

Preston Under Scar

CEMETERY POLICY DOCUMENT

5th Draft 19/02/2026



INDEX

1.	Introduction	P2
2.	Purpose of the document	P2
3.	Right of Interment	P2
4.	Exclusive Right of Burial	P2
5.	Fees	P3
6.	Notice of Interment	P3
7.	Interments and Funeral Arrangements	P3
8.	Memorials	P3
9.	General Safety Rules	P5
10.	Plan of Cemetery	P6
11.	Register of Burials and Cremations	P6
12.	Appendices	P6

1. Introduction

Preston under Scar Cemetery was opened in 1925 in place of Wensley Churchyard which was full. The land was donated by Lord Bolton to the parish of Preston under Scar for use as a cemetery. Several generations of villagers are buried here, making it a place to be treated with dignity and respect. A recent extension to the graveyard, also donated by Lord Bolton, enables the Parish Council to plan into the future.

Preston under Scar Cemetery belongs to Preston under Scar Parish Council. Its use is chiefly regulated by the Burial Act 1853, the Local Government Act 1972 and the Local Government Cemeteries Order 1977/ 204.

2. Purpose of the document

The purpose of this Policy Document is to set out Preston Under Scar's Parish Council rules, in accordance with **The Cemetery Regulations in Appendix 1** which go into more detail, to provide a useful guide to all who want to use the cemetery.

The Parish Council should always be consulted via the Parish Clerk in relation to cemetery matters. Should anyone have any queries in connection with the rules and guidance set out in this Policy Document, in the first instance they should contact the Parish Council Clerk via email clerk@prestonunderscar-pc.gov.uk. Any complaints will be dealt with in accordance with the Parish Council's Complaints Policy.

3. Right of Interment

3.1 Any resident of the Parish of Preston under Scar has, subject to the availability of space and payment of the appropriate fees, right to purchase an *Exclusive Right of Burial or Interment of Ashes*, or a right, at any time, to reserve a plot for their burial or interment of their ashes, in the cemetery. An application form for the purchase of exclusive rights may be obtained from the Parish Clerk by emailing clerk@prestonunderscar-pc.gov.uk.

3.2 Any applications by non-residents for the grant of an exclusive right of burial or interment of ashes must be referred to the Parish Council.

3.3 Any resident to whom the Parish Council has granted, by a Deed of Grant, a right of burial or the interment of ashes in a designated plot in the cemetery is entitled to retain that right even if they cease to be a resident of the Parish.

3.4 A Right of Burial or of the Interment of Ashes granted by a Deed of Grant issued by the Preston under Scar Parish Council is granted for 100 years beginning with the date upon which the grant is made.

3.5 In the event that a Grantee(s), or the family of a Grantee(s), decides they no longer require their reserved plot, they may renounce their rights to the plot. Anyone wishing to do this should contact the Parish Clerk (clerk@prestonunderscar-pc.gov.uk) to obtain a Form of Renunciation. This will require the signatures of two witnesses.

4. Exclusive Right of Burial

4.1 Before an interment can take place a *Deed of Grant of Exclusive Right of Burial or of Interment of Ashes* is required. This can be purchased from the Parish Clerk who will assign a plot or grave space, in discussion with the applicant. The Rights granted include the right to place and maintain a memorial on the grave for the period granted. Further information about the installation of memorials is set out in section 8 below. Ground conditions within the Cemetery are such that only one burial can be permitted per plot.

For further guidance on paragraphs 3 and 4 please refer to Appendix 2 of this document

5. Fees (the current fees were fixed in 2019 and should probably be reviewed by the PC)

	Below 16 years	Residents	Non-residents
Burial	No charge – please click on the following link	£350	£700
Ashes interred in a grave plot (x2 urns)		£350	£700
Ashes interred in the Cremation area (x2 urns)	Support for child funeral costs (Children’s Funeral Fund for England): What it does - GOV.UK	£175 x2?	£350
Searches of the Register of Burials – certified copy of an entry	Price required! (I will research what other PCs in the area charge)		

6. Notice of Interment

6.1 All initial enquiries for a burial, including the burial of cremated remains, must be made to the Parish Clerk via email clerk@prestonunderscar-pc.gov.uk The Clerk will provide a *Notice of Burial / Interment* which must be completed and returned to the Clerk as soon as possible.

