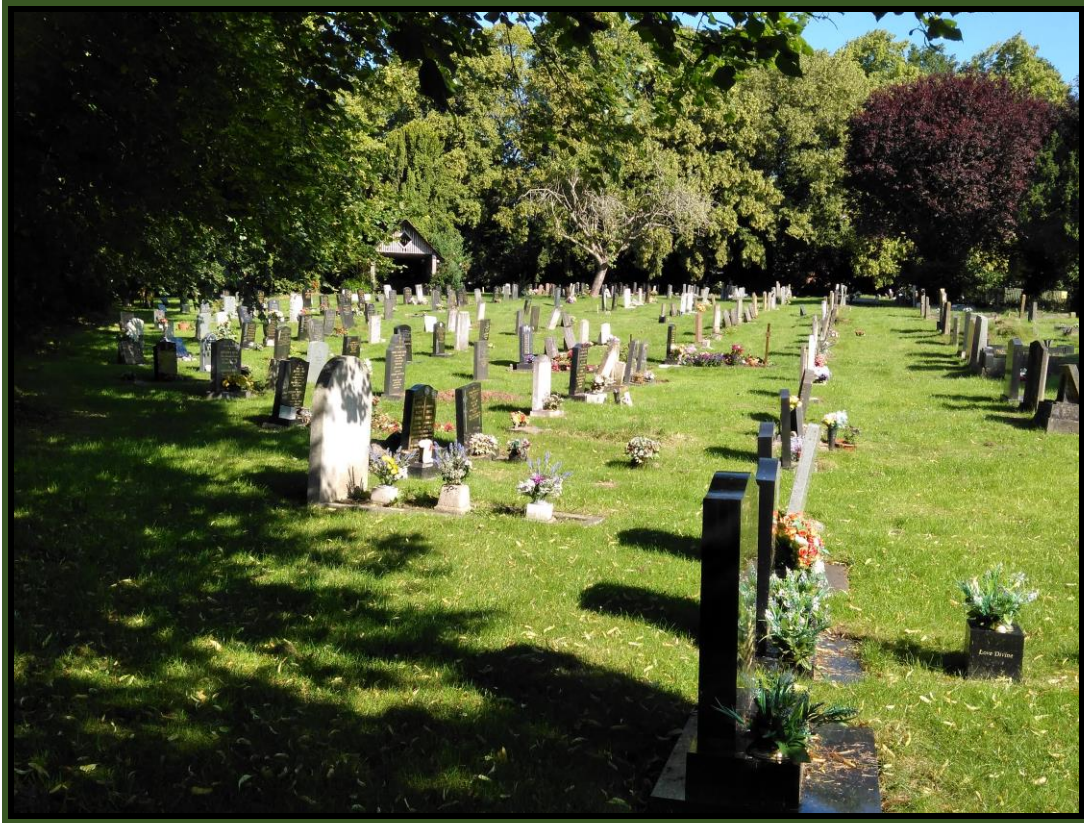


Studley Cemetery, Castle Road, Studley, Warwickshire B80 7AB

Cemetery Regulations and Fees



Introduction

Welcome to Studley cemetery which is provided and maintained by Studley Parish Council.

To ensure the effective management of our cemetery the parish council, as the Burial Authority, has introduced these regulations which help us to provide a peaceful environment for the bereaved to pay their respects and remember their loved ones.

Our priority is to create and maintain a purposeful, safe and attractive environment. For this reason, we ask that all visitors to the Cemetery follow the regulations on these pages.

Studley Parish Council can be contacted –

By phone: 01527 853204

By email: clerk@studleyparishcouncil.gov.uk

By post: Studley Village Hall, High Street, Studley B80 7HJ

Our Aims

Studley Parish Council will:

- ✚ Strive to meet the needs of all faiths, religion and secular lifestyles as befits the requirements of every individual.
- ✚ Be open to suggestions and engage with the community on all matters relating to the burial ground.
- ✚ Be fair in assessing individual needs and personal circumstances.
- ✚ Be considerate of personal situations.
- ✚ Provide a safe, attractive and well-maintained environment for burial, ensuring the cemetery is accessible and appropriately managed.
- ✚ Work closely with funeral directors, memorial masons and related professional bodies.
- ✚ Carry out all statutory requirements regarding the registration of graves, burials and the issuing of exclusive rights of burial.

