



PULHAM MARKET PARISH COUNCIL

Mrs Wend Alcock Clerk/Responsible Finance Officer, email clerk@pulham-market.co.uk Tel: 07352 165326

Burial Ground Regulations and Policy

1. Overview

These regulations supersede all previous regulations set out by the Parish Council. The Council reserves the right to make changes to the regulations without notice.

2. GENERAL CONDITIONS OF USE

These regulations are set out for the benefit of all users of the burial ground.

Pulham Market Burial Ground is set out in main areas (1) for burials and (2) for cremated remains. Please respect both.

The Council is responsible for the maintenance of the Burial Ground which is available to all residents of Pulham Market. Requests from non-residents will be considered by the Council, as and when, they are presented.

Burial plots in the main Burial Ground may be purchased on payment of a fee. Reservations can no longer be made except in circumstances laid out under Exceptions below. Historical reservations will be honoured. A list of charges and conditions for plot purchases and cost of interments is available from the Parish Clerk.

A record of interments, memorials as well as a signed copy of the Burial Ground Regulations from the applicant is kept by the Parish Clerk and fees and charges are reviewed annually by the Parish Council.

3.BURIALS

Due to the nature of the underlying terrain, the Council will allocate single depth plots only. This is organised at the time of interment in strict rotation within the area of the burial ground in current use.

3.1 Exceptions:

Where couples or family members wish to be buried together the following options are available:

- a) Exclusive Right of Burial to one adjacent plot within the burial or cremation area may be reserved at the time of the first interment for the fee set at that time by the Council (This is the preferred option for the burial ground, but the preferred option for the cremation area is to offer interment on a family plot).
- b) In the burial ground a double depth grave may be achievable but only in exceptional circumstances if the burial ground topography allows.

Allocation of rights to grave plots and burials will be on application as per the plan kept by the Parish Clerk.

A burial plot is 8ft x 2ft 6 in. There shall be 6 inches between plots and 8 inches between rows.



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3.2 Exclusive Rights of Burial:

All plots within Pulham Market Burial Ground carry an Exclusive Right of Burial for a period of 75 years. The term of Exclusive Right runs from the date the Certificate is issued. The fees for exclusive rights are shown on the Council's Burial Ground Charging Policy.

Ownership of Exclusive Right of Burial does not imply ownership of the land itself or the right to carry out any particular activity on the grave plot. A purchaser is buying the right to be buried in the grave detailed in their Exclusive Rights of Burial Certificate for a 75-year term, but the land is still owned by Pulham Market Parish Council. A registered Owner of the Grant of Exclusive Right of Burial has the automatic right themselves to be buried in the grave and may also allow others to be buried in the grave (space permitting). They also have the right to erect a memorial stone which is defined as being a headstone, on that grave in line with the Burial ground regulations. However, before doing so, they must gain permission from the Parish Clerk and provide the Clerk with appropriate documentation (Evidence of Owners Agreement).

No assignment of the Exclusive Right of Burial in a grave will be allowed unless the Deed of Grant has been properly endorsed by the Parish Clerk, or in the clerk's absence a Parish Councillor nominated by the Parish Council.

Where Exclusive Right of Burial has been granted in respect of a grave, and a request is made to prepare it for a burial, the Parish Clerk may ask for the Certificate to be presented. If the Certificate is lost, the person requesting that the grave be opened must make a written declaration that they have the right to do so. Possession of a Certificate does not of itself give any person the right to have a grave opened. That right lies only with the person named on the Certificate as owner of the Exclusive Right of Burial in that grave.

3.3 Use of the Grave:

Pulham Market Parish Council can only authorise the opening of a purchased grave with the permission of the owner or to inter the owner. In all other cases, ownership must be transferred to someone who can legally prove (or comply with statutory legislation) they are entitled to receive these ownership rights. Whilst the Parish Council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter in advance of the burial.

Owners wishing to transfer their Exclusive Right of Burial to another person can do so by obtaining a form from the Parish Clerk. This will incur an administration charge for this. Transfer of Exclusive Right of Burial does not alter the expiry date of the original Exclusive Right of Burial, but an extension to the term can be purchased at the time of interment for the fee as stated at that time.

