



Swanton Morley Parish Council

Burial Ground Regulations

Last reviewed June 2024
Next review June 2026

SWANTON MORLEY PARISH COUNCIL

Memorials and Interments at the Burial Ground

Hoe Road East, Swanton Morley, Dereham NR20 4PZ

If you have any questions relating to these regulations, please contact the Clerk to the Parish Council:

Kelly Pickard
Swanton Morley Village Hall
Manns Lane
Swanton Morley
01362 637166.
parishcouncil@swantonmorley.org

Arrangements for interments

- The date and time of the interment must be agreed with the Parish Council in advance, preferably with at least seven days' notice.
- No interment shall take place on Sundays or Public Holidays except in special circumstances.
- A certificate for disposal issued by the Registrar of Births, Marriage and Death or a Coroner's Order for Burial must be provided to the Clerk to the Council prior to the interment taking place. In the case of cremated remains, a certificate for burial issued by the cremation authority shall be required.
- Graves shall only be excavated and opened by the person appointed by the Parish Council – Mr Phil Robson – Exclusive grave digger.
- The scattering of cremated remains over graves is not permitted. They can be buried in the grave in a biodegradable casket or interred in the Memorial Garden.
- After an interment has taken place, the person appointed by the Parish Council – Mr Phil Robson – Exclusive grave digger shall fill the grave up to a small mound to allow for settlement.

Memorials

- It is important that no memorial is erected/installed until at least 6 calendar months after the date of burial. Before any memorial is placed at a grave a drawing showing the dimensions of the memorial and the inscription must be submitted to the Clerk to the Council for approval.
- Traditional style memorials (where some of the stone extends into the ground), flat tablets, book-style memorials, and stone crosses are permitted on full size burial plots. Additional flat tablets may be placed on burial plots in recognition of cremated remains added to the plot.
- Fees must be paid before a memorial is erected on any grave.

- The Parish Council requires adherence to the following regulations with regards to memorials:
 1. A memorial may only be erected on a grave space within Swanton Morley Burial Ground in accordance with these regulations and upon payment of the appropriate fee. The right to erect a memorial rests with the purchaser of the Exclusive Right of Burial or their successors and will be for the unexpired term of that right.
 2. Application for the approval to place a new memorial in the burial ground, alter or add to an inscription, or replace, add to, or remove from the burial ground any memorial, must be submitted to Swanton Morley Parish Council at least eight weeks in advance of the proposed date, for scrutiny by the Parish Council. The information must include:
 - The grave number and name of the deceased
 - For new or replacement memorials, a drawing of the memorial
 - A full description of the materials to be used and their finish
 - All dimensions including foundations
 - The text of any inscription to be used, altered or added, and the method of lettering.
 - The signature of the deed holder to the Exclusive Right of Burial authorising such application.
 - The name and contact details of the Monumental Mason.
 3. The approval of Swanton Morley Parish Council for any such application will be confirmed in writing. No work should be undertaken prior to approval being issued. Any such approval assumes that all work is carried out exactly to the specifications provided.
 - 4. No kerb sets are permitted**
 5. Any person undertaking any monumental work within the burial ground not in compliance with these regulations may be compelled to remove such monument and pay all costs involved.
 6. All memorial sets shall be constructed of granite, marble, slate or other natural stone of durable and sound quality.
 7. Headstones shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze as part of the design or inscription. Provided such inlay shall not reduce the main body of the headstone to less than two inches thick or be raised above the surface of the headstone proper by more than half an inch, and all must be contained within the overall dimensions of the headstone. The headstone may be
 - Sunk into the ground to a minimum depth of one foot and haunched back and front with concrete.
 - Be fixed to a foundation
 - Be fixed to a base of the same material as the headstone

The headstone shall **not** exceed 3 feet in height above ground level, the width of the grave space, or be less than 3 inches in thickness if more than 2 feet in height, or two inches otherwise. Where required, the base shall not be wider than the grave space, shall be one foot deep, not less than three inches thick, and be constructed of a single piece of stone. Where the memorial consists of a headstone and base, the headstone must be fixed so its rear face is set two

and a half inches from the rear face of the base or 2 inches if the height of the headstone is less than two feet six inches.

