

---

# SAWSTON PARISH COUNCIL

Link Road, Sawston, Cambridge CB22 3GB

Telephone: 01223 832470

e-mail: [info@sawstonparishcouncil.gov.uk](mailto:info@sawstonparishcouncil.gov.uk)

---



## Cemetery Regulations 2023

Adopted 12 December 2023

### 1. Introduction

1.1. These regulations apply to the Cemetery owned and managed by Sawston Parish Council.

1.2. Currently the sites include: Cambridge Road Cemetery, Cambridge Road, Sawston.

### 2. Contact Details

2.1. All enquiries concerning the Cemetery should be directed to:

The Clerk to the Council, Sawston Parish Council, Link Road, Sawston, Cambridge CB22 3BG.

Telephone: 01223 832470

Email: [info@sawstonparishcouncil.gov.uk](mailto:info@sawstonparishcouncil.gov.uk)

The offices are open from 8.30am until 2pm Monday to Friday. The office is closed to the public on a Thursday. An answerphone is available for messages to be left outside office hours.

2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

### 3. Admission to the Burial Grounds

3.1. The Cemetery is open for visitors every day of the year.

3.2. The Cemetery is a place of peace and quiet reflection. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the cemetery. No consumption of alcohol or drugs may take place within the cemetery, and anybody under the effects of such substances will not be admitted.

3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees, etc. will be required to leave the cemetery immediately and may be the subject of subsequent legal action.

3.4. Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the cemetery.

3.5. Dogs must be kept on leads.

3.6. Vehicles may drive in the cemetery on the roads and keep to a 5 mph speed limit.

3.7 No person shall drive any vehicle onto the grassed areas, except for sole access over grassed areas for the purposes of grass cutting and excavating or backfilling of graves. Any such vehicular access over grassed areas for these purposes shall be kept to an absolute minimum, and all reasonable protective measures shall be taken to avoid damage to the grass surface.

3.8. Any person driving a vehicle onto a grassed area of the cemetery shall be liable to pay Sawston Parish Council its costs incurred in making good any damage thereby caused.

#### 4. Graves

4.1. Graves are available in the cemetery; the plots are purchased next in line. Double width is not available but can be double depth.

4.2. Every interment shall take place in a private grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Sawston Parish Council retains ownership of land at all times.

4.3. The Exclusive Right of Burial for a grave can be purchased for a period of 75 years from date of purchase.

4.4. Exclusive Right of Burial to a grave gives the purchaser the right to say who can be buried in the grave.

4.5. The granting of burial rights to a grave does not mean ownership of the land itself. It merely grants exclusive burial rights, during the 75-year period as stated on the deed, to say who can be buried in the grave (it is effectively a lease that is being purchased within the condition contained in these rules) A memorial can be erected and remain on the grave for the period of the lease.

4.6. The Exclusive Right of Burial can only be transferred to another person who are entitled and via the legal process adopted by the council.

4.7. All graves will be excavated and prepared for interment by persons appointed or authorised by the funeral director arranging the funeral with the permission of the Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.

4.8. Following the interment, the persons appointed will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

4.9. No grave may be raised above ground level

#### 5. Coffins

5.1. Only biodegradable coffins and caskets are permitted to be buried in the Cemetery. This rule applies to both full interments and interments of cremated remains.

#### 6. Booking of Interments

6.1. A provisional booking for a funeral may be made by telephone to the Clerk to the Council.

6.2. The provisional booking should be followed up by the submission of a completed Notice of Interment form supplied by Sawston Parish Council to the Clerk at least 48 working hours in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.

6.3. The council accepts no responsibility for any delay, loss or damage or mistake which may occur if instructions are given verbally or by telephone. Neither shall the council accept responsibility for any documents lost or delayed in the post.

6.4. In respect of private graves, the deed of grant for the exclusive right of burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.

6.5. As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual, e.g. large number of mourners expected.

6.6. The Certificate given by the Registrar of Births and Deaths or an order of the coroner must be delivered to the Council Offices prior to the funeral.

6.7. The fees are to be paid in full before the funeral. Fees are reviewed annually.

6.8. Burial of non-Sawston residents is permitted but if the deceased has never been a Sawston resident or has lived away from the village for 5 years or more (unless in a care home) then the fees will be 10 times higher than for Sawston residents,

## 7. Interments/Burials

7.1. Funerals will normally only be permitted Monday to Friday 9am til 4pm (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times. Please contact the Clerk if a time outside of the permitted hours is required.

7.2. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.

7.3. A reserved plot can be purchased at time of burial, only one plot can be reserved.

7.4. Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 14 days before being cleared by Council staff (unless family have already removed them).

7.5. Scattering of ashes is permitted in the memorial garden with permission from the Clerk.

7.6. No pets permitted to be interred in the cemetery

## 8. Memorials

8.1. All memorials fixed in the cemetery must comply with British Standard 8415 (latest version) and the BRAMM Blue Book (latest version). Headstones must be fixed onto concrete plinth and installed by a professional stone mason.

8.2. Memorials will only be permitted on purchased graves.

8.3. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk. The grave owner must sign the form to give their permission for the proposed memorial.

8.4. The council reserves the right to reject an application for any memorial that it deems unsuitable.

## 9. Care of Graves and Memorials

9.1. All memorials erected are maintained at the expense of the owner of the Exclusive Rights of Burial of that grave. The Council shall not be held responsible for any damaged memorials, the grave owner shall be required to repair, refix, or relevel. The memorial

remains the responsibility of the grave owner during the lease period of the grave. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to affect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may lay the memorial flat or remove the memorial.

9.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.

9.3. All flower holders or other items left on graves must be made of non-breakable material and must be placed in front of the headstone not to the side. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage, are placed to the sides or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site.

9.4. No trees may be planted on graves. Only suitable planting such as annual bedding or small shrubs will be permitted on traditional graves and in the head border of lawn graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.

9.5. The placing of stone paving slabs timber etc around and leading to the grave space is strictly prohibited and shall be removed without prior notice.

9.6. All Benches are purchased from the Parish Council, and need permission from the council. Any bench will need to be maintained by the purchaser and if the seat falls into disrepair, it will be removed, after contact has been made with the owners, when three months have passed

The Council reserves the right to make any alterations to the rules and regulations of the cemetery at any time it feels fit.