



HEADCORN PARISH COUNCIL



Headcorn Parish Burial Ground, Rear of Methodist Church, High Street, Headcorn TN27 9NL

These Terms and Conditions apply from 3rd May 2023.

1. Notice is to be given to the Clerk at least two working days before any interment in every case, exclusive of Sunday, Christmas Day, Good Friday, and Bank Holidays (emergencies excepted).
2. All Fees are payable to Headcorn Parish Council and should be paid to Headcorn Parish Council by BACS (or cheque in especially agreed circumstances) to:-

Account name	Headcorn Parish Council
Account number	20379452
Account Sort Code	60 83 01
Unity Trust Bank	

Fees must be paid when any notice or order is given.

Published charges apply where the person to be interred was an inhabitant or parishioner of the Parish of Headcorn. In the case of a still-born child, the parents (or one of them) are, or at the time of the interment were such inhabitants or parishioners.

In all other cases interment and purchase of Exclusive Right of Burial, fees will be doubled.

3. The Registrar's Certificate or the Coroner's Order for Burial must be delivered to the Clerk prior to interment. The name of the Parish or District from which the deceased is removed, and all other information required must be stated on the prescribed Notice of Interment form at the time of paying the Fees and Charges.
4. No burial can take place before 10 a.m. nor after sunset, nor on a Sunday, Christmas Day, or Good Friday without special permission.
5. The Exclusive Right of Burial must be purchased before a burial in an earthen grave or an interment of ashes.
6. Burial in an earthen grave:
Earthen graves shall be dug to a maximum of 9 foot by 4 foot. Wooden or biodegradable coffins to a maximum size of 6 foot 6 inches x 2 foot 2 inches should be used. No earthen



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grave shall be of a depth of less than five feet, or in the case of the interment of a child under six years, 4 foot.

7. Interment of ashes:

Cremated ashes must be placed in a wooden or biodegradable container and shall be interred at a depth of not less than 2 foot. A maximum of two adjacent interments shall be permitted in each reserved space in the ashes sections. Ashes may be interred in an earthen grave if space permits, subject to the permission of the Parish Council.

Scattering of cremated remains may only take place with expression permission of the Parish Council and in the area designated, unless otherwise agreed.

8. No raised ground will be permitted to any grave, and it shall be the responsibility of the undertaker and the person ordering the opening of the grave to check the grave subsequently and to render the surface level. The undertaker and the person ordering the opening of the grave arrange for the grave, on being closed, to be turfed or re-turfed as may be necessary, and the Council's decision as to whether such work shall be necessary, or satisfactorily carried out, shall be final. Only gravediggers approved by the Parish Council may be employed to dig graves or the plots for the interment of cremated remains.
9. Internment will take place in the next available plot. There is no forward sale of plots or reservations made.
10. No owner of any purchased ground shall have the privilege of transferring the Exclusive Right of Burial in the same to any person other than relations by blood or marriage without the consent of the Parish Council, and all transfers must be approved by the Parish Council and duly registered at the expense of the applicant at such fee as may be determined from time to time.
11. On earthen graves either a headstone or a plain wooden cross will be permitted. No headstone or plain wooden cross when erected shall exceed 2 foot 6 inches in height, or 2 foot in width. Headstones shall be installed by use of a stainless-steel pin into the ground and the base of the headstone in accordance with the safety specifications of the National Association of Memorial Masons. A small inscription plaque may, subject to Regulation 12, be attached to a wooden cross.
12. A tablet/kerbing with headstone will be permitted, subject to the consent of Parish Council or Clerk, and shall not exceed 7 foot long, 3 foot wide or 4 foot high (including the tablet/kerbing) and will exclude excessive decoration.



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13. Mini Headstones in the Ashes Section shall not exceed 22 inches height x 22 inches width x 15 inches depth.
14. Drawings to scale of every headstone, tablet, or tablet/kerbing with headstone, with a statement of the proposed position on the grave space and the proposed material, plus a copy of every inscription, shall be submitted to the Parish Council for its approval and be deposited with the Clerk. No headstone or tablet shall be erected or placed in the burial ground without such approval.
15. All monuments shall be kept in good condition by the owners thereof respectively, and in default the same shall be forfeited to the Parish Council, which shall be entitled to take possession thereof and all the ground belonging thereto and to remove or alter any such monuments, headstones or tablets in any way deemed necessary or desirable for the due order of the burial ground. Grave owners are encouraged to take out insurance to cover damage to their memorials.
16. Floral tributes may be placed on the graves and in the ashes interment areas but, in the interests of the safety of the public, no glass containers or covers shall be allowed. No form wire netting or fencing shall be permitted. All items placed on the graves or ashes section shall be subject in all cases to the approval of the Parish Council which shall reserve to itself the absolute right to remove any items it considers unsuitable or to have become unsightly, including trees or shrubs or other plants that the Parish Council considers to be unsuitable.
17. These Regulations may be varied or waived at the sole discretion of the Parish Council Open Spaces Committee which has regular publicised meetings, which the public may attend.

Adopted by Headcorn Parish Council Open Spaces Committee on 3rd May 2023

Clerk
Mr Stefan Christodoulou
The Parish Office
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