8. The base may be drilled to:
 - Accommodate up to two flower containers.
 - Accommodate up to two natural stone vases not more than twelve inches high and not more than seven inches square.
 - Accommodate a natural stone tablet not more than twelve inches high, not more than twelve inches wide or more than two inches thick.
 - Accommodate up to two natural or reconstituted stone figures not more than fifteen inches high, provided the stone is not covered, coated in plastic, gilded, glazed or painted.

Any such vase, tablet or figure must not extend beyond the perimeter of the base.
9. All monuments shall be erected in accordance with the National Association of Monumental Mason's (NAMM) code of practice.
10. Permission to erect or replace a monument will be withheld for at least twelve months from the date of the last interment, for the natural subsidence of the earth used to fill the grave.
11. Any monument erected in the burial ground shall be inscribed with its grave number, in characters not less than one inch in height to match the main inscription in a location advised by Swanton Morley Parish Council.
12. Trade names may be inscribed on any monument on either side face of the base of a monument in letters not more than one half inch in height to match the main inscription.
13. No hewing or dressing of stone, other than the cutting of an inscription, cleaning of the stone or other minor repairs will be permitted in the burial ground.
14. All materials and equipment shall be conveyed in the burial ground in a manner as to prevent damage to the paths of turfed areas, and all soil or waste material shall be removed from the burial ground in a like manner.
15. All workmen employed on behalf of the owner of the Exclusive Right of Burial or personal representative of such person, to erect a monument shall carry out such work strictly under the direction of Swanton Morley Parish Council, and shall:
 - At the cost of the owner or personal representative, fill up and level the ground, remove all waste and unwanted material, and make good any damage or injury whatsoever occasioned in the process of the work.
 - Provide their own tools and equipment and complete the work with due dispatch.
 - Provide Swanton Morley Parish Council with a description and diagram or drawing so the work can be agreed as appropriate and meeting the relevant rules for memorials.
16. The removal and re-erection of a memorial to facilitate the reopening of a private grave or to level such a grave shall be at the expense of the owner of the Exclusive Right of Burial or their successors.
17. Any unauthorised memorial shall be removed at the expense of the grave owner or their personal representative.

18. Any memorial erected in the burial ground remains the property and responsibility of the owner of the Exclusive Right of Burial or their successors and therefore remains in the burial ground at the sole risk of, and must be kept in a good state of repair by, the said owner or successor.
19. Where the owner of the Exclusive Right of Burial cannot be traced, responsibility will transfer to the Parish Council after a three-year period has elapsed.
20. Swanton Morley Parish Council shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.
21. Swanton Morley Parish Council reserves the right to:
 - Remove any memorial that has become, or is likely to become, dangerous, or which is derelict or unsightly in condition.
 - Exclude or remove from the burial ground any memorial not executed in a workmanlike manner, or of sound materials, or which would, in the opinion of the Council disfigure the Burial Ground or offends public decency.
22. Fees will be reviewed and set by Swanton Morley Parish Council In January of each year in line with the annual budget to take effect April 1st.
23. It is the responsibility of the grave owner to keep the grave space free of weeds and in a tidy condition.
24. Small annual bedding plants or bulbs may be planted on a grave, as agreed with Swanton Morley Parish Council, but the planting of perennials, shrubs and trees is not permitted.
25. Flower vases should be kept to the plinth to allow for grass cutting – **Glass is not permitted**
26. Swanton Morley Parish Council reserves the right to remove from any grave space, flowers, plants, floral tributes, artificial flowers or wreathes which have deteriorated or become unsightly and dispose of them in such a manner as deemed fit.
27. A person shall not allow any dog belonging to them or in their charge to enter or remain in the cemetery unless on a lead. All dogs are kept under strict control at all times.
28. The riding of horses through the cemeteries is strictly prohibited
29. Swanton Morley Parish Council is empowered to alter or amend the foregoing regulations at any time, to introduce further regulations as they consider necessary, to waive any of the foregoing regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by these regulations.

Memorial Garden

- The Parish Council has an area set aside for plaque memorials and burial of cremated remains, which must be buried in a biodegradable casket. Subject to the purchase of the Exclusive Right of Burial, a plaque with approved inscription may be placed on the grave.

SMPC Burial Ground Regulations

- Plaques for the Memorial Garden are ordered and installed by the Parish Council. Payment for the plaque is required before the plaque is installed. Cremated remains shall be interred in the grass behind the plaque.
- Containers of cut flowers, small arrangements of artificial flowers and low growing bulbs or small plants in pots are permitted in front of the plaques. **No glass vases or glass jars are permitted.**