



# PUCKLECHURCH PARISH COUNCIL

Clerk & Clerk to the  
Burial Board:  
**MRS D DUNNING**

**25 Parkfield Rank. Pucklechurch**  
**Bristol BS16 9NR**  
Telephone: 07525 842 095  
Email: [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk)

## PUCKLECHURCH BURIAL BOARD CEMETERY REGULATIONS

1. The Parish Council has prepared these regulations so that the burial ground can be a peaceful and attractive area, showing respect to all those buried there.
2. Visitors are requested to contribute to the peaceful environment that Pucklechurch Parish Council seeks to maintain in the cemetery by acting in a dignified and respectful manner at all times and to comply with the requirements of these regulations and relevant terms and conditions.

### Office

3. The Clerk to the Parish Council can be contacted at 25 Parkfield Rank, Pucklechurch, Bristol BS16 9NR email [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk) or by telephone 07525 842 095. Please note the clerk is part time.

### Vehicles

4. The only vehicles permitted in the Cemetery are those carrying out maintenance.

### Dogs

5. Dogs must be kept on a lead and under the direct control of a responsible person. They must not be allowed to disturb anyone or cause any damage. Any fouling must be cleared immediately.

### Conduct

6. In the interests of all visitors and staff, we will not permit anyone to:
  - a) Create any disturbance
  - b) Commit any nuisance
  - c) Interfere with, or act in a disrespectful manner towards, any burial taking place
  - d) Interfere with any grave or any plants or trees
  - e) Play at any game or sport
  - f) Consume alcohol
  - g) Smoke
  - h) Play music
  - i) Use offensive or abusive language or assault any staff member or visitor

### Funerals/Interments

7. The Notice of Interment Form must be completed in full and delivered or transmitted electronically to the Pucklechurch Parish Council office at least seven working days before the time fixed for the interment.
8. The clerk will then confirm the basic details of the booking to the family/funeral director electronically.

9. No burials, interments of ashes or erections of memorials can be carried out without the permission of Pucklechurch Parish Council and the owner of the exclusive rights of burial, unless it is to inter the owner of the exclusive rights.
10. It is the responsibility of the funeral organiser to ensure that there is someone who can legally give permission for an interment or erection of memorial and no booking will be accepted until such a person is identified and has given permission.
11. The registrar's certificate/coroner's order or other relevant legally required authorisation for the burial should be delivered in advance of the funeral to Pucklechurch Parish Council. If any of these documents are transmitted electronically the originals must be received by Pucklechurch Parish Council before the burial may proceed. However, the burial may only proceed upon receipt of the relevant certificate or after the completion of the legally required declaration.
12. All graves and cremation plots will be prepared by a gravedigger organised by the funeral director.
13. The name of the gravedigger to be employed should be included on the interment form so that it is known who is responsible for levelling each grave at the end of 12 months.
14. In order to excavate or gain access to a grave or cremation plot, it may be necessary to temporarily place plant, equipment and excavated materials on top of adjacent graves. The period during which this may be necessary will be kept to a minimum. Once the burial has been completed the grave will be backfilled and the surface of any adjacent grave affected by the works will be made good.
15. Similarly it may be necessary to temporarily move memorials on adjacent graves or cremation plots, to enable access to excavate a grave or cremation plot. Once the burial has been completed, the grave will be backfilled and any memorials that have been moved will be replaced upon their graves.
16. Where a monument has already been erected on a grave/cremation plot it must be removed at least two working days before an interment. The Parish Council must be informed about the date of removal and the date for reinstatement.

## **Memorials**

17. Memorials may only be erected/installed following written approval by Pucklechurch Parish Council.
18. A minimum period of six months must lapse between a burial and the erection of the relevant memorial.
19. Drawings of all memorials, together with the proposed inscription, must be submitted to the Clerk, to be approved on behalf of Pucklechurch Parish Council, before they can be erected or fixed in the Cemetery, using the Memorial Application Form. All fees relating thereto shall be paid in advance.
20. Application forms for changes to, or erection of, a new memorial must be obtained from the Clerk, 25 Parkfield Rank, Pucklechurch Bristol BS16 9NR, email [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk) or 07525 842 095.
21. Pucklechurch Parish Council must be informed of the proposed date and time of fixing of the Memorial.
22. Permission to enhance a grave or cremation plot in any other way needs prior written permission from Pucklechurch Parish Council.