Exclusive Right of Burial is granted for a period of only 75 years, however this does not imply any intention on the part of the Parish Council to resell the grave or reuse it in any way that may cause disturbance to human remains or to remove any memorial except for reasons of safety.

3.4 Re-opening of Graves:

The owner or executor shall be responsible for the removal of all memorials on the reopening of graves and their replacement within 18 months. The cost of such removal must be borne by the



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owner, and the Parish Council will not be responsible in the event of a monument or stone becoming broken or damaged, lost or destroyed during the work.

3.5 Notice of Interment:

A minimum of four clear days' notice must be given to the Parish Clerk for an interment. In each case, Saturdays, Sundays and Public and Bank Holidays are excluded in reckoning the length of notice. This rule will not apply in cases of death from infectious diseases where urgent burial is considered necessary upon medical certification or on specific religious grounds. The time notified for burials must be that at which the procession arrives at the Burial Ground (i.e. not the time set for the funeral service). No interment will usually take place on Sundays, Good Friday, Christmas Day or Bank Holidays, except on the certificate of a coroner or registered Medical Practitioner that immediate interment is necessary or on specific religious grounds. Interment may otherwise take place upon payment of the appropriate fees, between 10 am and 4.30pm. The Parish Clerk must be notified of the time of the interment.

3.6 Digging of Graves:

The responsibility for excavation of all graves in Pulham Market Burial Ground is the responsibility of the appointed funeral directors. Due to the nature and topography of the Burial Ground, all graves henceforth will be of single depth, unless the gravedigger is able to ascertain that a double depth is achievable. No body shall be buried in a grave in such a manner that any part of the coffin is less than 36ins below the level of any ground adjoining the grave. The only exception is when slabbing is proposed and concrete slabs are to be laid on the coffin before soil goes on top.

3.7 Certification of Death:

The certification for the disposal of a body, or in the case of an inquest, the Coroners Order for Burial, must be produced before interment and delivered to the Parish Clerk, or in the case of funeral services taking part in the Pulham Market Church of St Mary Magdalene Pulham Market, to the officiating minister and thereafter the Clerk. For the burial of a still-born child an appropriate certificate issued by the Registrar of Births and Deaths or the Coroner will be required.

4.0 BURIAL OF CREMATED REMAINS

The size of plots in the cremation area shall be 12ins x 12ins. There shall be 6ins between plots and 8ins between rows. No other ashes may be interred in the same plot without the express wish or consent of the owner of the plot. All Cremation urns should be interred with a minimum of 18ins depth to the top of the casket and if more than one interment is needed in a single plot the first should be a minimum of 24ins below the surface.

There is no provision for Exclusive Rights of Burial and plots are allocated in rotation. A memorial stone, no larger than 12in x 12ins, with an inscription, may be placed on the plot. An inscription consists of name, dates and a suitable text.

Provision may be made in the base stone for a flower container, but no free-standing containers or glass vases are permitted. Ashes may be buried or scattered loose in the grave or cremation



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plot, or in a small container made of light wood or other bio-degradable material. General scattering on top of the grave or elsewhere within the burial ground is not permitted.

5.0 MEMORIALS

Written permission must be sought and obtained from the Parish Council, including approval of design and inscription, to place any memorial stone in the Burial Ground. Please contact the Parish Clerk for full details of size and inscription guidelines. The grave reference number must be inscribed on the memorial stone. The Council reserves the right to remove any monument that has been installed without the consent of the Parish Clerk.

All questions as to the fitness of any Inscription are ultimately determinable by the Parish Council.

For the avoidance of doubt a Memorial is defined as being a memorial stone (Headstone/Tablet) which may include a memorial flower vase container which is supplied with the headstone and is located in headstone area of the grave.

5.1 Maintenance:

The upkeep and maintenance of a memorial stone is the sole responsibility of the owner and shall after erection be kept in good repair by the owner. If not so done, the Council reserves the right to cause them to be repaired or removed at the owners' expense whichever is deemed to be the most appropriate course of action. The decision of the Parish Council is final.

