

CROXDALE AND HETT PARISH COUNCIL

CEMETERY GUIDE



Introduction

Croxdale and Hett cemeteries are owned and managed by Croxdale and Hett Parish Council. This guide aims to provide you with information about the cemetery and various aspects relating to burials. It also explains your responsibilities as owners of the rights over grave spaces within our cemeteries.

The Parish Council reserves the right to amend any of the cemetery rules and regulations at any time.

Contact Details

For information on any of the services offered in this guide please use the contact information below:

- Parish Council's website – <https://www.croxdaleandhettpc.com/>
- Parish Clerk - Telephone: 07739 776 167
E-mail: croxdalehettpc@gmail.com

Exclusive Rights of Burial

An exclusive right of burial is where someone purchases the rights to a particular grave plot. The right of burial is given in the form of a deed. The purchase is of a right of burial plot, not the land itself, ownership of which remains with the Council.

The exclusive right of burial in a private grave shall be for the term of ninety-nine years. A deed of exclusive right of burial in a private grave for a term of ninety-nine shall be made to the purchaser of such a right and that person shall be registered in the Burial Authority records of the cemetery as the owner of the grave space.

If no burial takes place during the purchased period (99 years) and the Council has not received a request for renewal from the owner of the right of burial, then the Council may grant a right of burial to another person. Every reasonable effort will be made to notify the previous owner of the right, his successor in title, or personal representative, and give the option to renewal first.

When the registered owner of a 'right' of burial dies, the person organising the burial must provide satisfactory proof of title, usually a copy of the deed that was issued when the right of burial was purchased. At the time of arranging the funeral of the current deed holder, it is recommended that the deed be transferred to another family member to assist with the smooth organisation of future burials.

The owner of a right of burial can also give up their right to the Council before the 99 years is up. The right of burial may be transferred with the prior approval of the Council. Proof of ownership of the deed will be required before transfers effected.

Notice of Interment

Notice of proposed interment shall be given to the Clerk to the Parish Council and all fees and charges shall then be paid. No less than 48 hours' notice shall be given for an interment.

When notice is given of the first interment in a purchased grave, the person responsible for making the arrangements shall indicate whether the grave will be required for one, two or three persons, and the number of the interments in that shall be limited accordingly. This limitation shall not apply to the interment of ashes.

Burial Certificate

A certificate of disposal issued by a Registrar or Deputy Registrar of Births Deaths or a Coroner's order for burial shall be sent to the Clerk before interment or as soon as possible. Any person procuring a burial who fails to deliver such certificate or order shall be required to make a written declaration in the prescribed form in accordance with the Registration of Births, Deaths and Marriages Regulations 1968. A person failing to comply with these requirements shall be liable to prosecution.

Exhumation

After interment, a body, or casket containing the ashes of a body, shall not be removed from a grave without the production to the Clerk of the necessary faculty or licence, in accordance with statutory requirements.

Grave Spaces Measurements

All work in connection with the excavation of a grave shall be carried out by the undertaker or a contractor employed by the undertaker.

A grave space shall measure 9 feet by 4 feet for the interment of an adult and 5 feet by 3 feet for the interment of a child. The required excavation for an interment within these measurements of an adult may be to a maximum depth sufficient for three interments.

Please note, that it is a legal requirement that no burial or interment may take place at Croxdale and Hett cemeteries without the permission of the Parish Council.

Flowers and Wreaths

Flowers and wreaths may be placed on the grave; however, they may be removed by the Council two weeks after the funeral or earlier if they start to decay. Floral tributes will be removed when, in the opinion of the Council, they become unsightly. Flowers and plants will be removed when, in the opinion of the Parish Council, they become unsightly. All rubbish / waste flowers are to be placed in the bin(s) provided.

Types of Graves

Memorials and Headstones (Lawned Grave)

A memorial can only be fitted after a minimum of 12 weeks following a burial. This period allows the ground to settle. Application for permission to erect or place a memorial or marker on a grave space shall be made to the Clerk and be accompanied by details of the proposed wording and marking.

