



**BALSALL PARISH COUNCIL  
TEMPLE BALSALL CEMETERY  
RULES AND REGULATIONS  
Effective from July 2020**

**This is a lawn cemetery and so no covering of the grave space (gravel, planting, flowers, vases or kerbs) is permitted.**

**A. Burials**

1. All orders for grave purchase and interment, together with fees are to be submitted the Clerk of the Parish Council, cheques made payable to Balsall Parish Council. The list of fees is available from the Clerk or the Parish Council website at [www.balsallparishcouncil.gov.uk](http://www.balsallparishcouncil.gov.uk).
2. Two clear days' notice, exclusive of Sunday, must be given before any interment.

**B. Memorials (new and replacement)**

3. An order form with sketch indicating measurements and inscriptions of all proposed monuments or plaques must be sent to the Clerk of the Parish Council together with the fee by the grave owner. These will be considered and, if approved, permission will be given for a placement.
4. The duty lies on the applicant to ensure that the headstone or plaque size is in accordance with permitted sizes set out below. All fees must be paid before the memorial or plaque can be admitted to the cemetery.
5. Any memorials not abiding to the permitted sizes shall be immediately removed by the owner, having received notification of breach of the regulations, at their own cost. If the memorial is not removed, the Parish Council reserves the right to remove the memorial and claim all costs of removal from the stonemason/owner.
6. Permitted sizes of a memorial headstone or memorial plaque are:
  - a. Burial plots adult – maximum dimension 24" wide x 30" high x 4" thick for headstone sitting on a single base of 30" wide x 12" deep x 4" thick.
  - b. Burial plots children – maximum dimension 18" wide x 21" high x 3" thick for a headstone sitting on a single base of 18" wide x 12" deep x 3" thick.
  - c. Cremation plots – maximum dimension 12" wide x 15" high x 2" thick sitting on a base of 16" wide x 12" deep x 2" thick
  - d. Memorial Wall plaque – 4" high x 8" wide, materials and appearance specification Memorial Wall plaques are to be fitted by the Parish Council.

7. All grave memorials must be erected according to the standards in the NAMM (National Association of Memorial Masons) Code of Working Practice.
8. All memorials and palisading, etc, to be kept in repair by the owner. If not, they may be removed by the Council at its discretion on due notice having been given at the last known address.
9. The Council does not guarantee the stability of vaults and monuments however memorial inspections are carried out on a regular basis and owners will be advised if their memorial requires attention.

### **C. Memorial Wall**

10. The scatter of ashes in the Garden of Remembrance must be confined to the lawn area only and carried out with regard to other Cemetery users.

### **D. Flowers**

11. Flowers or shrubs may not be planted on graves. The Parish Council reserves the right to remove any, or all, shrubs, plants, flowers, receptacles, or other items at any time if, in the opinion of the Council, the grave has become unsightly or overgrown.  
**PLEASE DO NOT USE GLASS CONTAINERS.**
12. No flowers or other items to be left in the area of the Memorial Wall and Garden of Remembrance. No flowers or other items are to be left in the cemetery on or around benches or attached to trees, shrubs or hedges.

### **E. Existing Benches**

13. Existing benches are not to be fixed or fastened to the ground, posts, trees or hedges in order to allow grounds maintenance to take place. They should be kept in good order by their owner.

### **F. Car parking**

14. The Parish Council does not accept responsibility for any loss or damage to any item or vehicle brought onto the Cemetery. All items are left at the owner's risk.

The foregoing rules and regulations shall be strictly adhered to, and any extra visits in supervision by the Clerk caused by an infringement of these rules shall be charged at a rate of £10 per visit.

**PLEASE NOTE: DOGS ARE STRICTLY PROHIBITED**