

Regulations of Hollesley New Cemetery and Memorial Wall

HOLLESLEY PARISH COUNCIL

Clare Cooper
PARISH CLERK, HOLLESLEY PARISH COUNCIL

REVIEWED : JULY 2025

REVIEW DUE: JULY 2028

1. Introduction

Hollesley is a rural village, and the New Cemetery reflects the values of the community. Hollesley New Cemetery is located on School Lane, Hollesley IP12 3RG.

The Hollesley Parish Clerk is responsible for the day-to-day maintenance and running of the cemetery. All administration, including purchasing grave spaces, interments, and memorial applications should be directed to the Cemetery Officer, 34 Swallows Close, Hollesley, Woodbridge, Suffolk, IP12 3RW. Telephone 07354 428705.

In these regulations:

“Burial Authority” means Hollesley Parish Council.

“Cemetery” means Hollesley New Cemetery, Hollesley.

“Cemetery Office” Hollesley Parish Clerk. 34 Swallows Close, Hollesley, Woodbridge, Suffolk, IP12 3RW. Telephone 07354 428705.

“Exclusive Right of Burial” means a right that may be purchased from the Burial Authority which grants the purchaser, and his or her successors the exclusive right of burial in a designated burial plot for a specified number of years.

“Exclusive Right to Erect a Memorial” means a right that may be purchased from the Burial Authority which grants the purchaser, and his or her successors the exclusive right to erect and maintain a memorial in a designated burial plot for a specified number of years.

“Grant Holder” means the owner(s) of an Exclusive Right of Burial.

“Deed Holder” means the owner(s) of the Exclusive Right to Erect and Memorial

“Interment” includes:-

- a) The interment of human remains
- b) The interment of cremated human remains

To comply with the relevant laws, the cemetery is run in accordance with the Local Authorities Cemeteries Order 1977, as amended by the Local Authorities (Amendment) Order 1986 as well as any regulations made by the Secretary of State.

2. Opening Hours

The Cemetery is open to the public every day of the year, 24 hours a day. Burials take place between 9.00a.m. and 2.30p.m. from Monday to Friday. If you would like a burial to take place outside these hours or at weekends every effort will be made to fit in with your requirements, although additional fees will be charged. The Burial Authority reserves the right to close or restrict the opening of the cemetery without prior notice.

Access to the New Cemetery is limited. There is no vehicle access to the cemetery except for the purpose of grave excavation, grave closure, or maintenance and must be pre-authorised by the Cemetery Office. The cemetery is located on a single-track road and no parking is permitted across the entrance to the cemetery.

Specified areas in the Cemetery may be temporarily closed to visitors by placing notices warning of the intention in conspicuous positions at the entrance of the Cemetery and adjacent to the relevant areas.

The opening hours for the Cemetery Office are 9.00am to 3.00pm, Monday to Friday excluding Bank Holidays.

3. Interments

No interment can take place in the New Cemetery unless the Exclusive Right of Burial for a defined plot has been purchased. To purchase the Exclusive Right of Burial please refer to Section 4 in the **Exclusive Right of Burial and Memorial Process**.

The Exclusive Right of Burial does not give the Grant Holder the right to erect a memorial on the grave. To purchase the Deed of Exclusive Right to Erect a Memorial refer to Section 7 in the **Exclusive Right of Burial and Memorial Process**.

Where the Exclusive Right of Burial has been granted for a defined plot, the **Interment Form** must be signed by the Grant Holder or the legal representative.

Notice of an interment must be given on the **Interment Form** and sent to the cemetery Office. Contact the Hollesley Parish Clerk on 07354 428705 to arrange a meeting between 9.00a.m. and 3.00p.m. [Mondays to Fridays] at least 3 days preceding the proposed interment [exclusive of Saturdays, Sundays, Christmas Day, Good Friday and Statutory Bank Holidays.]

All arrangements for interment made by telephone must be confirmed in writing within 24 hours.

When the completed Interment Form is received, the Burial Authority must authorise the proposed burial before any funeral arrangements are publicly announced.

Arrangements with the officiating ministers must be made by the undertaker or relatives. The Burial Authority accepts no responsibility whatsoever in connection therewith.

Only professionally qualified Funeral Directors and their employees/contractors are approved by the Burial Authority to conduct an interment in the cemetery.

The Funeral Director is responsible for:

- a) Arranging and managing the digging of the grave in accordance with the Institute of Cemetery and Crematorium policy relating to Shallow Depth Graves.