The approval of the Council is necessary before a headstone is placed in the burial ground and before the alteration or addition of an inscription to a headstone. The application for approval must contain full particulars of the application including a drawing of the headstone and its specifications, including the nature and quality of the material to be used, showing all dimensions. The Parish Council reserves the right to refuse any inappropriate memorial or inscription.

All memorials are required to be installed to the standards of the National Association of Memorial Masons (NAMM) and a list of masons who are approved to work at our cemeteries is available on Page 7 of this guide.



Monumental masons must provide a minimum guarantee and should be contacted in the first instance if problems occur within this guarantee period. If problems remain unresolved then the National Association of Monumental Masons should be contacted. Persons undertaking the fixing or laying of memorials or marker shall provide all equipment for the work and, on completion of the work, such equipment and any surplus materials shall be removed forthwith, and the grave space and surrounding area left in a tidy condition.

It is the owner's responsibility to ensure that memorials are kept in good repair. The owner is responsible for any repairs to damage caused by vandalism, storm, wind, lightning, cracking or subsidence of footings. If a memorial becomes unsafe, the Council may contact the registered owner (or representative) advising that repairs are required.

Kerb Sets / Surrounds (Traditional Grave)

Kerb sets or surrounds are permitted within Croxdale and Hett cemeteries. A 'traditional' grave is one with a full kerb surround – please see adjacent photo. The materials used for kerb surrounds must be grey/black in colour in order that they are in keeping with the current memorials within the cemetery and are usually made from granite, marble, slate or York Stone. Marble or other natural stone chippings, laid on a solid foundation, can only be used where there are



memorial kerbs. Personal planting or items of memorabilia are permitted within the dimensions of the kerb set, measuring 7 feet long x 3 feet wide (the defined memorial area). Items of memorabilia must not be defensive and are in-keeping with the kerb surround. The Parish Council reserves the right to remove any items.

For double graves, memorials may have to be removed to allow for burials which will result in additional cost. This is particularly the case with kerb surrounds, so it is advisable to wait until all of the burials in the grave have occurred before installing them.

Prior to any monumental work commencing, the Parish Council must approve all applications in respect of new kerb surrounds or replacement surrounds. Where memorials are placed by unauthorised contractors or families, the Parish Council has the authority to remove the memorial and recover the cost from the person upon whose order the memorial was placed (Article 14, the Local Authorities Cemeteries Order 1977).

Please note, the Parish Council previously did not allow kerb surrounds, however, reconsidered its Policy following feedback from Parishioners and Visitors to our cemeteries. As a result of this Policy change, the Parish Council and its contractor(s) are not responsible or liable for any damages as a result of grass cutting.

Memorial Benches

Subject to the availability of space, the Parish Council will permit the installation of memorial benches. Permission must be made in writing to the Parish Clerk in the first instance. Ongoing repairs and maintenance will be the responsibility of the owner(s). The Parish Council reserves the right to remove any memorial benches that are not suitably maintained.

Cemetery Fees and Charges

The Parish Council's fees and charges are reviewed on an annual basis. The current list of fees for the burial and memorial services is published on the Parish Council's [website](#) or available on request.

Payment of Fees

All fees and charges shall be paid to the Parish Clerk. Cheques should be made payable to Croxdale and Hett Parish Council. If you prefer to pay by BACs transfer, please contact the Parish Clerk for payment details.

Hours of Admission

The cemeteries will be open to the public daily from dawn till dusk.

Conduct in Burial Ground

All persons shall conduct themselves in a quiet, decent and orderly manner. Any person who wilfully destroys or injures any property within, or forming part of the Burial Ground, or plays at any games including gambling or sport therein, or wilfully and unlawfully disturbs any persons assembled for the purpose of attending any funeral, or commits any nuisance within the Burial Ground shall be liable to prosecution under Article 19 of the Local authorities Cemeteries Order 1977.

No smoking shall take place within the Cemeteries. No person shall deposit litter or other waste material within the Burial Ground. Please note, that whilst dogs are permitted within the cemetery grounds they must be kept on a lead at all times. Please clean up after your dog.

