



Kingston Bagpuize with Southmoor Parish Council  
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## **Kingston Bagpuize with Southmoor Parish Council Burial Ground Rules and Regulations**

**Adopted on: 6 July 2021**

**Reviewed 5 December 2022**

**Date of next review: December 2024**

The Kingston Bagpuize burial ground ("the burial ground") is a lawned cemetery owned and managed by the Kingston Bagpuize with Southmoor Parish Council ("the parish council") which lies alongside the Churchyard of St John the Baptist Church, Kingston Bagpuize. The burial ground is unconsecrated and non-denominational.

The parish council acting as the Burial Authority for the Parish of Kingston Bagpuize with Southmoor will comply with the Local Authorities Cemeteries Order 1977 and other relevant statutory instruments.

The parish council strives to offer a sensitive and professional service to the residents of Kingston Bagpuize with Southmoor and their relatives. The following regulations have been adopted by the parish council to govern activities within the burial ground. The burial ground is usually open to the public daily, with access via St John the Baptist Churchyard. The parish council hopes that all visitors to the burial ground find it a pleasant and peaceful experience.

It is intended that the burial ground is laid to grass as far as possible and should be kept free of anything that impedes the cutting of the grass. This means that kerbs, railings, ornaments, and stone chippings are not permitted on or around the graves or cremation plots.

### **Applications for interments**

1. A fully completed interment notice with the appropriate certificate (for a burial the "Certificate for Disposal" and for cremated remains the "Certificate of Cremation") must be presented to the parish clerk at least five working days before the proposed day of the interment. This is in order that the parish clerk can allocate the plot and ensure it is marked for the grave digger.
2. All allocated plots will be marked. Reservation markers will show plots that have been reserved and 'Rest in Peace' markers will identify unmarked graves. Parish council grave markers shall only be removed by a parish council representative.
3. The parish council operates a no reservation policy for grave spaces and cremation plots.
4. Grave spaces and cremation plots are allocated by the parish clerk and will usually be allocated in strict numerical order.

### **Fees and Charges**

1. The fees and charges payable to the parish council contribute towards the upkeep and

maintenance of the burial ground. These are reviewed annually and can be found on the parish council website.

2. All fees and charges for interments shall be paid at the time of application and the Deed of Grant (confirming Exclusive Right of Burial) will not be issued by the parish council until the funds have cleared.
3. Persons formerly resident in the parish but who have moved away may be buried in the burial ground (space permitting), subject to the payment of fees prescribed by the parish council at the time. Please include details of previous parish residence with the application to the parish clerk.

### **Exclusive Right of Burial**

1. It is important to understand that when buying a plot in the burial ground that what is being purchased is the Exclusive Right of Burial for a grave or cremation plot for an agreed period of time. This is a legal agreement between the Burial Authority and the purchaser of the Exclusive Right of Burial for a grave or cremation plot.
2. The Exclusive Right of Burial for a grave or cremation plot does not give the purchaser any rights over land ownership of such a grave or cremation plot. The land remains in the ownership of the Burial Authority. However, the owner of the Exclusive Right of Burial is responsible for the maintenance of the grave or cremation plot and any memorial subsequently erected during the period that the right exists.
3. A Deed of Grant of the Exclusive Right of Burial will be issued to the named person stated on the interment form and can only be purchased when arranging a burial, subject to the payment of fees currently prescribed by the parish council. The Deed of Grant shows proof of ownership and is a legal document, which can be transferred either during the owner's lifetime or after their death. The registered owner has the automatic right to be buried in the grave, they may also allow others to be buried in the grave (space permitting) and apply for a permit to place an inscribed memorial on the grave or apply for an additional inscription to be added.
4. Each Deed of Grant to always have one/two living signatories, with the maximum ownership restricted to two names. The Deed of Grant will be issued for a period of 50 years, which may be extended for a further period not exceeding 49 years. At or before the end of the fifty-year period the Exclusive Right of Burial may be renewed by the then owner of the Deed of Grant. A renewal fee will be payable, and a new Deed of Grant will be issue subject to the burial regulations applicable at that time.
5. The owner of the Deed of Grant must confirm any subsequent change of address to the parish council to facilitate contact during the period of the ownership.
6. The owner of the Deed of Grant may assign the rights to another person during their lifetime if they wish by completing a Form of Assignment. After the death of the owner, the rights should be transferred to the person or persons entitled to the rights as part of the estate of the deceased owner, using official documentation such as Grant of Probate or Grant of Letters of Administration. In the absence of such legal documents, ownership can be transferred to the person or persons entitled by the use of a Statutory Declaration to confirm details.
7. If the owner is deceased, then transfer must take place before the burial of any person other than the (deceased) owner of the Deed of Grant can go ahead.