To deliver efficient burial site management, we will:

- ✚ Ensure the grounds are efficiently and effectively maintained.
- ✚ Apply appropriate Health and Safety procedures.

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RULES AND REGULATIONS.

DEFINITIONS.

1. The following words and expressions shall have the meanings hereinafter respectively assigned to them:-

“The Burial Authority” means Studley Parish Council, ‘The Council’.

“The Cemetery” means the Cemetery provided by the said Council and situate in Castle Road, Studley.

“Grave” means a burial place formed in the ground by excavation having earthen sides and being without any artificial lining of brickwork, masonry or other materials.

“Grave Ornament” means an ornament specially designed for placing on a grave and not being designed and intended only as a container for cut flowers.

“Responsible Officer” means the Parish Clerk for the time being of the Burial Authority, which is situated at Studley Parish Council Office, Village Hall, High Street, Studley, B80 7HJ.

OPENING TIMES.

2. Parish Council Office: 10am - 1pm Monday, Tuesday, Thursday, Friday.
Studley Parish Cemetery: Open daily between dawn and dusk.

INTERMENTS.

3. An Exclusive Right of Burial will be given when the grave plot is purchased from the Burial Authority. This right, which lasts for 99 years, allows the burial to take place.
4. The normal scale of fees is reviewed annually and applies where a person interred or in respect of whom the Right of Burial is granted is, or immediately before his/her death was, an inhabitant or parishioner of the Parish of Studley, or who had been a parishioner until health or infirmity caused the person to leave the parish to be cared for, whether in an institution or by relatives or friends. In all other cases refer to scales of charges currently in use.
Proof of residency may be requested.

5. Notice of interment must be given to the parish council clerk between the hours of 10am and 1pm Monday – Friday (excluding Wednesdays).
6. Before any interment in a pre-purchased grave, consent of the owner/s must be obtained and provided to the responsible officer, the clerk to the Burial Authority.
7. All fees and charges are to be paid to the Burial Authority at the time of giving notice in the case of an interment, and in all other cases before the work in respect of which they are payable is begun.
8. The sites of interments in graves in respect of which an exclusive right of burial has not been granted will be allocated by the Responsible Officer.
9. Any grant of the exclusive right of burial in a grave space which is assigned by deed or bequeathed, must be notified in writing to the Responsible Officer by the person to whom the right will pass. Please contact the Responsible Officer for further advice on the exclusive right.
10. The scheduling of all burials must be agreed with the Responsible Officer on behalf of the Burial Authority and the time appointed must be the time when the funeral is to arrive at the Cemetery, which must be punctually observed.
11. Notice of interment, on the form provided by the Burial Authority, must be delivered to the Parish Council Office by noon at least 48 hours (excluding Saturdays, Sundays, public holidays) before the interment.
12. If the owner of a grave as stated on the Exclusive Right of Burial is deceased, a re-assignment of the Exclusive Right of Burial will be required, and no burial may take place in the grave until such time as a transfer has taken place; the Responsible Officer will advise.
13. On every opening of a grave in respect of which the exclusive right of burial in the grave space has been purchased, the certificate of ownership is required when giving notice of burial, together with the written consent of the purchaser or the person to whom the grave has been transferred.
14. In accordance with Sections 1 and 5 of the Births and Deaths Registration Act 1926, the Registrar of Births, Deaths and Marriages green certificate for disposal, or the coroner's order for burial where an inquest has been held, must be given to the Burial Authority 48 hours prior to the funeral taking place excluding Saturdays, Sundays and public holidays. In the case of a stillborn child a certificate or Coroner's order is required.

