

Brinklow Parish Council

Cemetery Rules & Regulations

1. All requests for burials, burial of ashes, placing of headstones or any other matter relating to any actions within the cemetery must be placed with the nominated Cemetery Agent, who is currently Jennie Boonham, 1 Fern Cottages, Rugby Road, Brinklow, Rugby CV23 0LZ. Contact details: 01788 833264 or 07870 312257, email address: jennieboonham@btinternet.com.
2. When a grave is purchased it is not the actual ground that is acquired but the Right to Exclusive Burial in that grave, which lasts for 99 years.
3. No interment will take place until the Interment Form is completed and signed, accompanied by the relevant Fees and Part B of the Death Certificate or a Certificate of Cremation. This must be received by the Agent at least 48 hours before the interment is due to take place. A receipt will be issued.
4. A resident is someone who lived within the Parish of Brinklow.
5. The grave location will be agreed with the representative of the Deceased, prior to interment. A plan is available to view by arrangement with the Agent.
6. The Grave digger is paid directly by the family of the Deceased.
7. The scattering of ashes or placing on headstones or other structures is prohibited.
8. Cremated remains can only be buried and must be in a bio-degradable casket or container, for example, wood or cardboard.
9. No Memorial can be placed within six months of burial to allow for settlement.
10. Headstones must be fitted by a stonemason who is registered with the National Association of Monumental Masons (NAMM).
11. Before any headstones are erected or any work on an existing memorial is undertaken, an application must be submitted to the Agent for approval by the Parish Council. This cannot commence until a signed copy of the application has been received by the Agent and the appropriate fee submitted.
12. The application should contain the NAMM Registration number of the person carrying out the works, together with details of the Deceased and the applicant. Details of the proposed size and materials of the memorial, together with a sketch giving details of the inscription, should also be submitted. The maximum height for a headstone is 39" (100cm) high and 20" (50cm) wide set on a concrete base no more than 2'(61cm) wide, 12" (30cm) deep and 3" (7.5cm) visual above ground.
13. If any works are carried out prior to approval then the Parish Council may remove the headstone without notice, at the expense to the owner.
14. Approval will NOT be granted for the placement of any Flags, Kerbstones, Kerb Sets, Border Edging Material or anything similar. If unauthorised kerb surrounds are installed, the Parish Council will contact the owner to request removal within a month; if not removed by the owner, the Parish Council will arrange removal, and items will be stored for collection within six months. If not collected within this time, the items will be disposed of.

15. Memorials can be made from the following materials: Natural Granite, Marble, Sandstone, Slate and Limestone. Any other materials are at the Parish Council's discretion.
16. With the permission of the Agent, a wooden cross may be placed as an alternative to a memorial. It should be a permanent structure made from oak or teak, varnished and set in a concrete base by an authorised person. A fee is payable and a receipt will be issued.
17. One member of the fixing team should possess a BRAMM fixers licence or similar.
18. One additional item of memorial only is allowed to be placed on the grave and this must be maximum height of 12" (30cm). It can be metal or wood; no glass or plastic items are permitted. The use of plastic flowers is limited to six months after which they must be removed to ensure the decorum of the site is maintained.
19. No trees, shrubs, fences, lights or ornaments of any kind shall be planted or placed on the grave without permission of the Parish Council, via the Cemetery Agent, being first obtained.
20. There will be periodic inspections of the headstones and if any of the memorials are found to be in need of repair, the representative of the Deceased will be contacted to arrange for the repairs to be carried out.
21. A request for a bench can be made to the Parish Council and sited in an agreed position (not an actual plot) for a fee. The bench must be constructed of wood and the maintenance will fall to the purchaser. If the bench is not maintained and looked after then it will be removed. Benches will have a life span of 10 years and it will be the Parish Council's decision to accept or refuse any request, as only a limited number will be granted.
22. All fees and charges due to the Parish Council can be obtained from the Agent, displayed in the cemetery entrance or on the Brinklow Village website.
23. All fees must be paid by cheque and should be made payable to Brinklow Parish Council. Receipts will always be issued.
24. The Rules and Fees may be subject to change at the discretion of Brinklow Parish Council, and formally ratified at a formal council meeting.
25. If you have a complaint and disagree with a decision taken by the Cemetery Agent then you should send the reasons for your disagreement, in writing, to the Cemetery Agent and you will receive a response in writing within 14 days. If you wish to appeal against this decision then you should put your case in writing to the Parish Council within 14 days from receipt of the first response. The matter will be discussed at the next scheduled parish council meeting and you will receive a written response within 14 days of that meeting.
26. The Parish Council's decision is final.

These Rules & Regulations are in place to ensure that this Cemetery remains a clean, safe, pleasant and peaceful area.

BRINKLOW PARISH COUNCIL
Cemetery Agent

Jennie Boonham, 1 Fern Cottages, Rugby Road, Brinklow, Rugby, CV23 0LZ.

Tel: 01788 833264 or 07870 312257 Email: jennieboonham@btinternet.com

Dated 28 January 2019