

LONGSTOCK CEMETERY REGULATIONS

Introduction

1. The Burial Authority for Longstock Cemetery is Longstock Parish Council. The Council is responsible on behalf of the village residents for the Cemetery's upkeep and for ensuring all activities are conducted in accordance with these Regulations.
2. The Cemetery is open 24 hours a day, 365 days a year providing a place for quiet reflection and the remembrance of loved ones.
3. When a request is received for an interment, the Parish Council will forward a copy of these regulations to the relatives asking them to confirm in writing that they understand and will comply with these regulations.
4. The point of contact is the Clerk on 07763857512.

Entitlement and Plots

5. The entitlement to be buried in the cemetery is as follows:
 - those resident in Longstock at the time of death;
 - those previously resident, but who had paid for a plot while living here, regardless of length of residence in Longstock;
 - those previously resident, who did not pay for a plot while living here, but who had lived in Longstock for at least 10 years in total during their lifetime;
 - those who do not meet the above criteria, but who will be buried with their entitled relative in a double depth plot.
6. The Burial Authority will endeavour to accommodate preferences as to plot location but plots may no longer be reserved. However past reservations will be honoured.
7. Where two people are to be buried in the same grave in a main plot then a double depth burial should be implemented on the first opening of the grave, including when the first interment is for ashes in a casket.
8. The Burial Authority is the final arbiter in deciding entitlement and plot location.

Grave Markings, Ornaments, Floral Tributes and Mementoes

9. This cemetery is designed to be a lawned cemetery. Lawn cemeteries consist of graves that have a headstone memorial only placed within the headstone border. The remainder of the space will be grassed over and maintained by the Council. Any form of kerb memorial or markers to show the boundary of a grave space, including loose chippings or planting of any kind, is not permitted. Vases, ornaments, lanterns or wind chimes are not allowed to be placed on the turf as this will obstruct the regular grass cutting needed to maintain an attractive and tidy cemetery. We respectfully ask that any such items are removed from grassed areas.
10. The Burial Authority is responsible for maintaining a harmony of style and design in the cemetery to ensure that each new grave blends sympathetically with others. Accordingly designs and inscriptions for memorials and other permanent mementos must be approved by the Burial Authority before their placement; otherwise they may be removed without consultation. The following guidelines are required to be followed:
 - Headstone material should normally be of a pale stone, matt or polished.
 - Headstone shape should be a simple upright, or an open book, or a single slab flush with the ground.
 - An upright stone should be between 2 feet 6 inches (76.2 cm) and 4 feet (121.92cm) high (measured from the ground); width between 1 foot 8 inches (30.48cm) and 3 feet (91.44cm) and thickness between 3 inches (7.62cm) and 6 inches (15.24cm) A child's upright stone may be smaller, but not less than 2 feet high (60.96cm) 1 foot 3 inches wide (38.1 cm) and 2 inches (5.08cm) thick.
 - Lettering and small designs should be incised into the stone or carved in relief. Lettering must be black. Small (ie in the region of 4 inches (10.16cm) x 4 inches (10.16cm)) well carved engravings, depicting some item of particular relevance to the deceased, are acceptable. They should be either coloured or painted in sensitive colours.
 - Framed photographs set into a headstone, which are no larger than 4 inches square, are permitted.
 - Real floral tributes may be placed on graves but should be removed when they have faded.

11. The Burial Authority is responsible for ensuring the cemetery is kept in a fit state for visitors and for it to be maintained without the risk of harm coming to the grounds staff. Accordingly the following is mandated:

- Plastic floral tributes are permitted provided they are placed on the headstone at ground level. They should be removed once the colour fades.
- Unbreakable vases are allowed for flowers but must be placed on the headstone at ground level.
- No ornaments are to be placed along the length of the grave or to the sides of graves.
- The planting of trees, flowers or any kind of shrub is not permitted.
- The erection of fences or wooden borders, railings or any type of surround is not permitted in or around the graves or cremated remains plots. Nor are lights and other ornaments permitted, whether freestanding or pushed into the ground, nor railings and surrounds of any description, chains, gravel, pebbles or other chippings.
- Breakable items such as glass vases, jars or bottles are not permitted within the cemetery and the Burial Authority reserves the right to remove such items without prior notice.

Interment of Cremated Remains.

