



CEMETERY RULES AND REGULATIONS 2024

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1. Introduction

These regulations apply to the cemetery owned and managed by Bottisham Parish Council. The current site is Bottisham Cemetery, Downing Close, Bottisham, Cambridge, CB25 9DD. There are plans for a new cemetery on Lode Road, Bottisham. The Holy Trinity Church churchyard is a closed churchyard, issued under the Burials Act, and no longer used for burials therefore out of scope of this policy. This policy will be updated when the new cemetery opens.

The Parish Council's cemetery provides a space for burials and/or interments of cremated remains. It is the Parish Council's objective to create a quiet space for contemplation while supporting biodiversity, as the cemetery also serves as an important green area for wildlife. The cemetery will be managed with a naturalistic approach, with grass mown infrequently in designated areas.

Bottisham Burial Ground (the cemetery) is intended to be laid to grass as much as possible and should be kept free of any items that impede grass cutting. This means that kerbs, railings, bird baths, and stone chippings are not permitted on or around graves or cremation plots, nor is the planting of trees, shrubs, or bushes. Please see section on *Memorials*.

The Council has a statutory duty to manage risks within the Council's cemetery, and these regulations are in place to ensure the safety of all those working at and visiting the cemetery. No burial shall take place without the consent of the Burial Officer of Bottisham Parish Council, hereafter referred to as the Burial Officer. All burials shall be conducted in accordance with these regulations.

To comply with relevant laws, the Council operates the cemeteries in accordance with the Local Authorities Cemeteries Order 1977, as amended by the Local Authorities (Amendment) Order 1986, as well as any regulations made by the Secretary of State.

These Rules and Regulations will take effect on 4 November 2024, superseding any previous rules or regulations issued by the Council. The Council reserves the right to make alterations, additions, or amendments to these rules and regulations from time to time.

The Cemetery is administered by the Burial Officer of Bottisham Parish Council with support from the Cemetery Working Group. All matters concerning burials, graves, or memorials should be addressed to the Burial Officer.

2. Background

The village cemetery, located behind Holy Trinity Churchyard, belongs to the Parish Council and is divided into two parts. The older section is separately fenced and gated. The cemetery is not accessible by car, and those visiting by vehicle should park on Downing Close, Bottisham.

Bottisham Parish Council is responsible for the upkeep of the entire cemetery area, which is a lawn cemetery.

The first burial in the cemetery dates back to the 1700s. The cemetery contains one Commonwealth burial from the 1914–1918 war and five burials from the 1939–1945 war.

3. Interpretation

- When we mention "cemetery" in these regulations, we are referring to Bottisham Cemetery.
- Bottisham Parish Council (referred to as "the Council" or "we" in these regulations) is legally responsible for managing and controlling the cemeteries.
- "The Act" refers to the Local Government Act 1972.
- "Burial" refers to:
 - the interment of cremated human remains;
 - the interment of stillborn children or their cremated remains; and
 - the placement in a vault of human remains, cremated human remains, or the bodies of stillborn children or their cremated remains.

4. Administration

The cemetery is administered by the Burial Officer of Bottisham Parish Council with support from the Cemetery Working Group. All matters concerning burials, graves, or memorials should be addressed to the Burial Officer.

Address: Burial Officer, 41 Stow Road, Stow-cum-Quy, Bottisham, Cambridge, CB25 9AD
Telephone: 07369 248998
Email: clerk@bottisham-pc.gov.uk

All payments should be made to the account of Bottisham Parish Council and sent to the Clerk at the above address.

A register of burials and deposits of cremated remains is maintained and may be inspected free of charge, with copies of entries available for a fee by arrangement with the Clerk.

The Green Form or Coroner's Order for Burial must be delivered to the Burial Clerk prior to the funeral. (See *Burial / Interment Applications*.)

5. Rights of Use of Admission

The cemetery is open to the public every day of the year. Please remember that the cemetery is a place of peace and quiet reflection. No person in the cemetery shall do anything that interferes with the proper conduct of any interment or ceremony.

