

November 2016

Preston under Scar Cemetery Processes

The Clerk to the Council will advise on any matters concerning the Cemetery and can be contacted during office hours at clerk@prestonunderscarpc.co.uk. The Clerk will take full responsibility for ensuring undertakers have access to the latest version of the cemetery regulations, including the most recent charges and also an electronic copy of the burial map.

All documents involved in Cemetery process:

Burial Map
Cemetery Regulations
Addendum to Cemetery Regulations
Register of Graves
Receipt Book
Deed of Grant of Exclusive Right of Burial or of Interment of Ashes
Certificate for the burial (green slip)
Burial Register

Plot reservations

The clerk is the first point of contact for all reservations

Residents of the parish

- The resident will initially contact the clerk regarding their request for a plot reservation.
- The resident is then invited to take a look at the burial map, alongside the clerk and select the location of their reserved plot.
- The clerk is then responsible for marking up the plot as reserved on each copy of the burial map.
- The clerk then requests payment in full, and issues the resident a receipt upon payment. The receipt includes the number of the plot as per the map.
- The clerk then issues the resident with a Deed of Grant of Exclusive Right of Burial or of Interment of Ashes. The deed also includes the plot number.
- The clerk retains two copies of the deed in the PC Cemetery files and notes the applicable regulations in force at the time (one electronic and one paper).
- The deed number will be the same as per the receipt book number, the receipt number will be R__ _
- The deed will be granted for a maximum of 75 years from issue.
- The clerk also completes the register of graves book as required.
- The resident is given a copy of the current Cemetery Regulations.

Non-residents of the parish

- The application for a plot reservation for a non-resident of the parish including the amount payable, will be decided at a Parish Council meeting.
 - Upon acceptance of the application, the process will follow as per a resident applying for a grant.
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Burials / Interment of ashes

The clerk is the first point of contact for all burials.

- The undertaker will initially contact the clerk to make arrangements for a burial / interment of ashes and to confirm whether or not the plot is already reserved on behalf of the family.
 - When no reservation is in place, the clerk will locate a suitable available plot and if possible will confer with the undertaker and/or family representative regarding its location.
 - If the burial / interment of ashes is for a non resident of the parish, with no plot reservation the clerk must inform councillors and seek their advice regarding how to proceed.
 - The Parish Council must discuss relevant charges at their earliest possible convenience, even if this requires for an emergency meeting to take place.
 - The clerk is then responsible for updating all relevant burial files.
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- When a reservation is already in place, the clerk will confirm the location of the plot with the undertaker and liaise with them to arrange the marking out of the plot location.
 - On the day of the funeral, the whole green slip (certificate for the burial) is to be given to the minister conducting the interment which therefore allows the burial to take place. If no green slip is produced, the minister must obtain from the undertaker in writing the reason why the certificate is not present. The Superintendent Registrar may require to see this.
 - The person conducting the interment sends part A to the registrar who issued the certificate, to let them know that the burial has taken place. Part B of the slip is retained by the Parish Council for burial records.
 - The clerk should complete the register of graves book and the burial register as required.
 - If applicable, following the burial, the clerk will then provide the undertaker with an invoice.
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Interment of ashes

The clerk is the first point of contact for all interments.

- Ashes can be interred either in the area of land in the cemetery specifically for the interment of ashes or within a grave plot upon payment of the appropriate fee.
- If a family requests to inter ashes in the designated area, the clerk will liaise with the undertaker regarding the applicable charge.
- The current charges to inter ashes include the right to erect a memorial.
- One plot for the interment of ashes will accommodate two urns.
- It is acceptable for families to dig their own hole for interment of caskets of ashes.