12. There is an area set aside for caskets containing cremated remains. Each space can accommodate up to two cremated remain. (If preferred, a full size grave at single depth can be used for interring up to a maximum of five cremated remains, but the grave would then be closed to full burials).

13. The location of the casket may be covered by a Memorial Stone. It shall not exceed 1 foot 6 inches (46 cm) wide x 1 foot 0.2inches (31cm) high. It must be flat or of desktop. Material should normally be of a pale stone, matt not polished. Lettering must be black.

14. No ornaments or vases may be placed on the stone. Stones are to be laid flush with the surrounding grass to assist in grass cutting. Real flowers may be laid over the stone but are to be removed once faded.

15. Full details of all proposed memorial stones are to be submitted to the Burial Authority and must be approved by them, before their placement.

16. If the intent is to scatter ashes within the cemetery, prior permission must be obtained from the Burial Authority.

Care of Graves.

17. The relatives of the deceased are responsible for care of the grave, including removal of dead plants and faded artificial flowers. Graves, plots and memorial stones shall be kept in a good state and within the set regulations. Upon default of the above, the Burial Authority reserves the right to take over the maintenance of the grave or plot and manage the plot within these Burial Authority regulations.

18. Christmas wreaths must be removed by the last day in January and any Easter wreaths must be removed 30 days after Easter Sunday. Clearance of flowers and wreaths is the responsibility of family members but removal may be carried out by the Burial Authority upon deterioration and if wreaths are not removed within the said timescales.

Memorial Benches

19. Benches with or without commemorative plaques, in memory of the deceased, may be placed in the cemetery provided written permission has been obtained from the Burial Authority for both the bench and the wording on the commemorative plaque.

20. Although normally memorial benches will be sited adjacent to the location of the relevant grave(s)/cremation plot, the Burial Authority reserves the right to position benches as they see fit.

21. The Burial Authority will not be held responsible for the maintenance of, or damage to any memorial bench caused by a third party or the replacement of a bench which has failed. In the event of a damaged or failed bench, the Burial Authority will endeavour to contact the relatives appropriately. The Burial Authority will remove benches judged to be damaged/failed.

Dogs

22. Dogs are permitted in the cemetery but must be kept on a lead. Persons visiting the cemetery with dogs must ensure that the dog is kept under strict control at all times. If a dog fouls, the owner must clean up any dog faeces and dispose of it in the dog waste bin provided outside the Cemetery gates.

Conclusion

23. Some graves, headstones and plots are at variance with these regulations. This is because they were installed when different regulations applied. However new graves, headstones and plots are to follow the latest regulations. A copy of these will be supplied on application to the Clerk. The Burial Authority, wishing to keep the appearance of the cemetery in accord with the wishes of the majority of the village, will not permit variances, even though they may have been permitted under previous regulations.

End of Regulations

Approved on 11th November 2024

Updated 9th February 2026 to include new paragraph on dogs

Appendix to Longstock Cemetery Regulations (11th November 2024)

Notice for Interment Bookings

A telephone booking is required in the first instance for every interment including the scattering of ashes. Please contact the Clerk on 07763857512.

The following Certificates must be provided to the Council prior to the interment:

- Certificate for Burial
- Coroner's Certificate
- Cremation Certificate (where possible)

Exclusive Right of Burial

The Exclusive Right of Burial entitles the registered holder:

- To be interred in a grave space subject to space being available in the grave;
- To determine who is buried in the grave;
- To apply for the Right to erect a memorial on the grave, in accordance with the Regulations and subject to the approval of The Burial Committee

It does not extend to the possession of the land, which remains in the ownership of the Council. The grant for the Exclusive Right of Burial may be purchased at the time of interment for a period of 100 years.

The Council will record in its Cemetery Registers the name and address of the person who has purchased the Exclusive Rights of Burial. It is the responsibility of the owner or successor of the Exclusive Rights of Burial to advise the Council of any change of address.

The holder of the Exclusive Right of Burial shall fully comply with the Cemetery Regulations ensuring the grave is maintained in a safe condition.

Fees and Charges

The Table of Fees is published on the Longstock Parish Council website www.longstockparishcouncil.co.uk and displayed on the noticeboard at the Cemetery.

Locating Graves

Please contact the Clerk on 07763857512 who will be happy to assist in locating a grave