## **General Conditions Governing Interments**

1. Proof of ownership is required by the production of the Deed of Grant before an interment can take place in an existing grave space or cremation plot.
2. No burial shall take place and no memorial shall be placed or inscription added without the permission of the parish clerk. The scale, style and wording of memorials are subject to specific rules (see below for additional information).
3. The clerk of the parish council maintains a burial register, a plan of the burial ground and associated burial records. All plans and burial records are retained and those records not subject to Data Protection restrictions are available for inspection free of charge by arrangement and certified extracts obtained for which a fee may be applicable.
4. Visitors should respect the character and purpose of the burial ground, and no-one may seek to obstruct, interrupt, or delay a funeral.

## **Graves**

1. Burial plots shall be dug to double depth to allow for two coffins and plots for cremated remains shall be dug with space for two caskets.
2. A maximum of two coffins and four cremated remains can be placed in a burial plot.
3. A maximum of three caskets can be placed in each cremation plot, this should be stated at the time of purchase and clearly marked on all paperwork.
4. Whenever an interment has taken place the surface on or around the graves or cremation plots must be covered with turf to the reasonable satisfaction of the parish council and as soon as natural subsidence has taken place graves should be levelled and turfed over. No mounds will be allowed on any graves. Once a grave has been levelled the parish council requires access at all times for maintenance purposes. Unapproved materials such as metal or hoop wire lawn edging, plastic fencing, and stone chippings etc., around the grave will be removed after notice is given.
5. The general maintenance of the burial ground is the responsibility of the Parish Council. Families are responsible for maintaining their family plots and memorials and for removing dead flowers and wreaths, which should be placed in the bins provided for this purpose.

## **Floral Tributes and Trinkets**

1. Flowers and wreaths placed upon a grave or memorial stone on the day of the interment may remain for up to twenty-eight days after which time the parish council may remove them.
2. The planting of spring bulbs only is permitted on the area of the grave prior to seeding or turfing and is to be encouraged.
3. The planting of perennials, roses, shrubs, bushes, and trees within the burial ground is not permitted and the parish council reserves the right to take appropriate remedial action as required.
4. Neglected, unsightly, broken, dangerous or unsafe articles or materials will be removed from any grave without notice by the parish council. Artificial flowers, solar lights, lights, candles, candle holders, glass bottles, glass vases and any other item that is deemed detrimental to the maintenance or good appearance of the cemetery are not permitted in the burial ground.

5. Memorial vases are permitted, where a headstone exists, floral tributes should be restricted to the flower holder or holders intended for this purpose. For a cremation plot, a memorial vase can be placed directly behind the tablet. Separate memorial vases should not be placed elsewhere in the grave space.
6. A maximum of two pots containing small plants can be placed on a burial plot and a single pot containing small plants on a cremation plot directly behind the tablet. Pots must be either ceramic or metal (no plastic) and be easily lifted for maintenance purposes. The parish council accepts no liability for any damage to pots which are moved for maintenance purposes.
7. Christmas wreaths and tributes will be removed on the 1<sup>st</sup> of February and Easter tributes will be removed five weeks following Easter Sunday.

### **Monuments and Memorials**

1. Before the erection of any memorial a detailed drawing and description showing the size, type, and finish of stone or other material to be used, together with the wording of any inscription and the applicable fee shall be sent to the parish clerk for approval by the parish council.
2. Headstones must comply with current British Standards and must not exceed the following dimensions: • Height: 3 feet (90cm) • Width: 2 feet, 6 inches (75cm) • Thickness: 4 inches (10cm)
3. For cremation plots the dimensions for memorials shall not exceed: • Depth: 24 inches (60cm) • Width: 18 inches (45cm) • Thickness: 4 inches (10cm)
4. The foundation stone in either case MUST comply with the BRAMM Blue Book or NAMM code or working practice.
5. The parish council must be notified of the proposed removal of a headstone in advance.
6. It is a Health and Safety requirement that memorials are assessed periodically to check that they have not become unstable or a danger to burial ground users. If a monument poses a safety risk to the public, the parish council shall attempt to notify families in order that they can arrange for remedial action as required. Should there be a failure to comply, the parish council reserves the right to take such action as may be necessary, even to the extent of removing the memorial stone.
7. The parish council has a Memorial Safety Policy and conducts regular checks to ensure the burial ground is maintained to a high standard. Please advise us of any issues you believe need addressing.