- b) Completion of the **Interment Details Form** and its submission to the Cemetery Office to complete the burial records.
- c) Ensuring the grave complies with the Institute of Cemetery and Crematorium **Code of Safe Working Practices for Cemeteries**.
- d) Conducting the coffin to the grave in accordance with standards of safe practice and orderliness acceptable to the Burial Authority; and
- e) Providing enough bearers to lower the coffin.

No body must be interred unless contained in a coffin bearing a non-perishable nameplate, which gives details regarding the name of the deceased and date of death.

All coffins presented for interment must be constructed of a perishable nature. The use of lead, zinc linings etc. is strictly prohibited.

The relevant certificate(s) for the interment of the body issued by the Registrar and/or Coroner must be produced to the Cemetery Office prior to interment so that an entry can subsequently be made in the burial register. Failure to produce the relevant certificate(s) will result in the interment being delayed until such a certificate(s) is produced.

In the case of a second burial in a plot with an existing memorial, the Deed Holder is responsible for the removal and re-fixing of the memorial. Any changes made to the memorial e.g. an additional inscription must be approved prior to erection. The Deed Holder must submit details of any changes to the existing memorial must be submitted on the **Memorial Application and Change Form**. The completed form and relevant fees must be paid before it is submitted to the Burial Authority for Approval.

Unless the deceased is to be interred pursuant to an Exclusive Right of Burial, the Burial Authority shall specify the burial location.

The Burial Authority reserve the right of passage over all graves and to have any grave temporarily covered whilst carrying out excavations. The Burial Authority will ensure any disturbance to neighbouring graves will be tidied as soon as possible after the burial.

Urns or receptacles containing cremated remains may be interred in graves with the consent of the Grant Holder; a completed **Interment Form** and the appropriate fees being paid being to the Cemetery Office, prior to being submitted to the Burial Authority for approval. A certificate for Burial of Ashes issued by the Registrar of a Crematorium must be produced before the interment or scattering of the ashes can take place.

Cremated remains may not be scattered in any part of the Cemetery without the written permission of:

- a) Any Grant Holder who's grave would be affected by the scattering
and
- b) The Burial Authority

4. Purchase of Burial Rights

The Exclusive Right of Burial for a grave plot may be purchased by a current resident of the parish, or a former resident of the parish who would have qualified under this condition but for the admittance into a residential or nursing care prior to their death, subject to the payment of the fees for the time being prescribed by the Burial Authority, and completion of the **Deed of Grant of Exclusive Right of Burial Form**. Exceptions to this are at the discretion of the Burial Authority.

The purchase and maintenance of the Exclusive Right of Burial is detailed in the **Exclusive Right of Burial and Memorial Process**.

The Grant Holder is entitled to decide who is interred in the grave and will give their authority by the completion **Interment Form** prior to the burial.

Ownership of the ground does not at any time pass from the control of the Burial Authority.

It is the responsibility of the Grant Holder to notify the Burial Authority of any change of name, address and/or email address. The Grant Holder's details will be entered into a database register, maintained by the Burial Authority for this purpose.

The Grant Holder can transfer their Exclusive Right of Burial by following the process defined in the **Exclusive Right of Burial and Memorial Process**.

The Grant Holder can erect a memorial by purchasing the Exclusive Right to Erect a Memorial, refer to Section 7 of the **Exclusive Right of Burial and Memorial**.

If it is not found to be practicable to effect the immediate transfer of the Exclusive Right of Burial following the death of the registered owner, the person signing the notice of interment as owner of the right, shall thereby indemnify the Burial Authority against all claims in respect thereof.

If a Grant Holder dies without bequeathing his or her right in their will, the grave may be transferred to the name of the next of kin as defined in the **Exclusive Right of Burial and Memorial Process**.

If Grant of Probate has been issued the ownership will be transferred to the executor(s) named in the Grant of Probate. Should the executor be a solicitor employed to administer the estate the ownership will be temporarily registered in the name of the executor following which it will be transferred into the name of the beneficiary/ies as defined in the **Exclusive Right of Burial and Memorial Process**.

The exclusive right of burial can be purchased by joint owners, but no more than four owners per grave space will be allowed.

5. Monumental Work and Erections

The erection of a memorial will only be permitted where an Exclusive Right to Erect a Memorial exists, written permission of the Grant Holder/s and an application is received and signed by the owner of the Exclusive Right of Burial. (Where the owner is deceased a transfer of ownership must be completed before any memorial work is permitted.)

