any tombstone or other memorial shall be erected in a grave space of 8' x 4' (2.4m x 1.2m).
3. In the area reserved for cremated remains a memorial must either be:
  - i) a flat stone not exceeding 1' x 1'6" (300mm x 450mm).
  - ii) a removable vase or plant pot.
4. The planting of trees or shrubs is not permitted on the area of the grave spaces. Trees of Remembrance may be planted with the approval in writing of the officer appointed for that purpose by the Burial Authority. Upon request to the Cemetery Clerk, a foot of ground may be allowed at the headstone end, for non-permanent planting.
5. The Burial Authority may remove any memorial erected or placed without approval and recover the costs incurred. Items will be kept for 2 months and can be returned upon request.
6. All memorial stones must have the grave number engraved on the base at the back of the stone.
7. Upkeep and safety of Memorial Stones are the responsibility of the holder of the Exclusive Right of Burial.
8. Benches are not being granted permission to be placed at the moment. However, a charge of £100 will be made for installation if this restriction is lifted. Any future benches must be in a brown shade.

Revised 3<sup>rd</sup> April 2024, Minute No 8253