

## Fillongley Parish Council Burial Ground Policy

### 1. Introduction

Fillongley Parish Council ("the Council") is the Burial Authority responsible for the management and maintenance of Fillongley Cemetery, Nuneaton Road, Fillongley.

This policy outlines the regulations governing burials, interments of ashes, and the erection and maintenance of memorials. It aims to ensure that the cemetery remains a peaceful, safe, and well-maintained place of rest and remembrance.


### 2. Administration

- All matters relating to burials, interments, and memorials must be arranged through the Parish Clerk.
- The Council reserves the right to make amendments to the regulations governing the Cemetery as necessary.
- All fees and charges shall be set annually by the Council and reviewed each financial year.

### 3. Eligibility

- Residents of Fillongley Parish have priority for burial and interment rights.
- The right to burial in the cemetery is restricted to parishioners listed on the electoral register at the time of death.
- Proof of residence may be required.
- Residents may request to purchase graves in advance of use. These are dealt with on a case by case basis by the full Council. *Double fees will be charged if permission is given.*
- Non-residents may be accepted at the discretion of the Council, subject to a successful application on the Parish Council application form. Each application is considered on its merits and the decision is made by the full Council.
- *If an application is approved for a non-resident a multiplier of fee rates will apply. This multiplier applies to all fees including burial fees, memorial fees and Grant of Exclusive Right of Burial. From 1st January 2026 the multiplier will be two times that applicable to parishioners on the current electoral roll.*

### 4. Exclusive Right of Burial

- An Exclusive Right of Burial (ERoB) may be purchased for a period of 70 years.
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- The grant of ERoB gives the holder the right to determine who shall be buried in the grave but does not convey ownership of the land.
- No transfer of burial rights shall take place without the Council's written consent.
- The ERoB may be renewed upon expiry, subject to Council approval.
- In the event of any query or dispute regarding ownership of a plot it is the family's responsibility to establish ownership and provide the necessary supporting documentary evidence.
- Where a witness is required to sign the forms, it is the Council's rule that this must be signed by a suitable professional witness; a person who has known the applicant for at least 2 years and who works in, or has retired from, a recognised profession. If the applicant has changed personal details or address since the grave purchase, or the transfer of grave ownership or responsibility, please include a list of previous addresses and a copy of relevant certificates eg marriage.

#### 5. Interments

- No burial or interment shall take place without a registrar's certificate of burial or a coroner's order.
- Graves shall be dug only by Council-approved contractors.
- A standard grave may allow up to two interments (double depth) and up to four ashes interments, space permitting.
- Coffins and urns must be made of approved biodegradable materials.
- The scattering of ashes is not permitted unless in designated areas approved by the Council.
- *If the application for a re-opening relates to a non-resident the appropriate fee multiplier will be applied. From 1st January 2026 the multiplier will be two times that applicable to parishioners on the current electoral roll.*

#### 6. Cremated Remains

- Ashes may be interred in designated ashes plots or within existing graves (with permission of the grave owner).
- Ashes must be interred in a biodegradable container.

#### 7. Memorials

- A memorial may only be erected by the EroB owner, with the Council's written consent.
- Applications must include a drawing or photo of the proposed memorial, including dimensions, materials, and inscription.



- Maximum sizes etc are listed on the Cemetery Regulations. If an application is refused by the Clerk, the applicant may appeal to the full Council.
- Only approved masons may install memorials, in accordance with NAMM (National Association of Memorial Masons) standards.
- Memorials must be constructed of natural stone or slate, with no reflective materials permitted.
- Maximum height for headstones: 3 feet (900 mm).
- Kerbstones and fencing are not permitted.
- The Council reserves the right to remove or make safe any memorial that becomes unsafe, neglected, or in breach of regulations.

#### 8. Maintenance and Upkeep

- The Council is responsible for maintaining the cemetery grounds, grass cutting, and paths.
- Grave owners are responsible for maintaining the area immediately surrounding their memorials.
- Artificial flowers, ornaments, and non-biodegradable decorations are discouraged and may be removed if unsightly or unsafe.
- Trees, shrubs, or planting may not be introduced without written permission.
- Christmas wreaths/decorations must be removed from graves by the end of January or the Council reserve the right to remove these and dispose of them after that date.

#### 9. Conduct

- Visitors are requested to respect the quiet and dignity of the cemetery
- Dogs must be kept on a lead at all times and owners must remove any waste.
- No smoking, alcohol consumption, or disorderly behaviour is permitted.

#### 10. Records

Burial registers and plans of the burial ground are held by the Parish Clerk and are open for inspection by appointment.

#### 11. Fees

A full schedule of fees is published by the Council.



12. Review

This policy shall be reviewed at least once every year or as required by changes in legislation.

Approved by Fillongley Parish Council on: 15-01-26

Chairman's Signature: 

Clerk's Signature: 