15. **All graves will be prepared by persons authorised by the Council.** When graves are excavated, the soil will be placed in the nearest available space, which may be on the surface of an existing grave. This space will be protected by a tarpaulin and any memorial on that grave protected.
16. All graves must be made under the direction of the Burial Authority and graves must be of the depth required by statute. Graves may be either double-depth or single depth.
17. Not more than one body shall be buried in any grave unless a layer of earth at least 6 inches (150mm) thick shall be left between each coffin in that grave and the top of every coffin in any grave shall be at least three feet (91cm) below the surface of the ground.
18. The scattering of cremated remains is not permitted in Studley Parish Cemetery without the prior permission of the Burial Authority.
19. The grave area will be 9ft by 4ft (2.7m x 1.2m)
20. The grave space for cremated remains will be 4ft 6ins x 4ft (1.5m x 1.2m) and may contain up to 4 sets of cremated remains.
21. No coffin shall be buried at a greater depth than 10 ft (3m) without the Burial Authority's special permission.
22. The backfilling of graves by mourners will be supervised by the gravedigger. Families are asked to notify the Burial Authority in advance if this is required to take place.
23. It is the responsibility of the next of kin to ensure the name of the person being interred in the purchased plot is the same as the name recorded on the interment form. This will also be checked by the undertaker and the Responsible Officer. Families in need of support can contact the Responsible Officer.



CARE OF GRAVES

24. All gravestones and monuments including wooden crosses must be kept in good repair by the owner or owners. Any person carrying out work of any kind on a grave shall take such steps as may be necessary to protect the adjoining graves, memorials, grass, trees, plants, paths and all persons from injury.
25. If the exclusive right of burial has been granted in any grave space the surface of such grave space will be kept in good order and maintained by the Council.
26. The Burial Authority shall remove from a grave and dispose of any prohibited items (see 26 – 27 below) or any items that are reasonably considered to adversely impact on Health & Safety Regulations and any article which is or has become broken; also any flowers and plants which have deteriorated, this includes artificial flowers.
27. **Glass items and ceramic vases are not permitted;** they break easily and can create a hazard to visitors.
28. No person may plant shrubs or plants on any grave in the cemetery save from soft stems flowers such as daffodils, crocuses and the like which can be mown following the end of the flowering season.
29. Gardens and well-maintained plots are allowed containing items of personal mementos for as long as they are regularly maintained to the required standards. The Burial Authority reserves the right to return the grave to a lawned grave should it be deemed necessary.
30. Solar lights will be permitted on graves provided they are kept in good condition, with batteries and/or lights changed regularly and not allowed to deteriorate. **No more than 2 solar lights per grave.** A member of the Cemetery Committee will oversee the condition of solar lights and take action to remove any that do not comply with the above.
31. Mounding of graves or the removal of turf from graves or its surroundings will not be permitted.
32. The Burial Authority will not be responsible for damage to any monument or gravestone through any cause whatsoever.
33. The Burial Authority reserves the right to remove any monument, memorial, border stone or footstone from any grave when such removal is deemed by the Burial Authority to be necessary for the carrying out of an interment in an adjoining grave. The Burial Authority will however replace the same making good any damage which may have been caused during such removal and replacement.

34. The Burial Authority will remove any remaining Christmas wreaths and Christmas decorative items in February each year when the annual tidy up of the Burial Ground takes place.

MEMORIALS

35. Except as otherwise permitted by the Burial Authority only **one** gravestone or monument is permitted on any grave
36. No gravestone or monument shall be erected or placed on any grave without the prior approval of the Burial Authority.
37. No receptacle or other article for cut flowers other than a non-breakable vase shall be placed upon any grave without first having been approved by the Burial Authority. Anything placed contrary to the regulations will be removed.
38. Drawings of every gravestone or monument together with a copy of any inscription intended to be inscribed thereon, shall be submitted to the Burial Authority.
39. All gravestones or monuments being erected or placed on a grave, or where applicable, being re-erected, shall have the appropriate grave number inscribed thereon.
40. Gravestones and monuments of Caen, Bath or other soft stone or any artificial materials or substance will not be permitted to be fixed without the prior consent of the Burial Authority.
41. No gravestone or memorial shall be erected by anyone other than a BRAMM-registered stonemason, and authorised by the Burial Authority.
42. No hewing or dressing of stones will be permitted within the Cemetery and all materials for graves and monuments shall be conveyed into the Cemetery in such a manner that will avoid injury to the ground and walks; and all refuse, soil, rubbish and materials shall be removed.
43. No advertisement shall be put upon any gravestone or monument of any grave except that the name only of the monumental mason may be inscribed in letters not exceeding ½ inch (13mm) in height.
44. Under the direction of the BRAMM-registered monumental mason, a foundation base must be provided for all headstones and the headstone shall be securely fixed.

