

HUNCOTE PARISH COUNCIL

HUNCOTE CEMETERY – GARDEN OF REMEMBRANCE

Regulations for Inurnment Plots

Huncote Parish Council is aware that bereaved people may have clear ideas about the way in which they wish to commemorate their relatives and friends whose ashes are to be placed in a plot in the Garden of Remembrance in Huncote Cemetery. As far as possible, the Council would want to allow these wishes to be fulfilled but, at the same time, must ensure that memorials, flowers and the way in which plots are maintained are in keeping with the general appearance of the Cemetery, and do not cause problems for the owners of neighbouring plots or those charged with the upkeep of the Cemetery.

What follow, therefore, are information, guidelines and broad Regulations that apply to any Plot that is purchased.

1. The Purchase Price of the Plot

- (i) It entitles the Purchaser to place up to 2 Burial Urns within the 600mm x 600mm (2' x 2') Plot
- (ii) It includes the supply of a standard 150mm x 100mm (6" x 4") stainless steel Plaque* and its fixing by the Parish Clerk to the Headstone after it has been suitably inscribed (at the expense of the Purchaser).
- (iii) Only the Plaques provided by the Parish Council may be used because they have been made to fit within the indented space incorporated in each Headstone.

2. The Inscription Plate

- (i) The Plate must clearly record at least the name of the Deceased person(s)
- (ii) Details of the proposed Inscription should be sent to the Parish Clerk for his/her approval before the engraving begins. This will only be withheld if the Parish Council considers a proposed Inscription is unsuitable.
- (iii) Obviously, if the Ashes of a second person are placed in a Plot and the original Plaque has no room for a second inscription, it should be removed and a new Plaque purchased from the Clerk and suitably inscribed.

3. Flower Vases & Containers, and Other Tributes

Because the Plots in the Memorial Garden are so small, there have to be some restrictions on the size and number of items located on them. This is to ensure that they do not obstruct neighbouring plots or interfere with the appearance and/or maintenance of the Garden. Normal requirements will therefore be:-

- (i) All vases, containers or other tributes must be of a size to be confined well within the limits of the Plot, preferably on the Paving Strip (otherwise, they may impede the mowing needed to keep the Memorial Garden in a neat and respectful condition, or be damaged during mowing)
- (ii) They should be of a material that is unlikely to corrode and is heavy enough to resist being overturned or moved by strong winds
- (iii) No holes should be dug in the turf for any purpose because the site does not lend itself to free planting
- (iv) Clear details (a sketch, if possible) of any proposed permanent Vase or other container (including its measurements and the proposed inscription) should be sent to the Parish Clerk for his/her approval. This will only be withheld if the Parish Council considers a proposed Vase/container or its Inscription is unsuitable.
- (v) Responsibility for ensuring that any Memorial, Headstone, Vase, Container or other item of tribute erected on a grave in the Cemetery is maintained in a safe condition lies with the deceased person's nominated Next of Kin/family member(s) or other specified individual. For this reason, the Parish Council recommends that care is

taken in selection of the suppliers of such items to ensure their quality and durability

4. Conditions of Sale

- (i) The Purchaser of any Plot is asked to keep the Plot tidy to contribute to the overall appearance of the Garden of Remembrance necessary to provide a proper reflection of the Garden's role and to be pleasant for those who visit Huncote Cemetery at any time.
- (ii) The Purchaser of a Plot is expected to observe the requirements set out in this document. If it appears that they are not being adhered to, the Parish Council will raise the matter with the Purchaser so that the matter may be resolved amicably. Of course, the Council has to reserve the right to take appropriate action if agreement cannot be reached and the infringement continues

5. Agreement

I, the Purchaser of Plot No. _____, in the Garden of Remembrance of Huncote Cemetery, have read and understood the Regulations set out in this document and do hereby agree to comply with them.

Signature _____

Name _____

Address _____

Tel. No. _____

Date _____

Wording for the plaque, up to 150 characters (plus spaces)

Wording does not need to be provided in advance of the ashes burial. It is entirely acceptable to take time and consider the inscription. It is requested that details for inscription are submitted within 6 months of the date of burial.

Once completed, this Agreement should be returned to **The Clerk to Huncote Parish Council, at 3 Mountfield Road, Earl Shilton, Leicestershire, LE9 7LW** who can be contacted on **Tel. 01455 844 539 / 07875 291 366 / clerk@huncote-pc.gov.uk** for further information)

HUNCOTE PARISH COUNCIL
ASHES BURIAL AT HUNCOTE CEMETERY
NOTICE OF INURNMENT

This notice is to be delivered to the Parish Council Office
Huncote Parish Council, c/o 3 Mountfield Road, Earl Shilton, Leicestershire LE9 7LW
Between the hours of 9:00am – 6:00pm (Mon-Fri) **at least TWO days prior to interment taking place**

1. Details re. Deceased

NAME OF DECEASED:
HOME ADDRESS:

DATE OF DEATH:
PLACE OF DEATH:

AGE AT DEATH:
OCCUPATION:

2. Details re. Nearest Relative

RELATIONSHIP TO DECEASED:
NAME OF NEAREST RELATIVE:

ADDRESS OF NEAREST RELATIVE:
CONTACT TELEPHONE NUMBER:

3. Details re. Funeral

UNDERTAKER:
UNDERTAKER'S ADDRESS:
PHONE NO.:
CONTACT EMAIL ADDRESS:

FAX NO.:

COFFIN/ASHES BURIAL: Ashes Burial

BURIAL DATE:
PLOT No.:
Church of England/Methodist

TIME:
ASHES CASKET SIZE:
OFFICIATING:

I hereby confirm the above details are all completed and correct:

Signature of Applicant: Date:

Signature of Funeral Director: Date:

FOR PARISH CLERK'S USE ONLY

COSTING
Exclusive Right:
By Path:
Plaque:

ACTION CHECK LIST
Regulations Issued:
Gravedigger Notified:
Certificate Received:
Payment Received:
Receipt Issued:
Entered in Ledgers:
Plan Updated:
Computer Updated:
Gravedigger Paid:

TOTAL CHARGE: £

PLOT No. _____

Once completed, a full copy of this form should be given to the family, for them to keep, by the Funeral Director organizing the burial and pages 2 and 3 of this Agreement, along with the Certificate of Cremation and the appropriate payment should be returned to **The Clerk to Huncote Parish Council, at 3 Mountfield Road, Earl Shilton, Leicestershire, LE9 7LW** who can be contacted on Tel. **01455 844 539 / 07875 291 366 / clerk@huncote-pc.gov.uk** for further information.

Amended September 2016