

PARISH COUNCIL OF HARTLEY

HARTLEY BURIAL GROUND RULES and REGULATIONS

These RULES and REGULATIONS are made by the Hartley Parish Council, acting as the Burial Authority for the Parish of HARTLEY, by virtue of the powers vested in it by Section 38 of the Burial Act, 1852.

1. Throughout these Rules and Regulations -
"The Board" means the Parish Council of Hartley
"The Burial Ground" means the Burial Ground provided by the Council, adjoining the Churchyard.
"Grave" means a burial place formed in the ground by excavation and without any internal wall of brickwork or stone work or any other artificial lining.

GENERAL

2. One portion of the Ground is consecrated for Burial according to the rites of the Church of England; the other is unconsecrated. All burials are to be conducted in a decent and orderly manner.
3. Notice of intended interments shall be given to the Clerk to the Burial Board, or his representative in Hartley. If the interment is to be in an earth grave, three clear days' notice at least shall be given. The notice shall be exclusive of Sundays, Christmas Day, Good Friday, Bank and Public Holidays. No notice will be received on these days.
4. All interments shall take place between the hours of 9.30 a.m. and 4.00 p.m. on Mondays to Fridays and between the hours of 9.30 a.m. and 2.30 p.m. on Saturdays. The exact hour in all cases shall be subject to arrangement with the officiating Minister by the person giving notice of interment.
5. The Certificate for Disposal of the person to be buried or the Coroner's Certificate where an inquest has been held, must be given on arrival to the Clerk to the Burial Board or his representative.
6. A plan of the Burial Ground has been made upon which every grave space has been marked and each grave space has been sufficiently designated on the ground to correspond with each grave space on the plan.
7. The selection of the grave space shall be made by the Burial Board.
8. The depth of every grave shall be recorded in the Register of Graves.
9. Where the exclusive right of burial in a grave space has been purchased, the Board has itself the right to re-open at any time that grave for the interment of the body of any other person or persons.
10. All fees and charges of the Board are to be paid to the duly authorised Officer of the Board on giving notice of interment and before the work is begun in respect of which they are payable; and the receipt for all interment fees shall if required, be produced to the Burial Board's Representative previous to the funeral procession entering the Burial Ground.
11. A Register of Burials will be kept by the Clerk to the Burial Board who will at all reasonable times make searches and supply certified extracts therefrom.
12. Each grave shall be dug in the middle of its grave space.
13. Grave digging will be arranged by the Burial Board. The first burial in any grave not exclusively purchased shall be 9 ft. for the bottom of the grave, below the level of the surrounding ground. No coffin shall be buried in any grave the top of which shall lie less than 4 ft. 0 ins. below the level of the surrounding ground.
14. A person shall not, in the Burial Ground, cause a body to be buried in a grave unless the coffin is effectively separated from any other coffin already in the grave by means of a layer of earth not less than six inches in thickness.

15. Where in the Burial Ground, any grave is re-opened for the purpose of making another interment therein, a person shall not disturb any human remains interred therein, or remove therefrom any soil which is offensive.

16. Coffins of wood, or other approved material shall be used in earth graves.

17. Every person who, in the Burial Ground, buries a body in a grave in respect of which an exclusive right of burial has been granted by the Burial Board shall, once a sufficient period of time has elapsed allowing for natural subsidence of the earth with which the grave has been filled up, cause the surface of the grave to be properly covered with fresh turf, or with any grave stone or monument approved by the Board. In every case, except where an approved monument is erected, the surface of the grave will be left level with the surrounding ground. Gardens on graves may be permitted, subject to the rules as may be set by the Burial Board.

MONUMENTS

18. All gravestones, monuments, memorials and inscriptions shall be subject to the approval of the Burial Board and a copy of every inscription and drawing showing the form and dimensions and material of every gravestone, monument or memorial, or memorial proposed to be erected shall be left at the address of the Clerk to the Burial Board for approval. The fitting of photo plaques is not permitted.

19. All monuments shall be constructed in a manner and of materials to be approved by the Board and when commenced shall be proceeded with without unreasonable delay from day to day until completed, or the sanction for their erection may be withdrawn and uncompleted work to be removed. No hewing or dressing of stones is permitted within the Burial Ground or in its approaches; and all rubbish, refuse, stones & etc remaining after the work is completed shall be removed by the person erecting the monument.

20. All gravestones, monuments and memorials shall be kept neat and clean and in good order by the owners thereof at their own expense, and in default thereof such gravestones, monuments and memorials shall be forfeited to the Board, who shall be entitled to take possession thereof and remove or repair them as they may think fit. No shrubs or trees are to be planted in the Burial Ground. The Board has the right to remove plants and shrubs.

21. A reference number to every grave shall be at the back of the monument, memorial or stone and shall not be removable by the owner.

22. All fees and charges of the Board must be paid to a duly authorised Officer before permission to enter the Burial Ground to carry out the necessary monumental work is granted and the receipt for all fees paid shall, if required, be produced to the Clerk to the Burial Board.

23. Whosoever shall wilfully commit any of the following acts within the precincts of the Burial Ground and the approaches thereto shall be liable, under the provisions of the Burial Acts (1852-1906), and other incorporated Acts.

- (1) damage, deface or destroy any gravestone, monument, tablet, memorial or inscription,
- (2) damage or destroy any wall, fence, tree, plant or shrub,
- (3) play at any game or sport,
- (4) discharge any firearm except at a military funeral,
- (5) cause any disturbance in the conduct of a burial,
- (6) commit any nuisance,
- (7) put up any bill or poster,
- (8) do any other damage or mischief,

No dogs at large are allowed in the Burial Ground. Those being taken through must be kept on a lead and in order. The Burial Board reserves the right to amend these Rules at any time if considered necessary.

By order of Parish Council of Hartley 21 July 2000

Amendments approved by the Council at meetings held on 12th July 2004, 10th December 2007 and 12th April 2010

Version 4