6.2 If the deceased has already purchased an Exclusive Right of Burial/ Interment, This must be stated at the time of the booking and the relevant Deed must be attached to the completed notice.

6.3 If a Deed of Grant has not been purchased previously, one will need to be purchased prior to the burial/interment. All fees and charges in respect of the purchase of an Exclusive Right of Burial or interment will be invoiced at the time of registration of the notice of the interment. The invoice will be raised against the person submitting the application. *In usual circumstances this will be the Funeral Director acting on behalf of the bereaved.*

6.4 The person responsible for the interment shall make all the necessary arrangements with the minister or celebrant intended to officiate at the interment, including the payment of the minister’s fee. *The Parish Council do not provide a minister or celebrant as part of its service.*

6.5 Funeral Directors and Grave Diggers are required to comply with the Parish Council’s Rules for Funeral Directors and Grave Diggers set out in Appendix 3 to this policy.

7. Interments and Funeral Arrangements

7.1 When the *Notice of Burial or Interment* is given, and where it is anticipated that a funeral is one at which a large number of persons may be expected to assemble, then the applicant or his or her representative must notify the Parish Council Clerk and the Funeral Director accordingly. Measures will then be put in place to inform the relevant bodies, such as highways and/or police, to ensure the service is not compromised or disrupted in any way.

7.2 Whilst at the Cemetery all funeral corteges shall be under the control of the Funeral Director.

7.3 No photography or filming shall be allowed within the Cemetery except with the consent of the Parish Council. Families, or a representative of a family, may however photograph an individual Memorial.

7.4 No music (whether live or recorded) shall be played within the Cemetery by any person except with the permission of the Parish Council. Permission will not be unreasonably withheld.

7.5 The Parish Council have set aside an area of land in the cemetery specifically for the interment of ashes.

7.6 It is unlawful for any person to scatter cremated remains within the Cemetery.

7.7 Floral tributes will be removed from graves where a burial has taken place between 14 and 18 days after the burial date. Should any families wish to remove and keep the floral tributes themselves they are advised to do this within 14 days of the burial date.

8. Memorials

A period of twelve months following the burial or interment **must** be allowed for the ground to settle before the erection of any memorial or the placing of a cremation memorial stone over ashes.

8.1 Before any headstone, or cremation memorial stone is erected or set in position, a monumental/stone mason or other representative of the deceased **must** apply in writing to the Clerk to the Parish Council, submitting a formal detailed working drawing of the proposed headstone or cremation memorial stone. This should include details of:

- the materials and finish to be used
- the method by which it is to be mounted and secured
- all lettering and other decoration or colour to be used,

and must comply with the approved BS8415 fixing standard. *Applications shall be considered at a meeting of the Parish Council. The Parish Clerk will inform the applicant in writing of the decision.*

8.2 No works are permitted to be carried out on any grave space except by:

- a Monumental Mason who is accredited to the British Registration of Approved Monumental Masons Scheme ("BRAMM") or an equivalent scheme. *Approved masons have the necessary skills to ensure that any memorial they fix or repair will be able to pass a future stability test, in accordance with BRAMM 'The Blue Book' – Appendix 4.*

or;

- by the Parish Council when carrying out any works associated with memorial safety inspections, and the subsequent temporary making safe of any Memorial.

8.3. Materials for memorials must be of a durable substance – natural stone, marble, granite or similar.

8.4 Stability Guarantee Period: All Memorials installed in the Cemetery must, from the date of installation, be subject to a 'Guarantee of Conformity' granted by the mason who installed the Memorial. *This is a standard guarantee that must be given to any person arranging a Memorial.* Such a guarantee is given to confirm that the Memorial has been fixed to the best standard set by the National Association of Memorial Masons (NAMM) at the date of fixing and should last for a minimum of 30 years.

8.5 A memorial on a lawn grave plot will be allocated according to the plan already dictated by the older graves, following the general dimensions in keeping with the graveyard. A memorial on a cremated remains plot will be in the allocated area for ashes.

8.6 Any work on a memorial must effectively be completed in a timely manner, especially those that are being re-erected.

8.7 The memorial is the responsibility of the owner of the Deed of Grant. Any repairs or alterations are done at the Grantee's expense.

8.8 The Parish Council reserves the right to require the removal of any headstone or cremation memorial stone for which permission has not been given.

