



Rules and Regulations for Boxley Parish Council Burial Ground rear of

St Mary's and All Saints Church, Boxley.

Burial Ground - 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), still births occurring in the above mentioned groups, and such other persons as the Clerk may deem fit after consultation with the incumbent of St Mary and All Saints Church. A copy of the rules and regulations of this burial ground is available from the Parish Council.

The burial ground has a consecrated area and a non-consecrated area. Inquiries for burial in the burial ground should be made as follows;

Consecrated area. The Graveyard Co-ordinator (James Daly). Telephone 01622 754510. Email: james@jacksondaly.com

Non consecrated area. The Clerk (Pauline Bowdery), Boxley Parish Council, Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent ME5 9RU.
Tel. 01634 861237. e-mail clerk@boxleyparishcouncil.org.uk

Flowers and plants. The Parish Council respectfully asks families and visitors not to plant any flowers that will spread over the edge of the flowerbed nor grow above 18 inches. The plastic, wire and ribbons from wreaths and bouquets should be removed from the burial ground once the flowers have faded. The Parish Council understands that the time between visits may mean that this is not possible and it therefore reserves the right to remove any dead bouquets from a grave.

Grave edgings. In accordance with the burial regulations the Parish Council will not allow the introduction of any edging to graves already present in the burial ground.

You are also asked to respect item 13 of the burial ground regulations

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 said item to be removed 7 days following receipt of notification. Artificial flowers will be permitted however they must be removed if they become faded, unsightly or inappropriate for the season e.g. daffodils in summer. At the discretion of the Clerk and the incumbent, Christmas wreaths will be permitted however these must be removed within a reasonable time. However, the Parish Council still reserves the right to dig up, remove and dispose of any unauthorised items dead or faded/inappropriate artificial flowers without being liable or providing advance notification.

In order 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. Your cooperation would be greatly appreciated.

Burial Ground Rules and Regulations.

In the following "the Clerk" means the Clerk to Boxley Parish Council and "the incumbent"¹ includes any appointed representative thereof.

The following Rules and Regulations apply to the Boxley Parish Council Burial Ground with the intention of preserving and improving the burial ground in the interest of this and future generations.

The freehold of the burial ground is held by the Parish Council for the use of parishioners solely for that purpose. It is available for the interment of the residents of the ecclesiastical and civil parishes of Boxley, regular worshippers at St Mary and All Saints Church (including St John's Church, Grove Green), still births occurring in the above mentioned groups, and such other persons as the Clerk may deem fit after consultation with the incumbent of St Mary and All Saints Church*.

Eligibility criteria
Boxley Parish Council residents who lived within the parish boundary at the time of death.
Non-Boxley Parish Council 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 twice a month in the immediately preceding 10 years.
Interment is to be in the grave of a spouse/partner/family member.
*Special circumstances
An application can be made directly to the Parish Council or via the incumbent or their representative, for burial in the Parish Council Burial Ground 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 will be considered for burial in the Parish Council Burial Ground• A non-Boxley (civil) parish residents 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.

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 had been consecrated with the balance remaining unconsecrated. Parts of each of the consecrated and unconsecrated areas have been reserved for the burial of cremated remains.

- (1) All applications for interment in the
 - (a) Consecrated area must be made in the first instance to the incumbent.
 - (b) Unconsecrated area must be made to the Clerk.

¹ Incumbent in these regulations means the Vicar, Priest or Deacon charged with the overall pastoral responsibility of St Mary and All Saints Church, Boxley and St John's Church, Grove Green or, where there is a sequestration the Rural Dean.

A set of books will be kept by the incumbent and the Clerk in which will be entered in respect of each interment:

- (i) the forename and surname of the person who has been interred
 - (ii) the number of the plot in which they are interred
 - (iii) the date of the interment
 - (iv) such other details as the incumbent or the Clerk Council may think fit.
- (2) 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 Boxley Parish Council. The fee is payable to Boxley Parish Council through the incumbent or directly to the Parish Council.
 - (3) All grave spaces and the areas reserved for the interment of cremated remains shall be earthen only and shall be used in rotation and no person shall have the right of selecting a grave space.
 - (4) Each grave space shall be of an area 9 feet by 4 feet (2.74 x 1.22 metres). Within such area, and 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 2 feet 6 inches (0.76 metres) measured from the back of the headstone. The duration of the retention of such a flower border 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.
 - (5) Memorials in the burial ground are owned by those who set them up and remain their responsibility. In the event of the 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.
 - (6) The whole of the grave space except for the flower border 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. 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.
 - (7) 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.
 - (8) An application for a memorial must not be submitted until six months after the burial. Memorials are subject to a fee as set by Boxley Parish Council.
 - (9) A memorial in the form of a headstone or cross at the head of a grave will ordinarily be permitted, provided: -
 - (a) that it will be made of unpolished Purbeck, Portland, York, or Nabrasina stone, slate or oak. Polished marble or granite is not allowed. Other stone may be allowed if approved in advance by the Clerk in writing:
 - (b) that above ground it be no larger than 4 feet (1.21m) high, 3 feet (0.91m) wide and 6 inches (0.15m) thick and no smaller than 2 feet 6 inches (0.79m) high, 1 foot 8 inches (0.50m) wide and 3 inches (0.07m) thick, except that, if commemorating a child who died under the age of twelve years, it may be smaller than the minimum size, but not less than 15 inches (0.38m) high and 15 inches (0.38m) wide:
 - (c) that, if it will be of insufficient height to be set in the ground, its base will not protrude above ground level:

- (d) that the memorial will not include any raised kerbs, railings, plain or coloured chippings, figure statuary, open books, bird baths or similar objects:
 - (e) 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 and the incumbent:
 - (f) that any emblem, badge or other design to be inscribed on the memorial will be suitable in the opinion of the Clerk and the incumbent. It would also be helpful if the plot number can be engraved on the back of the memorial:
 - (g) that all words inscribed will be well lettered and that the words and designs will be suitably set out in the opinion of the Clerk and the incumbent:
 - (h) that all lettering will be of sufficient depth and width to be clearly visible in good light at a distance of not less than 9 feet (2.74 metres) without infilling.
 - (i) that if, in addition, infilling is used, it will be grey matt finish paint and not of lead, plastic, cement or other materials:
 - (j) that there will be no raised letters, photographs or other additions to the memorial except with the prior consent in writing of the Clerk:
 - (k) 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 0.5 inch (1.3 cms) in height.
- (10) In the areas of the burial ground reserved for the burial of cremated remains the placing of a tablet will ordinarily be permitted provided:
- (a) that the tablet will be of unpolished stone of the types listed in 9(a)
 - (b) that the tablet will be no larger than 1 foot and 9 inches (0.53m) square:
 - (c) that any inscription on the tablet will refer only to the names and dates of birth and death of the deceased:
 - (d) that any inscription on the tablet will in the opinion of the Clerk and the incumbent be suitable, well lettered and set out, of sufficient depth and width to be clearly visible in good light at a distance of not less than 9 feet (2.74 metres) and, if infilled, if at all, with grey matt paint:
 - (e) that there be no raised letters, designs, advertisements, trademarks or names of craftsmen on the tablet.
- No other monument of any kind other than an authorised tablet shall be placed in the areas reserved for the burial of cremated remains.
- (11) A flower container will ordinarily be permitted on a grave space:
- (a) If it is set in the base of a memorial and its top will not protrude above the level of that base: or
 - (b) If it will be buried in the ground immediately in front of a memorial and its top will not protrude above ground level.
- (12) Flower containers are not permitted elsewhere in the burial ground, including any area set aside for the burial of cremated remains.
- (13) 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. The Parish Council reserves the right to dig up, remove and dispose of any unauthorised items without being liable. Except for Remembrance Day poppies, artificial flowers are not permitted in the burial ground. At the discretion of the Clerk **and** the incumbent Christmas wreaths will be permitted however these must be removed within a reasonable time.

- (14) In each plot the ashes of only one person will be interred but any plot may be subsequently re-opened for the interment of ashes of a wife, husband, partner or child of the family of the person whose ashes are first interred.
- (15) Ashes buried in the reserved area must be contained in a suitable receptacle and buried not less than 2 feet (0.60m) deep.
- (16) At each interment within the consecrated areas and an appropriate Service of Committal must be conducted, such service to comply with any directions given by His Grace the Archbishop of Canterbury.
- (17) In accordance with the Local Authorities Act 1977 section 18
 - “(1) No persons shall: -
 - (a) Wilfully create any disturbance in a cemetery;
 - (b) Commit any nuisance in a cemetery;
 - (c) Wilfully interfere with any burial taking place in a cemetery;
 - (d) Wilfully interfere with any grave or vault, or tombstone or other memorial, or any flowers or plants or any such matter; or
 - (e) Play any game or sport in a cemetery.”
- (18) The Parish Council reserves the right to alter or add to these regulations.

Information note.

It should be noted the Parish Council reserves the right of exclusion and that the grant of right of burial is for 50 years – which can then be extended for a further 50 years on application to the then parish council.

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.