- No games, sports, or riding of bicycles, skateboards, roller blades, or similar are allowed in the cemetery. These modes of transport should be dismounted at the gate.
- Anyone seemingly under the influence of alcohol or drugs may be asked to leave.
- Anyone creating a nuisance or disturbance, such as interfering with a funeral, grave, headstone, flowers, trees, etc., will be required to leave immediately and may face legal action.
- Children under the age of 14 are welcome but must be supervised by a responsible adult. Children should not climb on any monuments within the cemetery.
- Dogs must be kept on a short lead and remain under control at all times.
- Dog fouling is prohibited.
- No person shall drive a vehicle onto the grassed areas, except for necessary access for grass cutting, grave excavation, or backfilling. Such vehicular access should be kept to a minimum, and all reasonable precautions should be taken to avoid damaging the grass surface.
- Anyone driving a vehicle onto a grassed area will be liable for the costs incurred by Bottisham Parish Council to repair any damage caused.
- As there is no dedicated car park for the cemetery, visitors are respectfully asked to consider parking in nearby residential areas. Please do not use Bottisham Sports and Social Club parking, as it is reserved for patrons only.

The Council reserves the right to:

- close or limit access to the cemeteries when necessary; and
- withdraw cemetery access for any person or organisation.

6. Rights to graves

Allotted grave spaces within the cemetery are, currently, only available for the remains of those who were residents of the Parish of Bottisham.

** Currently, as of date of these regulations,
Bottisham is unable to accept any burials / interments of non-parishioners due to capacity. **

7. Burial / Interment Applications

No funeral can take place without a "Certificate for Disposal" (Green Form) or the "Coroner's Order for Burial."

For the interment of cremated remains (ashes), a "Certificate of Cremation" from the crematorium where the funeral was conducted is required.

Applications for burials and interments of cremated remains must be received by the Parish Office at least three clear working days before the interment, except in cases of medical or religious necessity. Failure to meet this timeframe (unless otherwise agreed with the Parish Office) will result in the burial or interment being cancelled.

Requests for dates and times for bookings can be made by contacting the Burial Officer by email or phone. The Council assumes no responsibility for any delay, loss, damage, or mistakes resulting from verbal or telephone instructions, nor for any documents lost or delayed in the post.

As much information regarding the funeral as possible must be given to the Council in advance, particularly for arrangements that may be unusual, such as an exceptionally large number of mourners.

An interment will be confirmed in writing by the Parish Clerk. Graves and ashes plots will be allocated in sequence by the Parish Clerk.

For the re-opening of an existing burial plot, the Funeral Director must arrange for the depth of the existing burial to be checked at least five working days before the proposed re-opening to ensure there is sufficient legal depth for a second burial. There must be at least six inches of soil separating the first and second interments and no less than three feet of soil between the top of a casket/coffin and the ground level. The Parish Council accepts no responsibility for historically insufficient grave depth.

A provisional booking for a funeral may be made by telephone to the Clerk, followed by submitting a completed Notice of Interment form provided by Bottisham Parish Council.

It is the responsibility of the person making funeral arrangements to secure a minister or officiant for the funeral if one is required.

8. Fees

The fees and charges payable to the Council contribute to the upkeep, maintenance, and regular inspections of the cemetery. All payments should be made to Bottisham Parish Council and sent to the Clerk.

A Table of Fees is available from the Clerk by emailing clerk@bottisham-pc.gov.uk or by visiting the Bottisham Parish Council website at www.bottisham-pc.gov.uk/cemetery.

All fees must be paid in full before the funeral. Fees are reviewed annually.

- **Parishioners** - Single fees apply when the person to be interred (or for whom the burial right is granted) was an inhabitant or parishioner of Bottisham immediately before their death. For a stillborn child, this applies if one or both parents were parishioners at the time of interment.
- **Non-parishioners** - Non-parishioners are charged double the parishioner rate. (A non-parishioner is a person who was not a Bottisham parishioner immediately before their death.) **Waiver** - The Burial Officer may waive increased fees for non-parishioners in cases where long-standing parishioners had to reside outside the parish during their declining years in order to receive nursing or residential care.

As of the date of these regulations, Bottisham is unable to accept any burials or interments of non-parishioners due to capacity.

- **Infants** - For a stillborn child or infant under 12 months, there is no charge if one or both parents were parishioners at the time of interment. If not, there will be a charge for the purchase of the Exclusive Right of Burial.

