Lympstone Parish Council Cemetery Policy

The following policy was adopted and agreed by Lympstone Parish Council on 6th February 2023.

The following policy was reviewed and agreed by Lympstone Parish Council on **7th April 2025.**

LPC CEMETERY POLICY

1. Lympstone Parish Council own the cemetery and are responsible for the management and maintenance of the Cemetery, School Hill, Lympstone EX8 5JY (Open Spaces Act 1906 s10, Local Government Act 1972 ss214,215). The PC will manage the grounds/layout in a manner that makes best use of the limited space available whilst respectful of those interred and visitors to the cemetery.

2. Lympstone Parish Council has health and safety responsibilities to its employees, contractors and visitors to the cemetery (Health and Safety at Work Act 1974 s2, s3, Local Authorities' Cemeteries Order 1977). There is also a legal duty on the council to assess the risks from cemetery structures and work activities and ensure that the risks are controlled. (The Management of Health and Safety at Work Regulations 1999). A detailed risk assessment is written.

3. Memorial masons have the responsibility to work in accordance with the council's conditions and specifications for memorials, and must be registered with National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM).

4. Whilst Lympstone Parish Council has overall responsibility for the safety of the cemetery, including risks from unstable memorials, it does not own the memorials. The owner of the memorial will be the grave owner. An owner, the Deed Holder or successor in title of a memorial, has the responsibility to maintain it so as not to present a hazard.

5. Annual risk assessments will be carried out by Lympstone Parish Council as part of a planned exercise or when a change has taken place. This inspection will include pathways, the boundary hedges, grave areas, trees, vegetation and entrance gates.

6. Memorial Headstone Testing will be carried out on a 5-year rolling programme. Testing will be carried out by specialist NAMM or BRAMM trained inspectors who have passed the City & Guilds Certificate of Competence for the safety inspection and assessment of memorials. The inspectors will record all details, such as the age, size and condition of the memorial and will notify Lympstone Parish Council of any required works.

a) If, upon inspection, a memorial is considered to pose an immediate risk, the inspector will:

• Ensure the safety of the public.

• Instruct that the headstone be laid flat on the grave, inscriptions face up.

• Erect a sign to warn members of the public of the hazard.

• Notify the Parish Council, who will contact the memorial owner.

b) If, upon inspection, a memorial is considered to require repair work, Lympstone Parish Council will contact the memorial owner, giving details of the defects found and requesting the memorial to be repaired within 3 months of the request date. If after this date no such work has begun, the Parish Council will be at liberty to arrange for repair works to be completed and for the cost to be charged to the registered contact. The Parish Council will use the Burial records contact details for this purpose.

c) In cases where there is no identifiable owner, Lympstone Parish Council will act to ensure the hazard is made safe.

7. Applications for interment will only be accepted in respect of people who have strong local connections. It is up to the PCs discretion to charge double fees and allow an internment to take place. It is important to note that residents occupying any new building or development on the boundary of Lympstone will not automatically be accepted to either a burial or ashes internment in the PCs cemetery or the double fee waivered. (See Appendix 1) * If two sets of ashes are interred in the same casket at the same time, the second set will be charged at 50%.

8. *All holes dug for both internment of ashes and burials must be by a certified grave digger.

9. If a person must leave their home within the Parish due to physical or mental factors beyond their control eg a nursing home, then double fees maybe waivered due to Lympstone not having a serving facility within the Parish.

10. It is up to the PCs discretion to accept the choice of inscription used on a memorial head stone used in the sacred burial ground.

11. A copy of the Rules and Regulations of the burial ground is provided to all funeral directors and stone masons. (See Appendix 2) Any member of the public can request a copy.

Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council

Date of next review: April 2026

**Resolved by Assets and Amenities Committee 27th February 2023.*

Appendix 1:

LYMPSTONE PARISH COUNCIL CEMETERY

FEES APPLICABLE

With effect from 1st January 2026

Applications for interment will only be accepted in respect of people who have strong local connections.

ALL FEES ARE PAYABLE IN ADVANCE

1 INTERMENT	
1a Interment of stillborn baby or a child whose age at the time of death does not exceed 18 years	0
1b Interment of a body whose age at the time of death exceeds 18 years	£600
1c Additional interment	£600
2a Exclusive right of burial, to be purchased in connection with a burial, for la above	0
2b Exclusive right of burial to be purchased in connection with a burial, lb above	£600
2c Cherry Tree Garden — Ashes interment plot size one metre square	£325
2d Additional interment of Ashes	£325
3 MONUMENTS	
3a Headstone for burial, Size not to exceed: - 1.10 m (43") high; 0.80 m (31½ ") wide; 0.38 m (15") deep	£140
b) Headstone for cremation, Size not to exceed: - 0.765 m (30") high;0.61 m (24") wide; 0.38 m (15") deep	£130
c) Small stone vase situated next to headstone only including inscription *25mm* — 10 inches	0
d) Wood Cross including inscription	0
e) Additional inscription	£45
4. FOR NON PARISHIONERS with a previous local connection: -	All fees will be doubled.
5. REMINDER 0F DEPTH 0F GRAVES All graves will be dug to depth of 2m	

Fees approved by LPC at an Assets and Amenities committee meeting on 21st October 2025.