Burial Searches

The Parish Council has access to previous burial records/books relating to burials/internments in Croxdale and Hett Cemeteries. If you wish to locate a grave through a search of the burial records, please contact the Parish Clerk for further information, subject to a fee.

Please note, some of the burial records are now archived at Durham Records Office. Please [contact](#) this service direct if you wish to search within these burial records.

Maintenance of the Cemetery

The Parish Council's grass cutting contractor will mow around graves as part of their routine maintenance and trim up to headstones. Maintenance of the actual grave is the responsibility of the owner of the grave space. The contractor on behalf of the Parish Council reserves the right to remove and dispose of any plants or other objects that are not in-keeping within the cemetery grounds or interfere with grass cutting arrangements.

Memorial Mason Registration Scheme

The Parish Council operates a registration scheme to ensure quality and consistency of craftsmanship within Croxdale and Hett cemeteries. Only memorial masons on the council's approved list are permitted to carry out work in the cemetery and masons must also be registered with BRAMM or NAMM.

Memorial Masons can apply to join the scheme at any time. To apply, please complete the application form at Appendix 1 of this document.

Registration Requirements

Any memorial mason wishing to be registered under the Parish Council's Memorial Masons Registration Scheme must meet the following requirements:

- Insurance – every memorial mason shall be insured for public liability to the value of £10,000,000.
- Discipline and Workmanship – each memorial mason will be required to sign a statement that they have not been barred from carrying out work in any other cemetery.
- Be registered with the British Register of Accredited Memorial Masons (BRAMM) and/or National Association of Memorial Masons (NAMM).

An agreement will also be signed confirming that they will comply with all statutory requirements, Cemetery regulations, the Memorial Mason registration scheme and that the memorial will be fixed according to NAMM/BRAMM regulations.

Approved List of Memorial Masons

All stonemasons who carry out work in Croxdale and Hett cemeteries must hold a current registration with BRAMM (British Register of Accredited Memorial Masons) and all work must be carried out in accordance with the NAMM (National Association of Memorial Masons) or BRAMM current Code of Conduct which complies with BS 8415. This ensures that the stonemason is suitably qualified, competent and will always provide high standards of workmanship.

Further details of these organisations can be found on their respective websites: www.namm.org.uk and www.bramm-uk.org

Local stonemasons who are currently authorised to work in Croxdale and Hett cemeteries are:

- Cleveland Monumental Ltd – Monumental Sculptors – <http://www.clevelandmonumental.co.uk/>
- Scott Memorials - <http://www.scottmemorials.co.uk>
- North East Granite - <https://www.northeastgranite.co.uk>

Appendix 1

Croxdale and Hett Parish Council Memorial Masons Registration Scheme

Application Form:

COMPANY NAME

ADDRESS

EMAIL

TELEPHONE

MEMBERSHIPS

NAMM

Registration #

Expiry

BRAMM

Registration #

Expiry

I hereby apply to Croxdale and Hett Parish Council to be included on their list of registered Monumental Masons.

- I have read and agree to abide by Croxdale and Hett Cemetery Regulations.
- I declare that I have not been barred from carrying out work in any other Cemetery within County Durham.
- I will not undertake any works in Croxdale and Hett cemeteries except where they have been approved in advance by the Parish Council.
- I will at all times remain members of either BRAMM and/or NAMM and hold public liability insurance to the value of £10,000,000.
- I will check with the Parish Council in advance of undertaking works in the cemetery to ensure works cause no disruption to funeral services.

- I will guarantee each individual memorial in respect of safety and stability for a period of no less than ten years. We will ensure grave owners are aware of this guarantee, that memorials will be inspected and their responsibilities to maintain the memorial to a reasonable standard.
- All work that we undertake in Croxdale and Hett cemeteries will be in accordance with BS8415 and the NAMM or BRAMM Code of Practice as current at the time of installation.

FULL NAME

POSITION

(MUST BE DIRECTOR OR EQUIVALENT)

SIGNATURE AND DATE

Please return this form to the Parish Clerk.