



Boxley

PARISH COUNCIL

Rules and Regulations

for the

Boxley Parish Council Burial Ground

Located at the rear of
St Mary's and All Saints Church,
Boxley.

February 2021

Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU
Tel 01634 861237
E-mail: Clerk@boxleyparishcouncil.org.uk



General statement of the Parish Council

This burial ground is owned and maintained by Boxley Parish Council and is for the use of parishioners for their burial. It is available for the interment of the residents of the civil and ecclesiastical parishes of Boxley, regular worshippers at St Mary and All Saints Church (including St John's Church, Grove Green) and still births occurring in the above mentioned groups.

All enquiries for interment in this Burial Ground should be made to: The Clerk, Boxley Parish Council, Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent ME5 9RU. Tel. 01634 861237. e-mail clerk@boxleyparishcouncil.org.uk

Rules and Regulations

These rules and regulations intend to ensure that the burial ground's appearance and ambience is preserved in the interest of present and future generations of Boxley residents.

In the following "the Clerk" means the Clerk to Boxley Parish Council and "the Incumbent" is the incumbent of the Benefice in which the churchyard is situated or, where rights of presentation are suspended, the Curate licensed to the charge of that parish or the Minister acting as Priest-in-Charge.

1. Eligibility Criteria

Residents of Boxley civil parish who lived within the parish boundary at the time of death.
Non-Boxley civil parish residents if they had regularly attended services, including Greek Orthodox services, at St Mary and All Saints and St John's, Grove Green churches. Regular attendance being normally twice a month in the immediately preceding 10 years.
Interment is to be in the existing grave of a spouse/partner/family member.
Special circumstances
Exceptionally an application for interment in this burial ground can be made to the Parish Council (directly or via the Incumbent/Incumbent's representative) if the deceased had been: <ul style="list-style-type: none">• A Boxley resident who had lived in the civil parish for more than 10 years but had recently been living outside the boundary for no more than five years due to e.g. ill-health• A non-Boxley (civil) parish resident who had attended the church for the required 10 years but had ceased to attend, e.g. due to ill-health, in the last 5 years.
It is stressed that permission for all interments must be obtained from Boxley Parish Council. Any such application will be considered sympathetically but solely on its merits by the Estates Committee of the Parish Council.

2. Maintenance and Administration

- a. The Parish Council is responsible for the care and maintenance of the burial ground. Subject to faculty jurisdiction and any rights acquired by faculty the Parish Council has complete control of the burial ground.

The larger part of the burial ground has been consecrated with the balance remaining unconsecrated. Part of the unconsecrated area has been reserved for the burial of cremated remains. At each interment within the consecrated areas an appropriate Service of Committal must be conducted.

- b. All interments shall be entered in the Registers of Graves and Registers of Burials, which are kept by both the Incumbent and the Clerk. These registers shall include:
 - the forename and surname of the person who has been interred
 - the number of the plot in which they are interred
 - the date of the interment
 - such other details as the Incumbent or the Clerk may think fit
- c. Copies of all documents relating to the grave, permission for headstones etc. must be provided to the Parish Council at the earliest opportunity.
- d. Until the burial ground is formally closed by Order in Council, a charge will be made in respect of each interment and the erection of a headstone as prescribed by the Parish Council. The fee is payable to the Parish Council. Please see the Burial Ground Fees document at Annex A.
- e. It should be noted the Parish Council reserves the right of exclusion and that the grant of right of burial is for 50 years – after which it can be extended for a further 50 years on application to the Parish Council.
- f. The Parish Council requests that it be kept informed of any changes of address of the next of kin/responsible family member in case they need to be contacted.

3. Graves

- a. All grave spaces and the areas reserved for the interment of cremated remains shall be earthen only and shall be allocated in rotation using the next available plot. No person shall have the right of selecting a grave space
- b. Each grave space shall be of an area 2.74 x 1.22 meters (9 ft by 4 ft). Within this area, at the head of the grave space, an area of garden may be tended. The area of garden is not allowed to exceed the width of the grave with a depth of no more than 650mm (2ft) measured from the back of the headstone. The duration of the retention of such a flowerbed will be for ten years only when it will be returned to a grassed area. Should the flowerbed become untended then, at the discretion of the Clerk in conjunction with the next of kin (if traceable), the area will be grassed over. No trees or large shrubs are permitted in a flowerbed and will be removed. (See also section 6 below).
- c. Memorials (as defined in 5 below) in the burial ground are owned by those who set them up and remain their responsibility. In the event of a memorial, in the

Parish Council's opinion, becoming unsafe or dilapidated and after reasonable efforts have been taken to notify the owners, the Parish Council reserves the right to remove or lay flat the said memorial.

- d. The whole of the grave space except for the flowerbed and the whole of the areas reserved for the burial of cremated remains will be turfed flat and mown by or on behalf of the Parish Council.
- e. No kerbstones, edging or any other form of boundary marker may be erected on or around any plot. No chippings are allowed on the grave.

4. Cremated Remains

- a. Each plot is 650mm x 650mm (2ft x 2ft) and allows for the burial of two people.
- b. In each plot the ashes of only one person will be interred but any plot may be subsequently re-opened for the interment of the ashes of a wife, husband, partner or child of the family of the person whose ashes are first interred.
- c. Ashes must be buried not less than 2 feet (0.650m) deep. Additional depth may be prepared if requested at the time of the first interment.

At each interment within the consecrated areas an appropriate Service of Committal must be conducted.