9. Exclusive Right of Burial

When purchasing a grave, you are buying the Exclusive Right of Burial for a set period, not the ownership of the land. This right allows you to determine who can be buried in the grave during the 75-year period stated on the deed (effectively a lease within the conditions specified in these rules).

A Deed of Grant of Exclusive Right of Burial is issued by the Burial Authority for each exclusive right purchased. This right may not be transferred, assigned, or conveyed without the consent of the Burial Authority.

Upon the death of the Exclusive Right of Burial (EROB) holder, the deed must be transferred to a living relative at the time of interment. Failure to do so will incur a transfer fee as per the rates set by the Burial Authority. Proof of right or a statutory declaration may be required to transfer ownership. The Burial Officer will provide guidance on the application process for ownership transfer.

The purchaser of an Exclusive Right of Burial has the right to arrange additional inhumations within the designated space, as specified in the current EROB. However, the same application, notice, and payment processes apply, and no previously interred remains may be disturbed.

A memorial can be erected and remain on the grave for the duration of the lease. However, EROB holders must obtain the necessary Memorial Permit and pay the associated fees.

The Deed grants you the right to:

- Be buried in a designated grave if space is available (including for cremated remains).
- Authorise further burials in the grave if space is available, or for the interment of cremated remains. Applications for additional interments must be accompanied by the appropriate payment.

- Apply for a permit to place an inscribed memorial on the grave or add an inscription.
- By law, a purchased grave may only be opened for the burial of the Deed holder or another person with the Deed holder's written permission. The Deed must be legally transferred if someone else wishes to arrange another burial or add a memorial or additional inscription. The Deed should be kept safely, as it forms part of your estate.

9.1. **Period of Exclusive Right of Burial**

Exclusive Rights of Burial grant an exclusive right to burial in the designated ground for a period of 75 years.

Please note, the payment of a single fee for parishioners does not guarantee that only single fees will apply to interment or other services if the purchaser becomes a non-parishioner over time.

At or before the end of the 75-year period, the right to burial may be renewed by the current owner of the right. A renewal fee will apply, and the new grant will be subject to the burial regulations in force at that time.

The Council reserves the right to permit further burials in any remaining available space in a grave where the Exclusive Right of Burial has expired, provided this is done with the utmost sensitivity and discretion and with the agreement of the persons arranging an interment. This may occur even if the deceased is unrelated to those previously interred.

9.2. **Production of Grant or Deed Required Prior Before Re-Opening**

No grave with a purchased Exclusive Right of Burial may be re-opened without the Grant and written consent of the owner or their personal representative. If the Exclusive Right of Burial (EROB) cannot be located, the Burial Clerk will contact the Burial Authority to attempt to retrieve the necessary Grant.

9.3. **Transfer**

The owner of the Exclusive Right of Burial may assign these rights to another person during their lifetime by completing a Form of Assignment. Following the death of the owner, the rights may need to be transferred to the entitled person(s) through the appropriate legal process. Details are available from the Burial Officer.

10. **Memorials**

Before any memorial is erected or alterations are made to an existing memorial, an application must be submitted to the Burial Officer, signed by the grave owner to authorise the proposed work.

The Council reserves the right to reject any memorial it deems unsuitable. Memorials require written approval from the full Parish Council, which is provided by the Burial Officer.

Only British Register of Accredited Memorial Masons (BRAMM) and National Association Memorial Masons (NAMM) registered stonemasons who have provided a copy of adequate public liability insurance will be approved to carry out work in the cemetery. All memorials fixed in the cemetery must comply with British Standard 8415

(latest version) and the BRAMM Blue Book (latest version). Headstones must be fixed onto concrete plinth and installed by a professional stone mason.

No memorial may be placed on any grave space unless an Exclusive Right of Burial has been granted to the applicant.

The owner of the Exclusive Right of Burial is responsible for maintaining the memorial in a safe and tidy condition. Failure to do so may result in the Council taking reasonable steps to correct deficiencies, including, if necessary, removing the memorial.

All items placed on graves are at the owner's or visitor's own risk; the cemetery cannot be held responsible for any loss or damage to items left on graves.

All gravestones, monuments, memorials, and inscriptions require the approval of the Parish Council.

A copy of any proposed inscription, along with a drawing detailing the material, shape, and dimensions of the memorial, must be submitted to the Burial Officer at least 30 days before work begins.