45. The work of erecting or renovating gravestones, monuments and grave ornaments is not permitted on Sundays.
46. All gravestones and monuments shall be kept in good repair by the owner and if not kept in good repair may be repaired or removed by the Burial Authority at its discretion and at the expense of the owner.
47. In the newer section of the Cemetery kerb setts surrounding the grave space and stone chippings are strictly prohibited. Only headstones not exceeding 33 inches (84cm) high by 30 inches (76cm) wide and flower vases not exceeding 18 inches (45cm) high will be allowed. A drawing showing the form and dimensions of every headstone and a copy of the proposed inscription must be submitted to the Burial Authority for approval. The fees include the first inscription. The number of the grave space must be legibly fixed to the back of every memorial.
48. In areas set aside exclusively for the burial of cremated remains, memorial stones are permitted either flat or inclined, of a standard size, 18 inches x 18 inches (45cm x 45cm) incorporating, if desired, a receptacle for flowers or potted plants.
49. The Burial Authority has the right to test memorials for safety and stability as an ongoing programme. Where memorials are identified as being unsafe the Council will take action to remove the risk.

NB Only stone masons registered with the British Registered Association of Monumental Masons (BRAMM) are permitted to carry out works in Studley Parish Cemetery.

GENERAL

50. The Cemetery will be open daily to the public from dawn to dusk.
51. Children under 12 years of age should be under the care of a responsible person.
52. Dogs brought into the Cemetery must be kept on a lead. Owners are expected to act responsibly in the event of a dog fouling, by clearing up and removing the excrement from the cemetery. A bin is provided beside the small gate.
53. Recreational cycling, skateboarding and the like is not permitted.

54. Visitors shall not prevent the Burial Authorities staff from carrying out their duties nor employ them to carry out work within the grounds of the cemetery.
55. Gratuities shall not be given to staff.
56. No person shall distribute any leaflet, business card, advertisement or literature of any kind nor solicit orders within the cemetery or at the entrance either for himself or on behalf of any other person.
57. All visitors are required to respect the peaceful surroundings of the cemetery. No person shall do anything that is likely to cause offence to any other person lawfully using the cemetery.
58. These regulations shall come into effect on 1st February 2022 and from that date shall supersede all previous regulations made in respect of the cemetery.
59. In case of a divergence of opinions, the Burial Authority's word is final.
60. In accordance with Health & Safety legislation the Burial Authority reserves the right to temporarily close the cemetery to carry out necessary work to ensure public safety.

OFFENCES AND PENALTIES

61. By provision of Article 18 of Local Authorities Cemeteries Order 1977 it is enacted that:
 - i) No person shall, in the cemetery –
 - a. Wilfully create any disturbance.
 - b. Commit any nuisance.
 - c. Wilfully interfere with any burial taking place.
 - d. Wilfully interfere with any grave, headstone or any memorial or any flowers or plants or any such matter.
 - e. Play at any game or sport.
 - ii) Any person who contravenes the above enactments shall be liable to a fine not exceeding £1,000 and in continuing offence not exceeding £100 for each day during which the offence continues.

The Burial Authority reserves the right from time to time to make any alterations to these regulations which they may deem necessary or expedient.

