RULES AND REGULATIONS FOR MICKLETON CEMETERY
By order of Mickleton Parish Council

All queries relating to the cemetery should be directed to the clerk: clerk@mickletonparishcouncil.gov.uk or 07769 382661

PLEASE NOTE:

- **a funeral director must attend every interment.**
- **No ashes to be scattered; all ashes must be interred.**

NOTICE OF INTERMENT

The notice of interment must be given to the parish clerk at least five clear working days' notice prior to the proposed time of interment, excluding weekends and bank holidays. Please note, no interment can take place until the grave owner's permission has been obtained.

CERTIFICATE OF DEATH

A registrar's certificate or coroner's order for burial must be delivered to the parish clerk when giving notice of the proposed interment.

PAYMENT OF FEES

All fees, as listed on the website or obtained from the clerk, are to be paid in advance by cheque or BACS. These must be received prior to the funeral date, and in the case of cheques cleared payment must be received at least 24 hours prior to a funeral taking place or the erection of a memorial.

TIME OF BURIAL

No burial will be allowed before 10am or after 3pm other than in cases of interments required to take place immediately under medical certificate or coroner's warrant. No interments are permitted on a Sunday, Good Friday or Christmas Day.

EXCLUSIVE RIGHT OF BURIAL

Subject to the consent of Mickleton Parish Council, exclusive rights of burial for 75 years will be granted on payment of the applicable fees. The right of burial only is purchased, not the land itself, which remains the property of Mickleton Parish Council.

Mickleton Parish Council can only authorise the opening of a purchased grave with the permission of the owner or for burial of the owner. In all cases, ownership must be transferred to someone who can prove that they are entitled to receive the ownership rights. While Mickleton Parish Council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter before making further arrangements.

It is the responsibility of the grant holder to notify Mickleton Parish Council of any subsequent change of name or address.

At the expiration of the 75-year period, the grant holder will have the option to renew the right, subject to such restrictions and regulations as may be in force at the time, and upon payment of the appropriate fee. Any application for renewal should be made within 12 months of the expiry of the previous right.

TRANSFER OF EXCLUSIVE RIGHT OF BURIAL
If the grant holder is deceased, the exclusive right of burial must be transferred before any burial (other than that of the grant holder) or memorial application can be approved.

The exclusive right of burial can only be transferred to another person or persons who are entitled and via the legal process adopted by Mickleton Parish Council. Any transfer will be for the remainder of the grant period.

A purchaser or owner for the time being of the exclusive right of burial in a grave space shall not dispose of such right without the consent of the burial authority. Every transfer of such right shall be prepared by the burial authority at the expense of the applicant.

ADMISSION OF VEHICLES
No hearse, carriage or any other vehicle will be admitted to the cemetery except handcarts, trucks and digging equipment, and these should not remain longer than necessary. If any damage is done to Mickleton Parish Council's land or premises by the bringing in of any materials, headstones or from any other cause, the person or persons doing such damage will be held responsible.
No machinery should be left in the cemeteries whilst it is not in use. When a machine is not in use, it must be parked on hard standing in such a manner that it does not cause an obstruction to traffic or pedestrians. When parked the boom must be lowered with the bucket resting on solid ground. The ignition key must be removed. The blade on tracked machines must be in the down position whenever the vehicle is parked.
Any grave that is left unattended for whatever reason must be completely boarded over in such a manner as to prevent any person falling into the grave. Gravediggers should provide photographic evidence that they have used shoring in graves and that graves prepared in advance of the funeral service taking place are adequately boarded over.

OPENING OF GRAVES
Funeral directors are to employ their own grave diggers. It is their responsibility to ensure that the grave diggers employed by them are familiar with the cemetery and abide by this policy and these procedures.

It is the responsibility of funeral directors to provide evidence of third-party liability insurance documentation for the gravediggers that they employ to the clerk.

Funeral directors must provide the date and times that their gravedigger will be operating in Mickleton Cemetery to the clerk with as much notice as possible.

It is the responsibility of the funeral director to arrange for the excavation of the grave and removal of any existing memorials and their replacement after burial.

There is no facility regarding excess spoil in the cemetery. Excess spoil must be removed from site. All spoil is to be removed and properly disposed of, according to

legal requirements for disposal. If this is not adhered to, MPC reserves the right to invoice the funeral director according to their contrator's rates to remove the spoil.

The person making the arrangements for the interment will be responsible for excavating the grave to the required depth and for backfilling following the interment and subsequently turf over, if possible. If no turf is available or of insufficient quality, then MPC is not obliged to turf or seed any graves.

The resulting mound must be of a proper height, approx. 9 inches (225 mm) maximum height, to subside to the surrounding ground level.

The council, on behalf of the funeral director, reserves the right of passage over all graves and to have any grave temporarily covered while carrying out excavations. Council also reserves the right to move memorials to allow access to a grave. The memorials will be returned to their original positions and any disturbed neighbouring graves made tidy as soon as possible after the burial.

When a grave is reopened for the purpose of making another burial, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.

All materials and equipment must be conveyed in the cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas and all soil or waste material must be removed in a like manner.

Mats, boards or canvas must be used to achieve this end. If a grave is to be left open for any length of time, the gravedigger must cover it with appropriate boarding in order to reduce the risks to public safety.

No equipment is to be kept in the cemetery area except during use. After digging and before use, graves must be protected by a covering of sufficient strength. This must be secured to the ground and must overlap the grave by a minimum of 10in (25cm) in all directions.