The Council undertakes to make reasonable enquiries to trace owners or heirs but where none can be found will take action to prevent a memorial from becoming or continuing to be a hazard to public safety.

The Council reserves the right to periodically test the memorials for safety and take whatever action is deemed necessary.

5.2 Size:

Grave Memorial Stone

A memorial stone commemorating a burial in an earthen grave should be no larger than 32ins High x 20ins wide x and 3ins deep, if required, on a base no higher than 2ins, 22ins wide and 12ins front to back. Making a total maximum height of 34 ins and 22 ins width on a base or 32 ins maximum height and 20 ins width without. **See Fig 1 below.**

Cremation Memorial Stone

In the Cremation Area, a memorial stone should be on a base no larger than 12ins x 12ins x 2ins. **See Fig 2 below.** An allowance may be permitted for a sloping base stone if no upstand is required. If an upstand is required, this must not exceed 12ins x 12ins by 2ins



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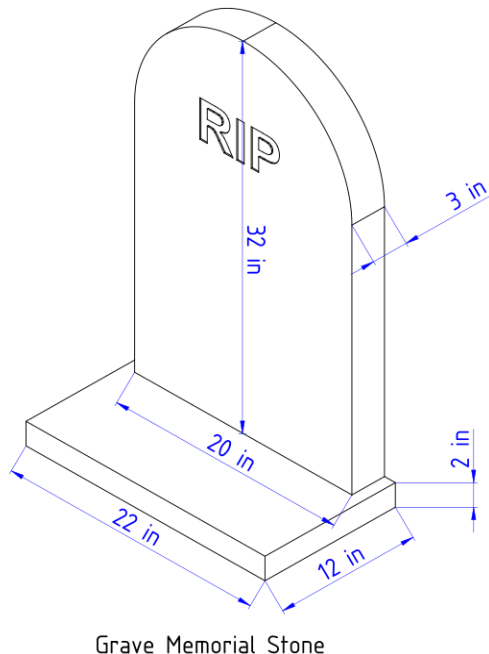


Fig 1

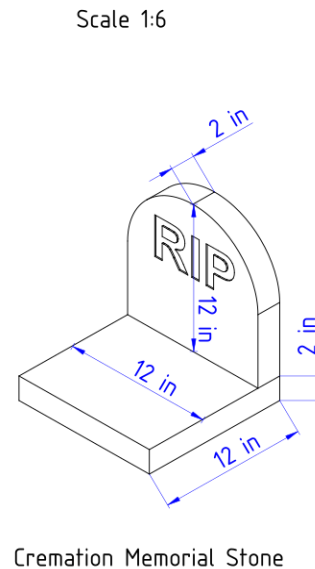


Fig 2

The memorial may be lettered to allow if desired, space for a second inscription.

5.3 Foundations:

All memorial stones must be fixed to their bases by half inch diameter, non-ferrous dowel pins and must be erected in strict accordance with the current NAMM Code of Working Practice and comply to BS8415. Details in relation to these are obtainable from The National Association of Memorial Masons.

5.4 Certificate of Compliance

With effect from May 2010, a Certificate of Compliance must be issued with every memorial installation. The Certificate of Compliance is designed to replace period guarantees and ensures that the manufacture and installation has been carried out to the highest industry standard of the day. This undertaking stands throughout the life of the memorial. The Council reserves the right to remove any memorial stone installed after May 2010 which does not have a Certificate of Compliance. Further details are available from the Parish Clerk.

All foundations of memorial stones, the fixing of or removal of the same and other work connected with the installation of memorial stones must be carried out in accordance with best practice guidance as provided by the Association of Burial Authorities. Any persons undertaking such works must use such means as are deemed necessary by the Council for the protection of the grass and the paths during the progress of the work. Such persons shall, upon completion of the work, clear away any materials not used, or any other rubbish deposited on the site of the works to the satisfaction of the Parish Clerk or other such officer as may be nominated by the Council.



