



***St Stephen in Brannel Parish Council
Nanpean and St Stephen Churchtown
Cemeteries Guidance Leaflet***

Introduction

St Stephen in Brannel Parish Council respects the rights and needs of the individual and has therefore prepared rules and regulations with a balance that will enable us to manage Nanpean and St Stephen Churchtown Cemeteries effectively, and maintain the highest possible standards, without placing unnecessary restrictions on individual choices.

This Council aims to provide the highest possible standards of care, choice and dignity to those who suffer bereavement, and to create and maintain an environment where the bereaved can pay their respects and remember loved ones in the way they feel most appropriate.

To assist with this, the Council requests that all visitors to our Cemeteries follow our rules and regulations.

Please be aware that this Council reserves the right to change the rules and regulations from time to time and that compliance with any changes is required.

Administration

All funeral and cemeteries administration will be carried out by the Parish Council Office.

The Parish Council office is situated at
Office 2, Brannel Rooms, 22 Fore Street, St Stephen, PL26 7NN.
Telephone: 01726 823003.
Fax: 01726 821233.

E-mail: clerk@ststepheninbrannel-pc.org.uk

The office is open from 9.30am to 2.30pm Monday to Friday. The office is closed on Saturdays, Sundays and Public Holidays.

Cemetery Opening

The Cemeteries are open to the public 24 hours a day, 7 days a week. Sextons are available Monday to Friday between 7.30am and 3pm. This Council reserves the right to make closures as may be necessary for repairs, or in the interests of public safety, at any time.

Vehicles

Motor vehicles are prohibited from entering both Cemeteries.

Parking is available in the Parish Council car-park adjacent to St Stephen Community Centre, Fore Street, St Stephen or Nanpean Church Rooms car-park, St Georges Rd, Nanpean.

Children

For safety purposes no person under the age of 16 is allowed in the grounds of the Cemeteries between the hours of 5pm and 8am or at weekends unless accompanied by and supervised by a responsible adult.

Dogs

No dogs, except registered guide and assisting dogs are permitted within the Cemeteries.

Alcohol

The consumption of alcohol is not permitted in both Cemeteries.

Games

The playing of ball games or riding of skateboards and bicycles is not permitted in both Cemeteries.

Fees and Charges

Details of fees and charges are available from the Parish Council Office.

Plans and Registers

Plans of the Cemeteries grounds showing the sections of graves, along with the registers are available for inspection at the Parish Council office free of charge. A plan of the layout of the appropriate Cemetery is available on the notice boards located at both car park entrance points.

Council Authorisation

All interments must be authorised by the Parish Council prior to the funeral arrangements being publicly announced by the Funeral Director.

Charge on Grave

Please note that no interment or memorial work will be allowed to any grave for which an unpaid charge is outstanding unless prior agreement has been given by the Parish Council.

Bearers

The Funeral Director is responsible for arranging sufficient bearers to carry and lower the coffin in a dignified manner. We understand that family members and mourners often wish to assist with this, and we respect that decision. We do ask you to be aware, however, that any mourners who do assist with the bearing or lowering of a coffin do so at their own risk.

Coffins, Cremated Remains, Caskets and Urns

Please be aware that due to restricted ground space only English style coffins will be accepted including those made of wicker, cardboard or biodegradable material, Cremated remains can be interred in a casket or urn including those made of a biodegradable material.

Selection of Grave Space

The selection of grave spaces, unless previously purchased, is at the sole discretion of the Parish Council.

Grant of Exclusive Right of Burial

A purchased grave (also known as a private grave) is one where the Exclusive Right of Burial has been purchased for a period of 100 years from the date of purchase and will be excavated to a depth which will allow the eventual interment of one, two or, at an additional cost, three coffins. Cremated remains caskets or urns, as well as coffins, can be interred in this type of grave but only after the last coffin burial has taken place.

Please be aware that when a grave in Nanpean or St Stephen Churchtown Cemeteries is purchased, what the purchaser is actually buying is the Exclusive Right of Burial for a period of 100 years, which may be renewed for a further period on expiry.

Change of Address for an Exclusive Right of Burial

Please contact St Stephen in Brannel Parish Council to change your address on your Grant.

Ownership of a Grant

Ownership of Exclusive Rights does not imply ownership of the land itself or the right to carry out any particular activity on the grave plot. The ownership of the cemetery land including the grave surface remains with St Stephen in Brannel Parish Council.

Possession of a Grant does not necessarily give the person in possession ownership of an Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends upon whether or not the deceased person left a valid Will. The law concerning this matter can be very complex, and it is strongly recommended that a Solicitor be consulted to establish new ownership.

Ownership of a Grant may be transferred, or assigned, by use of the relevant form obtainable for the Council.

It is important to retain the Grant in a secure place, as it is the only legal document held by the owner confirming their entitlement to the burial rights.

Unpurchased Graves

It is not possible to arrange for a burial to take place in an unpurchased grave (sometimes referred to as a common or public grave).

Child's Grave

A child is classed as a person up to the age of 15 years old. Nanpean and St Stephen Churchtown Cemeteries both have a section dedicated to child burials. The grave will be excavated to a depth which will allow the eventual internment of two child coffins. Child and adult cremated remains caskets or urns can be interred in the grave but only after the last coffin burial has taken place.