No graves are to be dug on Good Friday or Christmas Day, except in exceptional circumstances.

DEPTH OF GRAVE
No body shall be buried in a grave in such a manner that any part of the coffin is less than three feet (900 mm), below the level of any ground adjoining the grave. In double graves, a layer of earth six inches (150 mm), deep, at the least, must be left between coffins.

SITE OF GRAVE
The exact location of each grave is, in all cases, subject to the approval of and the marking out by the parish clerk.

HEADSTONES AND CREMATION PLAQUES
The purchase of a grave or cremation plot does not grant any right to erect any headstone or memorial on that plot.

Any person wishing to erect a headstone must hold the exclusive right of burial. If the grant holder is deceased, the exclusive right of burial must be transferred before the memorial application can be approved.

The design, colour, inscription, motif or material of an existing memorial in the cemetery cannot be taken as a precedent for what may be allowed in the future. Mickleton Parish Council reserves the right to refuse permission for a memorial to be placed in the cemetery when it is deemed by to be inappropriate, offensive or in any manner unacceptable.

In respect of all proposed headstones and cremation plaques, a drawing showing dimensions, proposed inscriptions and descriptions of the stone must be forwarded to the clerk, for approval, before erection, on a form which can be obtained from the website or the clerk, together with the applicable fee.

The erection of a headstone cannot take place until at least six months after the date of interment for a full burial. For ashes interments in a grave plot this is reduced to one month.

Vertical headstones to a maximum height of three feet (900 mm), two feet (600 mm) wide and a minimum of three inches (75 mm) thick are permitted. The following are not permitted: raised or sunken kerbs, railings, fences, plain or coloured chippings, figure statuary, bird baths and footstones.

Headstones shall be erected at the head of the grave in line with headstones of adjoining graves.

All memorials fixed in the cemetery must comply with British Standard 8415 and the BRAMM Blue Book. Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415.

DAMAGE TO HEADSTONES

Once erected, memorials become the sole responsibility of the grant holder and Mickleton Parish Council will not be held responsible for any damage to the memorial, howsoever incurred.

Headstones are to be kept in good order and repair by their owners.

Mickleton Parish Council will arrange for headstones and memorials to be inspected to establish their safety. Any works required shall be outlined to the grant holder who will be required to contact the council and arrange the necessary repairs. Mickleton Parish Council reserves the right to temporarily make safe any memorials that pose an immediate danger until such works are completed. This may require the lying flat of a memorial. Mickleton Parish Council reserves the right to remove a derelict or dangerous headstone.

Inscriptions will not be permitted on the reverse of headstones, with the exception of a mason's mark and a grave number. The only exception is to include additional names of deceased persons whose bodies or cremated remains are subsequently buried in an existing grave where there is no space on the front of the memorial/headstone.

CREMATION PLAQUES
The maximum permitted dimensions are two feet (600 mm) length and 18 inches (450 mm) width. Plaques must be laid flush with the turf.

GRAVE GOODS: PLANTS, FLOWERS AND MISCELLANEOUS ITEMS
Plants and flowers may be placed in a removable vase or receptacle on the headstone plinth or at the head of the grave where no headstone has yet been erected. Glass vases or jars are not permitted. Nothing may be placed or planted on the grassed area – apart from flowers and wreaths at the time of burial. Any loose items sited on or around graves will be subject to removal and disposal by the burial authority.

Mickleton Parish Council reserves the right to remove any plants, wreaths or flowers when they have withered or died. NO plastic flowers whatsoever are allowed, with the exception of poppy wreaths in November. NO artificial grass is permitted in the cemetery. NO slate, chippings, loose stone etc., are allowed. NO shrub, flower or tree may be planted on a grave, or anywhere else in the cemetery, and Mickleton Parish Council reserves the right to remove any they deem necessary.

Mickleton Parish Council may remove any articles immediately that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the council's maintenance of the site.

Mickleton Parish Council reserves the right to remove any natural or artificial floral or other items if they are deemed to have perished, weathered or become an eyesore. This is to include memorabilia such as deteriorated and discoloured soft toys and Christmas wreaths. Christmas wreaths will be removed and disposed of if they are still present by 1 February.

VISITORS AND DOGS
All persons admitted to the cemetery will be subject to the orders and control of Mickleton Parish Council, and NO dogs will be permitted other than guide dogs. The council asks visitors to respect the sanctity of the cemetery by not smoking, drinking or eating therein. The cemetery is not locked, but the council would wish that visiting is restricted to daylight hours. A water tap is provided; please check it is turned off before leaving.

CEMETERY BIN
Please place all waste inside the cemetery bin, not around it, and please consider taking home any waste and recycling it, where possible. If the bin is being emptied, you will find it next to the church car park sign.

REGISTER OF BURIALS
A register of burials is kept by the clerk. Searches may be made on request to the clerk, and certified extracts obtained upon payment of the applicable fees.

REVISION OF RULES AND REGULATIONS
Mickleton Parish Council reserves to themselves the right, from time to time, to revise the foregoing rules and regulations. These regulations are made in conformity with and subject to the Local Authorities' Cemeteries Order 1977 and any amendment

thereof. These rules and regulations, together with the table of fees and payments, shall apply to the cemetery in the Parish of Mickleton in Gloucestershire with effect from 27 August 2026.