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5.5 Markers for plots

Apart from memorial stones commemorating cremated remains, no memorial stones may be erected until at least six months have elapsed from the burial. During this six month period, temporary vases, (which are not glass), may be placed in the grave space but because of the risk of Tetanus infection and injury from broken glass, no glass containers or adornments are permitted. Following the six-month period the grave adornments sections of this policy must be adhered to. Markers can also be placed on reserved plots.

5.6 Grave adornments:

Adornments and non-compliant objects (which may include shrubs, plants or flowers) may NOT be planted within the Burial Ground or placed on any grave space. The Council reserves the right to dig up and remove any adornments and non-compliant objects (which may include shrubs, plants or flowers) put in place without authorisation. The placement of glass in any form (vases, bottles, trinkets or any item) in the Burial Ground is expressly forbidden.

Any dead flowers and wreaths must be removed and placed in the containers by the main entrance. Failure to do so will result in their removal. Christmas wreaths will be removed by the Clerk after the 1st March.

No kerbs, railings, fencing or clippings are allowed on burial/cremation plots as these create difficulty or danger when mowing.

6.0 PAYMENT OF FEES

All orders must be provided to the Parish Clerk as well as a signed copy of the Burial Ground Regulations from **the applicant** prior to any application being approved.

These should be emailed to clerk@pulham-market.co.uk at the time of application for internments.

For headstones and memorials, the application to erect or amend a memorial should be sent to the clerk by email before they are erected.

Once approved an invoice will be issued to the applicant for payment of fees. The preferred method of payment is bank transfer, details for this will be on the invoice.

7.0 CONDUCT

7.1 Public Access:

Public access to the Burial Ground is permitted at any time. Visitors enter the burial ground at their own risk and should recognise that they need to take care on uneven and possibly muddy or slippery ground. As such suitable footwear should be worn.

7.2 Disabled Access

Because of the nature of the terrain of the site disabled access in places may be limited, please contact the Parish Clerk for assistance with your visit, we are only too happy to help.

7.3 Vehicular Access:



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Motor vehicles are prohibited from entering the Burial Ground unless authorised by the Parish Clerk.

7.4 Prohibitions:

Dogs are not allowed in the Burial Ground, except for Guide Dogs for the Blind or Hearing Dogs for the Deaf.

Smoking and consumption of alcohol within the Burial Ground is strictly prohibited. The riding of horses, cycles and motorcycles within the Burial Ground is forbidden. No persons shall be allowed to offer goods for sale or to solicit orders for the sale of any goods within the Burial Ground. Offenders will be liable to expulsion.

7.5 Anti-social Behaviour:

Anyone wilfully destroying, disfiguring or defacing any building, wall, fence, tree or plant, memorial, tablet, inscription or gravestone, or wilfully and unlawfully disturb any person assembled in the Burial Ground for the purpose of a burial therein, or committing any nuisance within the grounds, is liable to prosecution.

8.0 RECORDS

A Register of the Burials in Pulham Market Burial Ground, and a plan of the cemetery, is kept by the Parish Clerk.

9.0 VARIATION OF REGULATIONS

The Parish Council reserves the right from time to time, without notice, to make alterations or additions to the foregoing Rules and Regulations consistent with the Burial Acts. The Regulations of Her Majesty's Secretary of State, under the Burial Acts and applicable to the Burial Ground, must be considered as incorporated herewith.



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This page should be signed by the **applicant** who holds the exclusive rights certificate and returned to the Clerk at clerk@pulham-market.co.uk with the application for internment or memorial.

Confirmation of Acceptance

I confirm that I have read, understood, and agree to abide by the **Pulham Market Parish Council Burial Ground Regulations and Policy**. I understand that failure to comply with these regulations may result in action being taken by the Parish Council in accordance with the policy.

Signature

Name
(Please print)

Date

This Policy was amended and approved at a meeting of Pulham Market Parish Council on the 13th January 2025

Cllr S Hewitt

Chair of Pulham Market Parish Council

See the footer for the renewal date.