Appendix 2:

LYMPSTONE PARISH COUNCIL CEMETERY — RULES AND REGULATIONS

I. All applications for interment must be made to the Clerk of the Burial Authority from whom the prescribed application form and particulars of fees and charges are obtained. All fees must be paid in advance. The form of application, completed giving the required information, together with the Certificate of the Registrar of the death, Coroner's Order or Crematorium Certificate must be in the hands of the said Clerk before any interment may take place. Four days notice must be given for interment, exclusive of Sundays.

2. The allocation of grave spaces shall take place in rotation or otherwise as decided by the Burial Authority.

3. The first interment in each grave shall be at least 2 metres deep and no coffin shall be nearer the surface than 1 metre.

4. No walled graves are allowed.

5. No grave in respect of which the Exclusive Right of Burial has been purchased shall be opened without the consent of the owner his/her legal representative and upon production of the Deed of Grant, unless an indemnity is signed by the nearest surviving relative or executor.

6. No second interment of choice can be guaranteed to take place in, and no headstone or vase may be erected or placed upon, any grave in respect of which the Exclusive Right of Burial has not been purchased.

7. Cremated remains may be placed in family graves or in the special section of the Burial Ground set aside for that purpose, and must be at least 0.25 metres beneath the surface. No scattering of ashes will be allowed on any part of the surface of the burial ground.

8. The removal and replacement of any headstone of any kind whatsoever for an interment in a grave already occupied or otherwise, must be at the cost to the person or persons making the application for the interment. No stone, monument or any kind of memorial can be removed from the Burial Ground without the consent of the Parish Clerk.

9. A sketch of every memorial intended to be erected, with all dimensions marked thereon, and a copy of the inscription intended, must be submitted by the undertaker and/or stonemason who must be responsible to follow the instructions given by the Parish Clerk. No memorial will be allowed to be erected, or inscription inserted without such approval. All fees for the erection of such must be paid in advance. All lettering must face the foot of the grave. Fixings of memorials shall be under the supervision and control of the Burial Authority or the Parish Clerk. Photographs or other types of picture of the deceased will not be allowed on memorials.

10. All graves and memorials must be kept in proper repair by the persons interested in their preservation. If any memorial is not kept as such, the Burial Authority may remove or alter it in any way they deem necessary or desirable for the due order of the Burial Grounds.

11. No kerbs or permanent mounds will be allowed in the Burial Grounds.

12. Only one movable vase (not to be of glass) may be placed at the head of the grave and its dimensions shall not exceed 0.25 metres in any measurement. OR Headstones,

including one or two movable vases (not to be of glass) placed at the base of same, not exceeding dimensions below may be erected in accordance with 9 above.

Dimensions (Burial): Not exceeding 1.10 metres high, 0.80 metres wide, 0.38 metres deep

Dimensions (Cremated Remains): Not exceeding 0:76 metres high, 0.61 metres wide, 0.38 metres deep.

13. All materials are placed in the Burial Grounds at owner's risk.

14. All earth surplus to requirements remaining after interments or erection of memorials must be removed from the Burial Grounds by the undertaker.

15. Permission will not be granted to plant shrubs on graves, or to interfere in any way with any grave or monument.

16. All applications for planting memorial trees will be subject to a specific resolution of the Parish Council.

17. All dead flowers and wreaths must be placed in the receptacles provided for that purpose.

18. Persons illegally removing flowers, damaging monuments or any other property, or behaving unseemly in the Burial Grounds, may be liable to prosecution.

19. Dogs, except guide dogs, are not allowed within the Burial Grounds.

20. The Burial Authority reserves the right from time to time to make alterations to the forgoing Rules and Regulations.
21. Grave spaces can only be purchased at the time of an interment, under the direction of the Clerk in consultation with the Burial Authority.

THE BURIAL AUTHORITY IS THE PARISH COUNCIL AND ENQUIRIES SHOULD BE DIRECTED TO THE CLERK TO THE COUNCIL. COPIES OF THE RULES CAN BE OBTAINED FROM THE CLERK ON REQUEST.

Lucy Tyrrell, Clerk to the Council