



Newton Poppleford and Harpford Parish Council (NPHPC) Cemetery Policy and fees schedule – April 2024

Interments:

NPHPC do not undertake the digging of graves or ashes interments. The digging and backfill of graves must be arranged by the undertaker. This fee is payable in addition to the purchase of “*exclusive rights of burial*” as detailed below if so required. If such “*exclusive rights*” are not purchased, then the plot is designated as “*unpurchased*” and NPHPC retains the right to inter other persons in the same plot. Payment of interment fee only also does not provide the automatic right for family members to be interred at some later date in the same plot. Furthermore, “*unpurchased graves*” do not allow for the erection or placement of headstones or memorials.

Depth of graves must not exceed six foot, even for double depth graves.

	Fee
For the interment of the body of a still born child or a child whose age at the time of death did not exceed 16 years	£0 (Nil)
For the interment of the body of a person whose age at the time of death exceeded 16 years:	£475
For the interment of cremated remains	£135 **
For the scattering of cremated remains (with register entry)	£80

Exclusive rights of burial (ERB) in earthen graves:

A specific plot is purchased and the owner has a license to make burials in that plot.

Exclusive right of burial to be for a period of 99 years. This exclusive right of burial also allows for erection of a suitable headstone or memorial for an additional charge (see below)

	Fee
For the exclusive right of burial for a stillborn child or a child whose age at the time of death did not exceed 16 years in a child's grave.	£0 (Nil)
For the exclusive right of burial for a person whose age at the time of death exceeded 16 years in a grave size 9ft x 4ft	£600
For the exclusive right of burial in an ashes plot for a person whose age at the time of death exceeded 16 years	£120

Monuments, gravestones, tablets and monumental inscriptions

Only a headstone, which must be of an approved design in keeping with existing headstones, may be erected in Venn Ottery Road / St. Luke's cemetery on a grave for which the exclusive right of burial has been granted; there being an additional fee for the placement.

There is NO right to erect, or place on grave for which Exclusive Rights of Burial have not been purchased. Additional fees are payable for subsequent inscriptions of memorials:

	Fee
Headstone not exceeding 91cm in height, 78cm in width.	£155
Subsequent inscriptions on same memorial / headstone	£40

**** All fees set out above are doubled where:**

At the time of death, or immediately before death, the deceased was not resident in the parish. (Newton Poppleford Parish Council does not impose doubled fees for former parishioners who have been moved into a care home within a period of 5 calendar years before they died) and,

Where the exclusive rights to a grave are purchased by someone who is not resident in Newton Poppleford (at the time the exclusive rights were purchased).

Searches in registers

Every search (other than personal searches which are free)	£25
Every certified copy of any entry or burial in the register books:	£25

Administrative Fees

Fee for ERB re-assignment / Transfer via Probate or LoA **	£50
--	-----

*** Letters of Administration*

Regulations for the control and management of St Luke's and Venn Ottery Road cemeteries.

1. Notice of burial.

Notice must be given to the Clerk of the Parish Council at least two working days (excluding a Saturday and Sunday) prior to the burial. The Clerk of the Parish Council may, in his sole discretion, waive this requirement when the body requires immediate treatment.

The Notice of Burial must be in the form prescribed by the Parish Council and must contain the names, description, place of abode and age of the body to be buried, the day and place of death, the day and hour of the proposed burial, the name of the Minister (if any) intended to officiate, and details of the grave in which the body is to be buried if the exclusive right of burial has been purchased.

2. Selection of Graves

The selection of the grave for any burial will be at the sole discretion of the Clerk of the Parish Council, except for a burial to take place in a grave for which the exclusive right of burial has been granted.

The purchase of the exclusive right of burial in any grave shall be subject to the approval of the Parish Council which may, at its sole discretion, give or withhold such approval.

Reserved graves will be marked with a flat stone on the ground, and recorded in the Register for future reference.

The Parish Council does NOT currently offer a Woodland Burial service.

3. Hours of burial.

No funeral may take place within half-an-hour following the time appointed for an earlier funeral.

4. Registrar's Certificate.

The Registrar's Certificate of Death or the Coroner's Warrant must be delivered, prior to the burial, to the Clerk of the Parish Council. No burial can take place without this.

In the case of a still-born child the requisite medical or other certificate must be delivered, prior to the burial, to the Clerk of the Parish Council.

5. Coffins.

Only coffins manufactured of a bio-degradable material will be allowed.

6. Consent of Owner.

No grave in which the exclusive right of burial is held shall be re-opened without the prior consent in writing of the registered owner or for the burial of the registered owner.

7. Memorials.

Headstones shall not exceed 3' high by 2.6" wide (91 cm x 78 cm) in keeping with current headstones. Any memorial shall be laid to the satisfaction of the Parish Council by persons holding the requisite Public Liability Insurance. All proposed wording of inscriptions and plans/designs of memorials should be submitted to the Clerk of the Parish Council (for approval by full Council prior to being installed if the design and style of the proposed memorial is perceived to be in conflict with the current cemetery appearance).

The continuance of any memorial over any grave, in which the exclusive right of burial has not been purchased, will not be guaranteed by the Council for a period longer than 99 years after the burial therein. At the expiration of 99 years, the Council will make every effort to contact the owner of the Exclusive Rights to determine whether a continuance is required. A fee (prevailing at that time) will be payable for the continuance. Council reserves the right to remove any such memorial to another part of the Cemetery where a continuance is either not requested, or where the owners of the previous Exclusive Rights cannot be contacted. Every reasonable endeavour will be made to consult with the nearest surviving relative before any memorial is removed.

The number of the grave shall be clearly and conspicuously marked on any memorial erected at the expense of the person providing the memorial.

All memorials shall be kept in repair, and maintained, by the owners to the satisfaction of the Parish Council.

8. Nuisances.

Visitors to the Cemetery must observe decorum, and the Council reserves the right to eject any person committing any nuisance or acting indecently or violently.

For reasons of health and safety in the maintenance of the cemetery the following are **not** permitted. Unauthorised items may be removed by the parish council:

The planting of trees, shrubs or plants other than annual bulbs (which will be mowed in the normal grass cutting season).

Glass, china vases or loose ornaments – these may damage mowers.
Artificial flowers or decorations.
Burial of animals.
Kerbstones or pebbles on graves.
Ornamental gardens.

9. Register of Burials.

A Register of Burials will be maintained by the Clerk of the Parish Council. Searches may be made and certified extracts obtained during normal office hours by arrangement with the Parish Clerk.

10. Fees.

The fees are payable to the Parish Council and shall be paid in advance. Such fees are exclusive of the cost of opening a grave, which the Parish Council will not undertake. Funeral undertakers must make their own arrangements for the digging of graves and the interment of ashes and the erection and installation of memorial headstones etc.

These Regulations for the Management and Control of the Cemetery were approved and adopted at a meeting of the Newton Poppleford and Harpford Parish Council (Policy and Personnel Committee 22nd July 2021). In February 2024 the Finance Committee of the Parish Council resolved to increase fees from 1st April 2024 and this decision was ratified by the Full Council on 26th February 2024.

Clerk to the Council: Mrs Jacqui Baldwin

**Correspondence Address: Clerk to the Parish Council, The Pavilion, Back Lane,
Newton Poppleford EX10 0EZ**

Email: clerk@newtonpopplefordandharpford-pc.gov.uk

Contact: 07393 572608

At the meeting of the Newton Poppleford and Harpford Parish Council held on 26th February 2024 it was resolved to increase Cemetery charges for the forthcoming financial year – 2024/25.