23. The Exclusive Right of Burial in a Grave space or Cremation plot must be granted before a memorial can be erected,
24. Memorials must conform to the specific standards for Pucklechurch Cemetery. These standards relate to design, size and methods of fixing.
  - (a) Graves  
A headstone not exceeding  
3' 2" (90 cm) in height,  
2' 6" in width  
4" in depth and a  
vase not exceeding 18" (45 cm) in height.
  - (b) Cremation plots  
A plaque not exceeding 21" (53 cm) square, and must be laid flush to the ground.
  - (c) Additional inscriptions may be added to headstones and cremation plaques.
25. Memorials may not be made of wood, metal, concrete or synthetic material and shall not be painted.
26. Painted lettering in either black, gold or silver colour is permitted.
27. Memorials may only be erected/installed or removed by a person who is qualified by either NAMM or BRAMM and in accordance with the NAMM or BRAMM standard applicable for each type of memorial concerned.
28. A Monumental Mason or other persons erecting a Memorial in the Cemetery must inscribe on the rear of the memorial, in discreet small characters, the grave number and their name or other identifying mark.
29. Flowers enhance the appearance of the burial ground. A vase or plant container in stone is permitted as long as it does not extend beyond the base of the memorial.
30. Planting can only be included within the memorial itself. There is to be no other planting on graves or cremation plots. Many plants, due to the depth of their roots may prevent the future reopening of the grave.
31. Kerb stones, chippings or any other form of edging will NOT be permitted in any part of the Cemetery.
32. The following items are not permitted in Pucklechurch Cemetery; they include but are not restricted to: plastic flowers; wind chimes; windmills; flags; lights; candles; any kind of fencing; anything made of glass. Please speak to the Parish Council for advice.
33. Pucklechurch Parish Council reserves the right to remove any memorial, which either does not conform to its description on the Memorial Application form or which is erected without the permission of Pucklechurch Parish Council. The memorial will be retained for 3 months only, pending collection by the owner of the exclusive rights after which it will be disposed of if unclaimed.
34. Maintenance of Memorials The maintenance of memorials is the responsibility of the owner and all memorials must be kept safe and in good repair. In the event of any memorial becoming unsafe due to lack of maintenance by the owner, the Council reserves the right to make safe and charge the owner for any costs which are so

incurred or remove and dispose of the memorial, subject to giving one month's written notice of the intention to the owner of the exclusive rights at their last known address. The memorial will be retained for 3 months only, pending collection by the individual concerned after which it will be disposed of, if unclaimed.

35. The insurance of the memorial is the responsibility of the purchaser. Pucklechurch Parish Council cannot accept responsibility for loss or damage to memorials.
36. Pucklechurch Parish Council treats seriously its duty to take, as far as is reasonably practicable, measures to prevent injury or death from unstable memorials. Being mindful of public safety and in accordance with the legislation, namely the Health and Safety Act 1974, Occupiers Liability Acts 1957 and 1984, Local Authorities' Cemeteries Order 1977, and Ecclesiastical Law, Pucklechurch Parish Council gives notice that it will periodically undertake safety testing in the cemetery. However, the Council cannot take responsibility for any accident which occurs to a member of the public while they are in the cemetery. Members of the public are requested to inform the Council if they know of any safety hazard in the above area so that they can take appropriate action.
37. The maximum period between safety testing will be 5 years unless more frequent inspection is required for individual memorials whose condition requires it, or generally whether other factors dictate shorter periods.
  - Where a memorial fails the inspection, the Council will charge, in advance, an administration fee for the re-inspection of the repairs.
  - The Council will not be responsible for any damage to memorials or headstones by storm, wind, lightning, subsidence, acts of third parties or any other cause other than as a direct result of negligence of their employees.
  - The Council reserves the right to remove any neglected, damaged or decayed memorials or other items (such as glass vases) that do not comply with these regulations or that the Council sees may pose a potential danger.
38. The Council undertakes to:
  - a) Give advanced public notice of its intention to carry out a general testing programme.
  - b) Notify the owner of the exclusive right of burial if a memorial fails the test.
  - c) Display, in the cemetery lists of memorials which failed the test. Individual notices will be placed on or near a memorial which has failed giving the Council's contact details and the period for making contact.
  - d) If required, will demonstrate the safety testing procedure to owners and interested members of the public.
  - e) Only personnel properly trained to do so will carry out the safety testing.
39. The Parish Council reserves the right to remove or lay flat any memorial, which it considers to be a danger to the public at large without notifying the owner of the exclusive right of burial. It is the owner of the exclusive right of burial duty to ensure that the memorial is in a safe condition. If it is not and it causes injury to any person, any compensation to the injured party is the responsibility of the applicant and not the Parish Council. The Parish Council cannot be held responsible for any damage caused to a memorial.