Baby's Grave

A baby is classed as a person up to the age of 5 years old and includes still born children.

Walled Grave

The brickwork of every walled grave must be carried up to within twelve inches of the surface and may be executed by any qualified mason appointed by the purchaser, subject to the prior agreement of the Council.

No body shall be buried in any vault or walled grave unless the coffin is separately entombed in an airtight manner i.e. by properly cemented stone or brickwork, which should never be disturbed.

Lawn Cemetery

The newer areas of both cemeteries are laid out lawn style. This means that the graves are turfed over after the burial and it is the role of the Parish Council to maintain the grass. In these areas, to preserve the lawn appearance, only a small memorial stone is permitted at each grave with a vase set in the plinth or base stone. No other additional memorials, footstones, kerbs, plants or vases are permitted elsewhere on the grave space. The Parish Council reserve the right to remove any additional items without notice or payment of compensation.

Memorial Gardens

Both cemeteries have Memorial Gardens. Separate vases etc are not permitted under or on the plaques at either garden. The Parish Council have made the provision of vases adjacent to the areas.

Other Areas

In the other older areas, graves may be surrounded by a kerb or be covered in addition to having a headstone or memorial.

Opening of Graves for Interment

A grave for which an Exclusive Right of Burial applies can only be opened with the permission of the registered owner of the exclusive right unless the interment is to be that of the registered owner.

If the registered owner has died, then the Exclusive Right of Burial must be transferred. No excavation will be carried out unless a satisfactory explanation of who is the current owner of the rights has been received by the Parish Council Office.

Please note that only persons employed by the Parish Council can carry out excavations for interments.

It should also be noted that from time to time the soil excavated from one grave, which is being readied for an interment, may be laid on an adjacent grave. The Parish Council will endeavour to ensure this is for as short a time as possible. The Parish Council may have to place boards over the grave and perhaps a soil box and this may prevent you visiting the grave for a short period. Please be prepared for this, and be rest assured that the Parish Council only does this when we cannot place the soil or boards elsewhere. After the funeral, the Parish Council will clean the grave and leave the area neat and tidy. Indeed, when a burial next occurs in the grave you have exclusive rights for; the Parish Council could be covering the adjacent graves and causing a similar problem for other grave owners.

The certificate for the disposal of a body, or in the case of an inquest, The Coroners Order for Burial, must be produced before interment. 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.

Grave Tributes

Flowers and wreaths may be placed on a grave in which a burial has just taken place. After a period of 21 days, Parish Council staff will remove them. If you wish to remove them yourself, please do so beforehand.

No shrubs, plants or flowers may be planted within the cemeteries or on any grave therein nor may any shrubs, plants or flowers be cut or carried away without consent. The Parish Council reserves the right to prune, cut down or dig up and remove any shrub, plant or flower planted without authorisation or which in their opinion has become unsightly or overgrown.

Memorials in the form of the donation of seats, shrubs, trees, roses and bird boxes etc. may be permitted at the discretion of the Clerk to the Council.

Right to Erect a Memorial

The right to erect a memorial permit is issued separately to the Exclusive Right of Burial. The permit is issued for a period of 99 years and gives the purchaser the right to erect a memorial (subject to the Parish Councils current regulations) on the grave.

Applications for Memorial Work

The permission of the Parish Council is required before any memorial may be erected, renovated or removed. Permission is also necessary for additional inscriptions to be inscribed.

All memorials must be fixed or re-fixed in accordance with the National Association of Memorial Masons Recommended Code of Working Practice.

If any monument is erected without the permission of the Parish Council, it may be removed at any time without notice.

Types of Memorials

While the Parish Council tries to give the best possible choice, please be aware of the following restrictions -

- Memorial Garden at Nanpean Cemetery – Only grey slate memorial tablets measuring 18” x 12”.
- Memorial garden at St Stephen Churchtown Cemetery – Only grey slate or grey granite memorial tablets measuring 18” x 18”.
- Newer areas at Nanpean and St Stephen Churchtown Cemeteries – Lawn Style memorial not exceeding 27” x 21”.
- Nanpean Section O – Lawn style memorial not exceeding 21” X 15”.
- St Stephen Churchtown Section Z - Lawn style memorial not exceeding 21” X 15”.

Maintenance of Memorials

The Parish Council will not be responsible for the future maintenance of the memorial nor will the Parish Council accept any liability for damage once the memorial is erected including the removal of the memorial for subsequent burials.

Safety of Memorials

We ask all registered owners to be aware that memorials are erected at their own risk and it is their responsibility to keep the memorials in a good safe condition. The Parish Council cannot accept any liability for the making good of any damaged or fallen memorials. Owners may wish to insure their memorial against damage.

The Parish Council will inspect each memorial in both cemeteries periodically, to ensure its stability and the owner will be responsible for any repairs or maintenance. If any required work is not carried out within three months of the owner being notified, the Parish Council reserves the right to carry out the repairs and place a charge on the grave space.

St Stephen in Brannel Parish Council hopes that this leaflet has been of some guidance. If you have any questions, please do not hesitate to contact the Parish Council Office.