

ALDBOROUGH AND BOROUGHBIDGE CEMETERIES

General Regulations adopted by Boroughbridge Town Council acting at The Burial Authority for the proposed of Section 214 of the Local Government Act 1972 and the Local Authorities Cemeteries Order 1974 at the Council Meeting held on 4 February 2003, for the Electoral Parishes of Boroughbridge, Ellenthorpe, Humberton and Milby

The following regulations are laid down following national guidance and are approved by the Joint Burial Authority (Boroughbridge Town Council).

Boroughbridge Town Council has responsibility for the maintenance and upkeep of the cemeteries as well as complying with the health and safety regulations. Taking this into consideration, these regulations are to ensure the following:

The safety of all who use the cemeteries

Peace, reverence and serenity to all

The grounds can be maintained – grass cutting, upkeep of pathways and general maintenance

Glossary of Terms

“Authority” means Boroughbridge Town Council actual as a Burial Authority

“Cemetery” means any ground set aside for burial, for the time being maintained by the Burial Authority

“Burial Clerk” means the person appointed by the Burial Authority to administer the cemeteries

Who may be buried at Aldborough and Boroughbridge Cemeteries?

1. Those that were, at the time of death, **resident*** within the electoral parish boundaries of: **Boroughbridge, Aldborough, Minskip, Langthorpe, Ellenthorpe, Humberton and Milby.**
2. Those whose immediate **family**** have in the past been **resident*** in the above parishes must apply to the Burial Authority for written approval.
3. Those that do not fall into the above categories unfortunately will not be eligible.
4. Any application / enquiry can be made by phone or in person to the Burial Board but applicants **MUST** receive written approval.

MEMORIAL REGULATIONS

Memorial Applications

1. All applications to erect memorials or to carry out work in the Burial Grounds must be submitted to the Burial Clerk on the Council’s official form in duplicate, giving a sketch of the design and ornamentations and the proposed inscription.

2. No work shall commence before approval from the Burial Authority is given in writing and the appropriate fees have been paid.
3. The only types of headstones permitted shall be:
 - a. The memorial to be of natural quarried stone, black, grey or neutral coloured stone
 - b. The basic shape to be rectangular or square, the top may be level, rounded ogee or gothic
 - c. Those in the shape of a cross, as long as they are within the accepted dimensions
 - d. The dimensions to be not in excess of: width 600mm, height 1000mm, depth 300mm (including plinth). In the case of a double memorial stone, the width must not exceed 1.1m, other measurements to comply as for a single memorial

Memorial Inscriptions

- a. Shall be coloured black, grey, white, gold or aluminium enamel
- b. Coloured etchings shall only be permitted following **written approval** from the Burial Authority.
- c. Block colouring shall not be permitted – outline etching only. Portraiture, figure statuary, ceramic plaques and photographic imagery **shall not** be permitted
- d. All new memorials will have the grave number and stonemasons name cut in figures of not less than 10mm in plain style at the bottom of the headstone so that it will be visible and always above ground level.

Erection of Memorial Stones

This shall take place following:

- a. Written approval from the Burial Authority
- b. A minimum of 6 months after a new grave, with the exception of burial of cremated remains
- c. Erection of memorials must be undertaken by a reputable mason conversant with correct fixing procedures which comply with current Health and Safety Regulations, which will ensure longevity and safety to the public
- d. The contracted stonemason shall also guarantee the work for ten years and have appropriate public liability insurance to the value of £5,000,000. All applications must be accompanied by a copy of the stonemason's public liability insurance.
- e. Foundations to be as specified on the memorial application form. For all memorials over 50mm high, a ground anchor system that has passed the criteria for testing laid down by NAMM must be used.

Dangerous Memorial Stones

If for any reason a memorial stone is reported as being unsafe or is a danger to the public, the Burial Authority reserve the right to inspect, then lay down the memorial to make it safe. The Burial Clerk will then inform those concerned, if at all possible.

Graveside Regulations

1. The laying of wreaths and flowers

- a. Cut flowers are permitted
- b. Silk and other artificial flowers are permitted so long as they are of natural colours and are seasonal
- c. All flowers should be presented in a suitable container, excluding glass, fit for the purpose
- d. All flowers shall be laid at the base of the memorial stone or at the grave head in the absence of a memorial stone
- e. Flower guarding or netting shall not be permitted unless of a type approved by the Authority
- f. The Authority reserves the right to remove any unsightly wreaths, containers and withering or unsightly flowers
- g. No water containers to be left at the graveside

2. Planting on graves

The planting of trees and shrubs **shall not be permitted**

3. Grave borders/markers

Border stones, wood, post and rails, palisades, tablets or any other marker **shall not be permitted**

4. Wooden Crosses

The placing of wooden crosses **shall not be permitted**, with the exception of as a temporary plot or memorial markers under the control of the contracted funeral director, for a maximum of six months

5. The placing of Urns

- a. The placing on graves of urns containing cremated ashes **shall not be permitted**
- b. The interment of cremated remains in family graves or double plots shall only be permitted following written approval from the Authority

6. Scattering of remains

- a. The scattering of cremated remains **shall not be permitted**
- b. The digging in of cremated ashes **shall not be permitted**

Applications must be made to the Burial Clerk for permission to inter cremated remains in any grave where the Registered Owner of the Right of Burial has given permission.

Important Notes

- * On the electoral register at time of death **OR** can prove beyond doubt residence in the Parish by way of passport, driving licence or utility bill.
- ** Parent, grandparent, spouse/(civil partner), siblings, children, grand-children.

All matters relating to burials and cemeteries must be submitted to the Burial Clerk and The Burial Authority whose decision shall be final.

The Right to appeal:

This must be in writing to the Burial Authority allowing at least 5 working days for any decision/reply