## **Fees**

40. For the purposes of calculating fees, an inhabitant is defined as a person who, at the time of death, was a resident of the Parish of Pucklechurch or, in the opinion of the Council, would have continued to be a resident of the Parish if he/she had not involuntarily ceased to be a resident by reason of age or infirmity.
41. Minister's fees are as notified from time to time by the Church Authority and are payable directly to the officiating minister, by the Undertaker.

42. A charge of £20.00 for the first hour, will be made for any search in the Council's Registers of Death, carried out by a member of the public, under the supervision of The Clerk.

### **Types of coffins/containers**

43. Any type of coffin will be accepted for burial; except zinc lined, lead lined or made of steel
44. The standard grave/cremation plots remaining at Pucklechurch Cemetery can only accommodate standard sized coffin/casket. Large coffins or caskets cannot be accommodated.

### **Grounds maintenance**

45. The maintenance of the grounds, including the cutting of all grass areas is the responsibility of Pucklechurch Parish Council and may only be undertaken by Pucklechurch Parish Council or their nominated agent.
46. Following a burial, the grave/cremation plot will be backfilled and any floral tributes placed carefully over the area. All floral tributes, including plastic bases and oasis, will be removed and disposed of by Pucklechurch Parish Council staff 14 days after the funeral.
47. Floral tributes may be temporarily placed on graves at the time of burial or for other special anniversaries such as Christmas or Easter, but must be removed after 14 days. The Parish Council reserves the right to remove any wreaths or cut flowers placed in the burial ground if they consider them to be unsightly.
48. The Parish Council reserves the right to level graves/cremation plots which remain raised and to infill graves/cremation plots which are lower than the surrounding area. A charge may be made for this service if the grave/cremation plot was not levelled at the time of the erection of a memorial.
49. Pucklechurch Parish Council reserves the right to access all areas of the site to undertake maintenance and grave/cremation plot digging operations.
50. When a grave/cremation plot is excavated for a subsequent burial, it may be necessary to remove the memorial upon the grave to enable safe excavation. It is the responsibility of the owner of the exclusive rights in the grave/cremation plot to arrange for the memorial to be removed and replaced upon the grave/cremation plot after a suitable period has elapsed to allow for the settlement of the backfilled ground.
51. When a grave/cremation plot is excavated, it may be necessary to temporarily place excavated material on top of adjacent graves/cremation plot. In such circumstances, the surface and memorial of affected graves will be protected and excavated material will be removed immediately following the funeral.

### **Grave ownership**

52. The whole of Pucklechurch Cemetery and each grave/cremation plot space within it is the property of Pucklechurch Parish Council. However, Pucklechurch Parish Council grants exclusive rights within each grave space/cremation plot so that individuals may decide who is buried in a particular grave/cremation plot and the details of the memorial. As in all cemeteries the purchase of exclusive rights does not grant the purchaser any interest in the land as real property.
53. The exclusive rights are granted for a specific number of years.
54. The pre-purchase of graves or cremation plots is not permitted.