5. Memorials

- a. All applications for memorials, tablets, flower containers or other objects of any kind must be made in the standard form for Churchyard Applications (copies of which may be obtained from the Incumbent or from stonemasons working within the diocese) and must contain the particulars and be accompanied by the drawings mentioned in the form. The completed form must be submitted to the Parish Council for approval.
- b. An application for a memorial must not be submitted until six months after the burial. Memorials are subject to a fee as set by and payable to Boxley Parish Council. See Annex A.
- c. A memorial can only be a headstone or cross at the head of a grave. This will ordinarily be permitted, provided that: -
 - 1. it will be made of unpolished Purbeck, Portland, York, or Nabrasina stone, slate or oak. Other stone may be allowed if approved in advance by the Clerk in writing;
 - 2. that above ground it be no larger than 1.21m (4ft) high, 0.91m (3ft) wide and 0.15m (6in) thick and no smaller than 0.79m (2ft 6in) high, 0.50m (1ft 8in) wide and 0.07m (3in) thick, except that, if commemorating a child who died under the age of sixteen years it may be smaller than the minimum size, but not less than 0.38m (15in) high and 0.38m (15in) wide;
 - 3. that, if it will be of insufficient height to be set in the ground, its base will not protrude above ground level;

4. that the memorial will not include any raised kerbs, railings, plain or coloured chippings, figure statuary, open books, birdbaths or similar objects;
 5. that any words to be inscribed on the memorial, which state more than the names, dates of birth and death and occupation of the deceased, will be suitable in the opinion of the Clerk;
 6. that any emblem, badge or other design to be inscribed on the memorial will be suitable in the opinion of the Clerk. It would also be helpful if the plot number can be engraved on the back of the memorial;
 7. that all words inscribed will be well lettered and that the words and designs will suitably set out in the opinion of the Clerk and all lettering will be of sufficient depth and width to be clearly visible in good light at a distance of not less than 2.74 meters (9ft) before any infilling;
 8. that if, in addition, infilling is used, it will be grey, black or white matt finish paint and not of any other materials;
 9. that there will be no raised letters, photographs, or other additions to the memorial except with the prior consent in writing of the Clerk;
 10. there will be no advertisement or trademark on the memorial, except that the name of the craftsman principally concerned with it may be inscribed on its side or reverse in lettering similar to the main inscription and no more than 1.3 cms (0.5in) in height.
- d. In the areas of the burial ground reserved for the burial of cremated remains the placing of a tablet will ordinarily be permitted provided that:
1. the tablet will be of unpolished Purbeck, Portland, York, or Nabrasina stone, slate or oak. Other stone may be allowed if approved in advance by the Clerk in writing.
 2. that the tablet will be no larger than 450mm (18in) square and 7cm (3in) thick.
 3. that any words to be inscribed on the memorial, which state more than the names, dates of birth and death and occupation of the deceased, will be agreed as suitable in the opinion of the Clerk
 4. that any inscription on the tablet will, in, the opinion of the Clerk, be suitably, well lettered and set out, of sufficient depth and width to be clearly visible in good light at a distance of not less than 2.74 meters (9ft) and, if infilled it will be grey, black or white matt finish paint not of any other materials.
 5. that there will be no raised letters, designs, advertisements, trademarks or names of craftsmen on the tablet. except that the name of the craftsman principally concerned with it may be inscribed on its side or reverse in lettering similar to the main inscription and no more than 1.3 cms (0.5in) in height"
- e. If a memorial, tablet, boundary markers, flower container, or other object is introduced into the burial ground without permission, or not in accordance with a

permission which has been granted, the Parish Council will require removal without delay.

6. Flowers and plants

- a. A flower container will ordinarily be permitted on a grave space:
 1. If it is set in the base of a memorial and its top will not protrude above the level of that base: or
 2. If it will be buried in the ground immediately in front of a memorial and its top will not protrude above ground level.
 3. Flower containers are not permitted elsewhere in the burial ground.

In the interest of safety, for mourners' visitors and those who maintain the burial ground, glass vases or jars are not permitted.

- a. Flowers or small shrubs must not be planted outside the permitted area of garden. The permitted area of garden is 650mm (2ft) from the back of the memorial. Shrubs and flowers must not exceed 450mm (18 inches) in height. The remaining, untended area of the grave will be grass for ease of grounds maintenance.
- b. The duration of retention of a flower border will be for 10 years after which it will be returned to a grassed area.
- b. Trees and large shrubs are strictly forbidden and will be removed. Any other unsuitable plants will be removed after a month's notice has been given to the family.
- c. Artificial flowers must be removed if they become faded, unsightly or inappropriate for the season e.g., daffodils in summer. Christmas wreaths are permitted however these must be removed by Mid-January.
- d. The plastic, wire and ribbons from wreaths and bouquets should be removed from the burial ground once the flowers have faded. The Parish Council reserves the right to dig up, remove and dispose of any inappropriate items without being liable.

7. General

- a. To keep families informed of any issues relating to the burial ground families are asked to notify the parish office of any change to the address that correspondence should be sent. This is important.
- b. In accordance with the Local Authorities Act 1977 section 18:
No persons shall: -
 - Willfully create any disturbance in a cemetery.
 - Commit any nuisance in a cemetery.
 - Willfully interfere with any burial taking place in a cemetery.
 - Willfully interfere with any grave or vault, or tombstone or other memorial, or any flowers or plants or any such matter.
 - Play any game or sport in a cemetery
- c. The Parish Council reserves the right to alter or add to these regulations at any time.