



BIRTIN CEMETERY, OUGHTIBRIDGE



Photographs courtesy of David Palmer, former Groundsman

1. GENERAL

- 1.1 The burial ground is normally open to the public between dawn and dusk each day.
- 1.2 The burial ground is administered by and is under the charge of the Clerk to Bradfield Parish Council whose address is Council Offices, Mill Lee Road, Low Bradfield, S6 6LB.
- 1.3 The Council will maintain the burial ground in a good and decent order. The Council reserves the right to prune, cut down or remove any shrubs or trees within the burial ground at any time in order to maintain decent order.
- 1.4 Plans of the burial ground are kept at Birtin Cemetery and may be seen by prior appointment with the office. A copy of the rules and regulations, table of fees etc., may also be obtained. All burial records are kept at Council Offices and will be made available to individuals with an established interest who can request information from the Clerk.
- 1.5 The allocation of all grave spaces and cremated remains plots are subject to agreement and the approval of the Clerk. Allocation of grave spaces shall be subject to payment of fees applicable at the time of allocation. Further fees are payable at the prevailing rate upon an interment taking place.
- 1.6 The Council stipulates that all persons/organisations carrying out work in the cemetery must provide a copy of Public Liability Insurance and a Risk Assessment otherwise they will not be allowed on site.
- 1.7 Any headstones/niche plaques which need to be removed from site in order for work to be carried out must only be removed once authorisation is received and the necessary paperwork signed by the person removing the item.

2. BURIALS

- 2.1 No burial shall take place, or any memorial placed relating thereto, without the prior permission of the Clerk to the Parish Council. All excavations for the interment shall be undertaken only by persons approved by the Council.
- 2.2 A minimum of 48 hours notice shall be given at the office, confirmed in writing within 24 hours.
- 2.3 Every notice of interment shall be on the form provided or otherwise agreed by the Council and must contain a full and true statement of the particulars required and be signed by the applicant. All fees and charges shall be paid at the time of giving notice and no interment will be allowed to take place in any grave for which any fees remain unpaid unless 'account' arrangements have been agreed by the Council.
- 2.4 Orders or instructions received by telephone shall be confirmed in writing within twenty four hours. The Council will not accept responsibility for loss or any remittances or instructions forwarded by post.
- 2.5 The Registrar's or Coroner's Certificate for the disposal shall be made available prior to the funeral taking place.

3. MEMORIALS (BURIALS)

- 3.1 Before the erection of any memorial or other work relating to a burial plot an application must be made to the Council. This application must include a drawing/sketch with measurements and nature of the proposed memorial including materials to be used, along with full details of proposed inscription. Subject to approval and on payment of the appropriate fees, authorisation will be granted. No memorial may be erected or inscription made unless approved by the Clerk to the Parish Council.
- 3.2 All memorials shall be constructed of good quality stone with all fixings made in accordance with recognised trade standards (Recommendations of National Association of Monumental Masons or equivalent) and shall be stabilised using the recommended underground fixing.
- 3.3 In the event of neglect of any memorial, after 3 months notice posted or delivered to the last known address of the owner, the Council shall have the right to remove or otherwise dispose of any such memorial as they may direct. The Council reserves the right to take any such action as may be deemed appropriate in cases or neglected or vandalised memorials which in particular, have become a danger to the public and the cost of such action may be sought from the family or legal representatives.

- 3.4 All materials must be transported to the Burial Ground by hand or on carts or trucks with wheels of not less than 100mm (four inches) in width.
- 3.5 All persons erecting headstones or memorials must use such means as to protect the grass and the walks as directed by the Clerk or a nominated representative and shall be responsible for the clearing of the site following erection of the same including surplus materials.
- 3.6 The erection (or renewal) of a wooden cross is not allowed other than for a temporary period not exceeding six months, following interment. In default of this regulation the Council reserves the right to remove any such cross.
- 3.7 Flowers and shrubs must not be planted on purchased graves. The Council will remove any shrubs, plants or flowers that have been planted in the vicinity of burial plots and the cremated remains area of the Burial Ground. This is to facilitate proper and effective maintenance of the burial ground.
- 3.8 No grave shall be raised by the use of turf, or other means, above the level of the ground in the immediate vicinity.
- 3.9 No vases (other than those incorporated within a memorial), shrubs, trees, plants, artificial wreaths, jars, toys or memorabilia, railings, fencing or other structured enclosing the grave, shall be permitted. Any breach of this condition may result in the removal of any such item by the Council. This is to facilitate the proper and effective maintenance of the burial ground.
- 3.10 Average headstone sizes;
Ashes Plot - 24" by 18"
Full burial plot - 30" x 24" including plinth

4. INTERMENT OF CREMATED REMAINS

- 4.1 No burial or cremated remains shall take place, or any memorial placed relating thereto without the prior permission of the Clerk to the Parish Council. All excavations for the interment of cremated remains shall be undertaken only by persons approved by the Council.
- 4.2 Cremation plots shall not exceed 450mm by 300mm (18"x12").
- 4.3 Cremated remains may be interred in urns and caskets of a suitable design and construction which must be biodegradable.

5 NICHES (CREMATED REMAINS)

- 5.1 The niche walls are identified in sections and there should be no more than up to 4 urns per niche with the remains of only one person in each urn.
- 5.2 The dimensions of the niches can vary. Please contact Bradfield Parish Council before purchasing an urn for the exact dimensions of your chosen niche as they can vary.
- 5.4 The front stone of the niche to be made of good quality natural stone not exceeding 18" by 12" is to be inscribed with the deceased name, date of birth and date of death.
- 5.5 No additional vases or glass bowls or any other type of memorial will be permitted. The Parish Council reserve the right to remove all offending containers and material.

6 GENERAL CONDUCT

- 6.1 Persons within the burial ground shall at all times conduct themselves with proper decorum and any person found conducting himself or herself in a noisy, discourteous or disorderly manner will be expelled from the burial ground.
- 6.2 Children under the age of 12 will not be admitted except under the care of a competent person and all persons admitted to the burial ground will be subject to the directions of the Clerk or nominated representative.
- 6.3 Dogs will only be allowed in the burial ground, secured on a lead and must be prevented from defecating the area.
- 6.4 Cycling within the burial ground is prohibited.

The Council reserves to itself the power to make alterations from time to time in the foregoing rules and regulations.

BRADFIELD PARISH COUNCIL

COUNCIL OFFICES, MILL LEE ROAD, LOW BRADFIELD, SHEFFIELD S6 6LB

Phone: 0114 285 1375

Clerk/RFO: Teresa Bisatt

E-mail:

admin@bradfield-yorks-pc.gov.uk

www.bradfield-yorks-pc.gov.uk

or

Birtin Cemetery, Burton Lane, Oughtibridge, Sheffield, S35 0FT