55. Pucklechurch Parish Council issues a Deed of Grant of Exclusive Rights for each grave or cremation plot and together associated terms and conditions issued at the time. This forms the legal contract between Pucklechurch Parish Council and the purchaser.
56. Ownership of exclusive rights does not give individuals or families the right to place any items on a grave/cremation plot that are not permitted in Pucklechurch Cemetery. Such items include but are not restricted to: wind chimes; windmills; flags; lights; candles; any kind of fencing; anything made of glass. Please contact the Parish Council for advice.
57. Pucklechurch Parish Council reserves the right to remove any item that they consider unsuitable from any grave/cremation plot without notice. Any item removed will be retained at the office for 14 days pending collection by the individual concerned, after which it will be disposed of if unclaimed.
58. No burial may take place within a grave/cremation plot and no memorial may be erected upon a grave/cremation plot without the written consent of the registered owner of the exclusive rights in that grave/cremation plot.
59. Pucklechurch Parish Council will grant exclusive rights in a grave/cremation plot to one named individual.
60. The ownership of the exclusive rights may be transferred either during the owner's lifetime or after their death. However, transfers of ownership must be confirmed at the time of transfer with Pucklechurch Parish Council.
61. Following the interment of the owner of the exclusive rights the personal representative shall produce to the Clerk the grant of probate or Letters of Administration so that proof of change in ownership may be duly registered.
62. Possession of the Deed of Grant Exclusive Rights in itself does not prove ownership of the exclusive rights. The ownership of the exclusive rights belongs to the purchaser as registered by Pucklechurch Parish Council at the time of the sale of the rights or following the registered transfer of ownership.
63. Until satisfactory proof of ownership is given the grave or cremation plot cannot be opened and no memorial or tablet may be installed or have additional work undertaken.
64. The period of exclusive rights may be extended at any time prior to the expiry date. Upon payment of the relevant fee, Pucklechurch Parish Council will issue a replacement Deed of Exclusive Rights for the new period.
65. Within five years prior to the expiry of the exclusive rights in a grave/cremation plot, Pucklechurch Parish Council will seek to contact the registered owner of the rights offering to extend those rights. Where the exclusive rights in any grave/cremation plot expire and are not renewed they revert to Pucklechurch Parish Council.
66. In such cases, neither the original purchaser of the rights nor anyone to whom the rights may have been transferred has any rights to the grave/cremation plot.
67. Pucklechurch Parish Council reserves the right to remove any memorial on a grave/cremation plot where the exclusive rights have expired and after 3 months to use or dispose of the memorial in any manner.

68. It is the responsibility of the owner of the exclusive rights to inform Pucklechurch Parish Council of any change of address and/or of their intention to transfer ownership of the rights.

### **Payments**

69. Unless other arrangements are agreed by Pucklechurch Parish Council, payment for all goods and services must be received prior to any funeral service, burial or erection of a memorial in Pucklechurch Cemetery.

### **Responsibility for loss or damage**

70. Pucklechurch Parish Council is not liable for any damage or loss of personal property caused by third parties within Pucklechurch Cemetery.

### **Complaints**

71. If for any reason you consider that our standards are not being met, please raise the matter in the first instance with the Clerk at Pucklechurch Parish Council office.

### **Review of regulations**

72. Pucklechurch Parish Council reserves the right to review and amend at any time these Regulations and any terms and conditions of sale of exclusive rights.

Access addendum:

### **Access**

- This is a small burial ground with multiple burial plots. The site is not staffed.
- The overall ground surface around all the burial plots is uneven and particular care is needed around these areas.
- The parish council has a duty to preserve biodiversity requiring sensitive management of the burial ground.
- Grass is cut twice a month during the growing season weather permitting.
- Paths of short grass will be cut throughout the site to aid movement.
- Grass around the burial plots will be cut to maximise resistance to drought.
- Areas of longer grass will be left around the perimeter to encourage wild flowers and biodiversity.
- Visitors to the burial site need to be aware that weather conditions can affect grass growth which can be very vigorous. Strong grass growth between cuts may at times make it more difficult to negotiate areas of uneven ground.
- Care is also needed when it is wet.
- The parish council strongly recommend that visitors keep to the cut paths wherever possible.