Burial Authority Fees from 1st February 2022

Full Graves	Resident	Non-Resident
Exclusive Right of Burial (ownership of plot)	£550.00	£3,030.00
Interment Fee	£275.00	£1,170.00
Gravedigging Fee	£290.00	£290.00
Total Cost	£1,115.00	£4,490.00
Interment of Cremated Remains	Resident	Non-Resident
Exclusive Right of Burial (ownership of plot)	£275.00	£1,515.00
Interment Fee	£275.00	£1,170.00
Gravedigging Fee	£80.00	£80.00
Total Cost	£630.00	£2,765.00

Administration fee for transfer of Exclusive Right of Burial £275

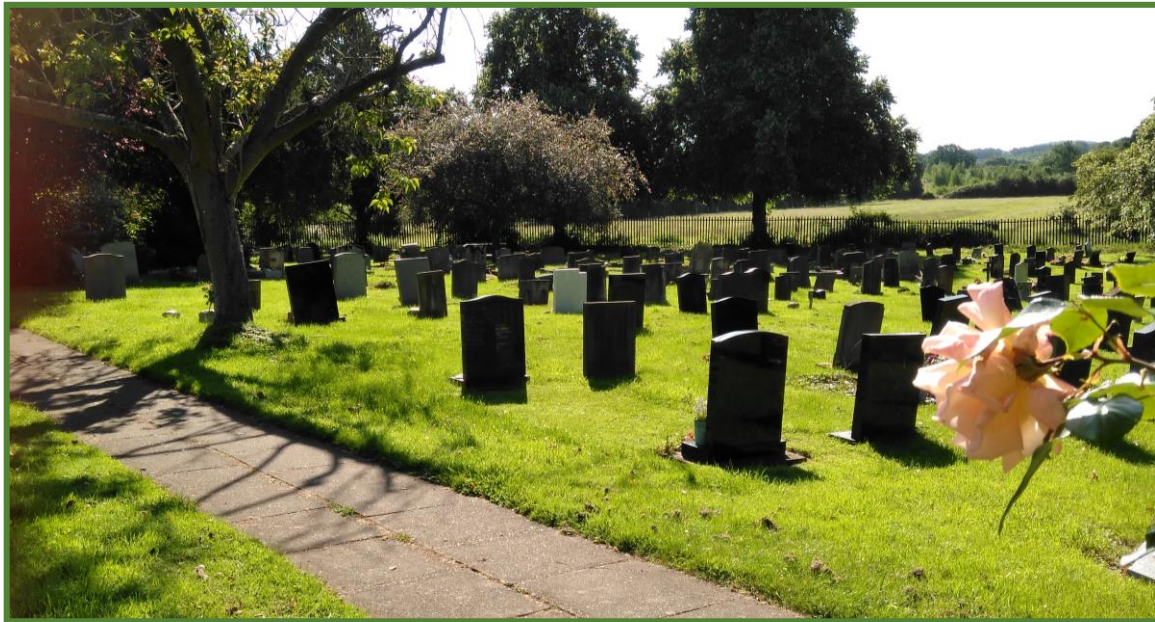
Burial Fees and Interment of Cremated Remains for children up to the age of 18 years and infants including a baby stillborn after 24th week of pregnancy, are waived by the Parish Council. These costs are met by Government Funding.

Further information can be found at www.gov.uk/child-funeral-costs.

Memorial and Administration fees from 1st February 2022

The fee is the same for Studley residents and non-residents.

Application for new headstone. The fee includes first inscription.	£150.00
Each additional inscription.	£20.00
Administration fee for ancillary matters.	£75.00



The Parish Cemetery is independent of the Church.

Studley Parish Council
Studley Village Hall, High Street, Studley, Warwickshire B80 7HJ.

Tel: 01527 853204 / Email: clerk@studleyparishcouncil.gov.uk

Website: <https://studleyparishcouncil.gov.uk>

Where to find us.

Studley Parish Cemetery is located via Castle Road, Studley B80 7AB next to The Church of the Nativity of the Blessed Virgin Mary, Studley. Limited parking space is available for up to 15 cars.

Grid reference

Latitude: 52.2719 / 52°16'18"N Longitude: -1.8822 / 1°52'55"W