A minimum of 12 months must pass before placing a headstone, unless there is a concrete beam at the head of the grave, in which case a memorial may be erected immediately.

It is advisable to consider memorial stone insurance for headstones; please consult with your stonemason.

10.1. **Care of Graves and Memorials**

The Council shall not be held responsible for any damaged memorials, the grave owner shall be required to repair, refix, or re-level. All repairs need to be done by a professional stone mason.

The grave owner is responsible for the memorial's upkeep throughout the lease period of the grave.

The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will have six months from the date of notification to complete the repairs.

The Council reserves the right to temporarily make any unsafe memorials safe until the necessary work is completed. If the grave owner does not arrange for repairs, the Council may lay the memorial flat or remove it. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.

Grave spaces must be kept neat and tidy, and all litter must be removed from the site. Flower holders and other items left on graves must be non-breakable in material type and positioned in front of the headstone, not on the sides. Items left on graves are at the owner's risk, and the Council is not responsible for any damage caused to them.

The Council may remove any items from graves that pose a risk, cause offense to other visitors, or interfere with cemetery maintenance.

No trees, shrubs, or annual bedding plants are permitted on graves. The Council will remove any unauthorised planting on or around graves.

The placement of stone paving slabs, timber, or similar materials around or leading to grave spaces is strictly prohibited and will be removed without prior notice.

No benches are allowed to be purchased by an individual and placed in the Cemetery. Any request for a bench must be put forward to Parish Council for possible approval and agreement. If a bench is deemed appropriate that bench must be purchased from the Parish Council.

Access to water, in the Downing Close, Cemetery, can be found at the far end of the Cemetery located by the shed.

10.2. **Floral Tributes**

Floral tributes will be removed from graves 14 days after the burial has taken place. If you wish to keep any tributes or frames these must be taken before the 14th day.

11. **Contractors**

The cemetery environment must always reflect reverence and respect for the deceased and their loved ones. All staff and contractors involved in grave digging and other cemetery duties are required to uphold this atmosphere.

- **Conduct and Atmosphere:** Cemetery staff and contractors must act with the utmost respect, preserving the reverent atmosphere that the cemetery is committed to maintaining. The burial of human remains is a sensitive and emotional process, and all personnel must consistently uphold this respect and empathy.
- **Training and Certification:** All employees, including agency staff and contractors, should be adequately trained in both technical and ethical procedures related to cemetery duties. Certification from a recognised training provider is preferable to ensure compliance with best practices.
- **Respectful Interactions:** All staff are expected to treat Council colleagues, representatives, stakeholders, and the bereaved with dignity and respect. The Council reserves the right to terminate any contract without notice if harassment, bullying, or any disrespectful behaviour is suspected.

Contractors will be asked to provide:

- 1) Health and Safety Policy and Risk Assessments relating to work in the cemetery to include risk assessments for:
 - safe working with vehicles in public areas
 - working in confined spaces

- winter weather awareness
 - dealing with bodily fluids and contaminants
 - working underground
 - safe fixing of structures
- 2) Safe method of working statement for the specific task.
 - 3) Public Liability Insurance and, if applicable, Employers Liability Insurance

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other relevant laws or statutes currently in force.

Only BRAMM and NAMM registered stonemasons who have provided a copy of adequate public liability insurance will be approved to carry out work in the cemetery. See Memorials

12. Digging of Graves and/or Memorial Plots

The Council generally does not arrange grave digging, but requests may be directed to the Burial Officer. All grave digging and preparation must adhere to the following procedures:

- **Scheduling and Documentation:**
 - Grave diggers may only begin work once a date and time have been approved by the Parish Clerk.
 - Proof of public liability insurance, and employer's liability insurance if applicable, must be submitted to the Council before work starts.
- **Safety Protocols:**
 - Shoring is mandatory for all grave digging.
 - For overnight safety, graves must be covered with a securely staked metal cover.
- **Responsibility for Depth and Safety Checks:**
 - Grave diggers are responsible for verifying grave depth and implementing all overnight safety measures.
- **Site Cleanup and Restoration:**
 - Excess spoil must be fully removed following interment.
 - Graves and plots are to be re-turfed once interment is complete.
 - Mounds created by settling must be levelled 12 months post-interment.