The Grant Holder of the Exclusive Right of Burial can apply to gain the Exclusive Right to Erect a Memorial by completing the **Exclusive Right to Erect a Memorial Form** and following the process defined in Section 7 **Exclusive Right of Burial and Memorial Process**.

A **Memorial Application and Change Form** (obtainable from the Cemetery Office or local Stonemasons) must be submitted with drawings or photographic image of every proposed erection with the proposed inscription showing all dimensions, sections etc., for the approval of the Burial Authority.

All gravestones, memorials and plaques must be of stone, marble, slate or granite.

Kerb stones are not permitted on any grave as of the date of this document.

Memorials must not exceed the following maximum dimensions:-

- a. Single grave plot, sized 8ft X 4ft (2.438 X 1.219 metres)
 - i. Headstone:
 1. Height – 2' 6" (0.76 metres)
 2. Width – 2' 6" (0.76 metres)
 3. Length 1' 6" (0.49 metres)
 - b. Memorial Wall plaque
 - i. Height – 8" (0.20 metres)
 - ii. Width – 12" (0.31 metres)
 - iii. Depth – 1.5" (0.04 metres)

The Stonemason must receive written authorisation from the Burial Authority, and the necessary fees must be paid before any memorial may be erected in the cemetery or additional inscription or modification placed on a memorial.

The Burial Authority reserves the right to remove any memorials not authorised by the Burial Authority. If the Burial Authority considers the item to be dangerous to cemetery users, under health and safety requirements this will be removed immediately if not after 21 days' notice.

Removed unauthorised memorials will be retained by the Burial Authority for 60 days for collection. If not collected within this time they will be disposed of.

In the case where the memorial design is not exactly as specified and approved by the Burial Authority, the Deed Holder shall at their own expense, and to the satisfaction of the Burial Authority, carry out any work necessary to make the memorial comply with the approved design.

All installations of memorials, including re-fixing and refurbishment, in the cemetery must be constructed, erected and fixed in accordance with BS8415:2018 and the NAMM or BRAMM standard currently in force.

All Stonemasons must be BRAMM registered.

The stonemason's name and the cemetery plan reference and number of the grave must be cut in the memorial on the back of the headstone, close to the base of each memorial which must be visible after it is placed on the grave. These details must be clearly cut and painted in letters and numerals not exceeding 1" in height and an anchor symbol where a ground anchor has been fitted. This includes memorials that are removed for a second inscription or refurbishment.

Any memorial vase must be incorporated into the or securely fixed to the base of the memorial

While carrying out work within the Cemetery all approved contractors must ensure they:

- a) Notify the Cemetery Office when they will be on site
- b) Provide a risk assessment prior to commencement of any work within the cemetery
- c) Take all necessary precautions to protect the grass, trees, plants, walls, paths and adjacent memorials from damage. Any damage caused must be made good at the approved contractor's expense; and
- d) Completely remove all materials, tools and rubbish from the Cemetery when work is not in progress.

The erection, removal or maintenance of memorials by Memorial Masons must be by prior appointment only.

All memorials remain at the sole risk of the Grant Holder. The Burial Authority is not responsible for any loss, damage or breakage done to any grave space or memorial or injury to any person within the Cemetery, except where such damage is directly attributable to the negligence of the Burial Authority or its employees. Grave owners are advised to obtain insurance cover for their memorials.

All memorials must be soundly constructed of good material and must be kept in good repair by, or for the owner, and at the expense of the owner.

The Burial Authority will conduct periodically inspections of memorials for stability in order to protect public safety. The **Memorial Maintenance Programme** defines how the survey will be conducted and how remedial actions will be managed and implemented.

No memorial or part of a memorial shall be removed from a grave without written approval of the Burial Authority.

6. Maintenance of Grave Spaces

Wherever an interment has taken place the grave shall forthwith be filled in with earth and the surface of such grave shall be covered with turf.

No planting of flowers, shrubs or trees are allowed on or around the grave space. The Burial Authority reserve the right to remove any such vegetation.

The Burial Authority reserves the right to remove from any grave space and dispose of flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly.

Seasonal tributes and holly wreaths still in place during the second week in February will be collected and disposed of by cemetery staff.

Glass vases containing artificial flowers, jam jars, drinking glasses, bottles or similar receptacles are not allowed upon graves and Burial Authority reserves the right to remove such items from graves together with any dead vegetation etc.