8.9 Other than a headstone placed on the foundation at the head of the grave, or a cremated memorial stone, no memorialisation (and for the avoidance of doubt this includes kerbs, fences, edgings, chippings or borders of any description) is permitted. Unauthorised memorial items will be removed.

8.10 The upkeep and maintenance of any Memorial within the Cemetery remains the responsibility of the person to whom a permit to place the Memorial was given. *All Memorials remain in the ownership and are the responsibility of the grave owner or person taking over responsibility after the grave owner is deceased.* If no family exists, the Parish Council will assume responsibility for headstone safety.

8.11 Memorial testing will be carried out by a trained member of the Parish Council once every five years in accordance with **Appendix 5 Guide to Memorial Inspections**. The testing ensures that all memorials are safe. If a memorial is deemed unsafe, it will be made temporarily safe, and the Grantee will be informed and will be required to make it safe.

9. General Safety rules

- Dogs are permitted in the Cemetery but must be kept on a lead. Owners must pick up any waste from their dogs and dispose of it.
- Any children under the age of 16 should be accompanied by a responsible adult.
- Visitors must conduct themselves in a quiet and orderly manner taking care to walk around the graves. All persons in the Cemetery must take all reasonable care to protect their own safety on a ground that is uneven and sloping.
- For reasons of Health and Safety, glass and ceramic vases are not permitted. Any found will be removed.
- While fresh flowers are preferred, artificial flowers will be accepted providing they are in good condition but will be removed once they have faded. The planting of spring bulbs is permitted.
- Trees, shrubs or plants **must not** be planted on a grave, nor can a grave be marked by kerbs, railings, borders or chippings. This is to allow for ease of mechanical grass cutting.
- Tributes must not in any way interfere with mechanical grass cutting. Tributes will be removed if they are judged to interfere with cemetery maintenance and if they suffer excessive deterioration.
- If any damage is caused to Cemetery land or walls by any cause whatsoever, the person or persons committing such damage will be held responsible by the Parish Council. *The Parish Council will always attempt to recover full costs for any damage caused by visitors to protect the available budgets for the upkeep, maintenance and improvement of the Cemetery.*

10. Plan of Cemetery

In accordance with current legislation the Parish Council keeps and maintains plans showing all used grave spaces and those graves or grave spaces to which special rights appertain (ie an Exclusive Right of Burial). Such plans are kept by the Parish Clerk and are available for inspection, free of charge on request via email.

This is a legal requirement as well as an operational requirement of the service.

11. Register of Burials

All burials carried out in the Cemetery are recorded in a Register of Burials. The Register of Burials is kept by the Parish Clerk and is available for inspection, free of charge on request via email.

If requested, searches of the Register of Burials can be made by the Parish Clerk and a certified copy of an entry or entries relating to any grave space or interment in the Register of Burials will be provided. A fee is payable for this service in accordance with the Table of Fees.

This is a legal obligation of the Burial Authority to keep and maintain records of burials in the Cemeteries and the current legislation permits the Council to charge a fee for a search of the Register of Burials and to provide certified copies of entries of the said register.

This Policy should be read alongside the following documents:

<u>12. Appendices</u>			
	Name of Document	Author	Date
Appendix 1	Cemetery Regulations	Parish Clerk / Cllr J Higham In accordance with Local Authority Cemeteries Order 1977	Feb 2026
Appendix 2	Guidance Notes on the Grant and transfer of the Exclusive Rights of Burial	Parish Clerk	Feb 2026
Appendix 3	Rules for Funeral Directors and Grave Diggers at Preston under Scar Cemetery	Parish Clerk	Feb 2026
Appendix 4	The Blue Book	BRAMM British Register of Memorial Masons	Jan 2021
Appendix 5	Guide to Memorial Inspections	Cllr J Higham	Feb 2026
Appendix 6	Cemetery Risk Assessment	Cllr J Higham	Feb 2026

The Parish Council reserves the right to make, from time-to-time, alterations, additions or amendments to this policy and to the Cemetery Regulations consistent with relevant legislation. *Wherever possible when this happens the Parish Council will take all reasonable steps to inform those affected by any changes.*

The council has a risk assessment for the cemetery, **Appendix 6**, which is available on the Parish Council website [Preston Under Scar Parish Council](#):

Policy Adopted :

Date of Review: 2 yearly