13. Interment

1. **Grave Preparation and Authority:**
 - Graves for interment will be excavated and prepared only by individuals approved by the funeral director and authorised by the Burial Officer.
 - The Council determines the depth of each grave in compliance with the Local Authorities Cemeteries Order 1977. See bullet points below for guidance.

2. **Exclusive Right of Burial Requirements:**

- Activities within a grave or memorial space with an Exclusive Right of Burial require confirmation that the applicant has the proper authority.
- The Exclusive Right of Burial deed will be issued in the name of the applicant listed on the notice of interment and signed accordingly.

3. **Grave Surface and Settlement:**

- Graves may not be raised above ground level. It is normal for graves to settle and sink after burial; cemetery staff will add soil as it becomes available to level sunken graves.
- If additional sinking is noted, contact the cemetery office to arrange soil top-up. This can occur even with older graves, particularly after heavy rainfall.

4. **Grave Design Standards:**

- New graves in the cemetery are designated as lawn-style graves, meaning only a headstone and base are allowed.
- Borders along the grave's length and items behind the headstone are strictly prohibited to maintain uniformity and ease of maintenance. *See Memorials*
- The grave size is 9' x 4' and a child's grave measures a maximum of 6' x 3'
- For interment of coffins (caskets) larger than 6' 6" x 2' 6", two single plots, side by side must be purchased at the appropriate fee
- The minimum depth for all plots is double depth (7 feet). Double width is not available.
- There must be at least 3 feet of earth between the surface of the surrounding ground and the top of the last coffin
- No coffin shall be buried in a grave in which an interment has already taken place unless the coffin containing the body is effectually separated from any coffin already placed and remaining in the grave by a layer of earth not less than 6 inches in thickness
- No human remains interred therein shall be disturbed
- No contaminated soil will be removed from a grave
- Coffins shall be made of suitable biodegradable materials (excluding fittings) and no metal or other non-biodegradable coffins will be allowed
- A maximum of two coffins and six cremated remains can be placed in a burial plot

All graves within the cemetery will be turfed, 6 – 12 months after the burial has taken place, dependant on the season/weather. Please ensure that the area in front of your grave is kept clear, as we will aim to seed all graves after a burial has taken place to encourage grass growth.

13.1. **Reopening of Graves**

Occasionally, it may be necessary to excavate a grave close to or adjacent to an existing grave. In such instances, temporary measures might require covering neighbouring graves with soil to facilitate the burial process.

We kindly ask for visitors' understanding and patience during these times. Please be assured that any affected area will be carefully tidied and restored to its original neat condition following the burial.

14. Interment of Cremated Remains

- The cremation plot measures 2' x 2' and may contain a maximum of 2 caskets, side by side
- It is preferred that cremated remains are interred free of any casket or urns. Should a container be used, it must be made of suitable biodegradable materials and no metal or other non-biodegradable caskets will be allowed
- The specific position of the cremated remains within the plot must be as approved by the Office so that it can be recorded correctly

Any form of religious service may be used, but any other ceremony is subject to the approval of the Council. Alternatively, the casket may be committed without a service. The cemetery representative will check the casket plaque details against the appropriate certificate produced for disposal to ensure correctness.

No body or cremated remains (ashes) may be removed from a grave without the production of a letter of consent from the Secretary of State, or the ecclesiastical faculty and/or Justice of the Peace. A formal letter of consent or licence for exhumation is required by law. Original documents will be required for this purpose.

15. Times of Interment

The hours appointed for interments shall be 09.00am until 17.00pm daily between May and October and 09.00am until 16.00pm between November and April from Monday to Friday. There will be no interments on Sundays or UK Bank Holidays.

Saturday interments can be arranged at the discretion of the Burial Officer.

Interments - Deed-holders must be aware that some disruption may occur to the surface of a grave if an adjacent grave is opened. This may be unavoidable. Disruption will be kept to a minimum and the grave will be tidied afterwards, as much as possible.

Scattering of Ashes - The scattering of cremated remains is not currently allowed in the existing, Downing Close, cemetery.

The unauthorised disposal of cremated remains within the council's cemeteries is deemed a criminal offence and those found to be carrying this out will be prosecuted.

The Council reserves the right to make any alterations to the rules and regulations of the cemetery at any time, it feels fit.