The Burial Authority will not accept responsibility for any tribute removed or otherwise damaged by persons not in the employment of the Burial Authority

Wind chimes are not allowed on graves or anywhere in the cemetery.

No lighting including solar or battery-operated lights are permitted on graves or anywhere else in the cemetery.

No trees or shrubs can be planted on the graves.

7. Maintenance of Good Order

Any child under 16 years of age may be refused admission by the Burial Authority unless accompanied by a responsible adult and all visitors must observe due decorum in all respects.

Cycling is prohibited in any part of the cemetery; cyclists should dismount at the gate.

Photographers must not take photographs or film within the precincts of the cemetery during funerals except upon the express desire of the relatives concerned.

Every person who shall wilfully destroy/damage or disfigure: -

- any gate, wall or fence belonging to the cemetery
- any tree, plant or shrub therein
- daub or disfigure any wall
- any monument, tablet, headstone or inscription

...or climb over the walls or gates or put any placard therein or on any wall thereof or do any other wilful damage or who shall commit any nuisance within the cemetery is liable to prosecution.

Visitors must not stand, sit or lean on any of the memorials within the cemetery.

Any person creating a nuisance, or disturbance or interfering with a burial service will be requested to leave the cemetery by the Burial Authority or removed by a person authorised to do so, e.g. a police officer, following notification from the Cemetery office, and will be guilty of an offence.

No dogs, except registered assistance dogs are allowed in the cemetery.

Water (not drinking water) is available from the standpipe at the Church entrance, School Lane.

8. Memorial Wall

To acknowledge the passing of a Hollesley resident, a plaque can be placed on the Memorial Wall. Plaques are also subject to the requirement of the Exclusive Right of Burial and Exclusive Right to Erect a Memorial. To purchase the rights, refer to the **Exclusive Right of Burial and Memorial Process**. The Steps in Section 3 Interment in this document should be followed.

Additional spaces for future use may be purchased subject to the purchase of the Exclusive Right of Burial and the Exclusive Right to Erect a Memorial are submitted with the appropriate fees in the **Table of Fees and Charges** are paid and approval of the Burial Authority is obtained. A blank plaque should be supplied for fixing at the same time as the first is purchased.

9. On-Line Memorial

A personal memorial entry can be made at the free on-line memorial, <https://www.friendsandrelations.com/html/display.php>.

10. Memorial Trees

Memorial Trees are not permitted in the Cemetery as from the date of these Regulations

11. Memorial Benches

An application for a memorial bench should be submitted to the Cemetery Office for consideration. The proposal should be submitted to the Burial Authority for approval. The erection and placement of the bench is at the discretion of Burial Authority.

The bench must be soundly constructed of good material and must be kept in good repair by, or for the owner, and at the expense of the owner.

The Burial Authority reserves the right to periodically inspect benches for fit for purpose and take actions considered appropriate in order to protect public safety. The Burial Authority reserves the right to notify in writing any memorial bench owner if a memorial bench is considered unsafe. If the owner does not comply with the notice, the Burial Authority shall be entitled, at the Grant Holder's expense to revert the memorial bench back to a safe condition. If the memorial bench is felt to be too unsafe, or the owner cannot be found, the Burial Authority reserves the right to dispose of the memorial without having any liability in respect of its actions.

12. Administration

No gratuities are allowed to be demanded or received by employees.

All notices, applications or enquiries under these regulations should be made to Cemetery Office.

The Cemetery Office will maintain the appropriate records, providing a statement of the status of current burials/memorials/Exclusive Rights of Burial and Memorials. In the event of an emergency the records will be used to ensure the administrative activities are concluded with the minimum impact to customer service.

The Burial Authority reserves the right to alter these Regulations or any part of them from time to time as they may see fit and may make supplementary regulations as required.

13. Complaints

Any Complaints must be submitted to the Cemetery Office in writing. The Cemetery Office will take all reasonable actions to resolve the complaint.

If a resolution cannot be agreed, the complaint will be raised to the Burial Authority. The Cemetery Office will provide a summary of the actions taken to resolve the issue. The complaint will be discussed by the Burial Authority and its decision will be final.

Should any difference or dispute areas as to the real intent, meaning or interpretation of these Regulations, Table of Fees and Charges, the decision of an authorised officer as the designated representative of the Burial Authority shall be final.

Adopted by Hollesley Parish Council at a meeting on: *17th July 2025*

Signed:

C B Cooper

B Devine

Clare Cooper
Clerk

Brian Devine
Chair