



HYNDBURN

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Cemetery Guidance Notes

HYNDBURN BOROUGH COUNCIL

Cemeteries and Crematorium Service

**Accrington, Church & Clayton-le-Moors (Dill Hall Lane),
and Great Harwood Cemeteries**

If you require this information in a different format, for example larger print, audio or in a different language please let us know.

Please read the following notes which summarise information you need to know about the operation of the three cemeteries. It may be helpful to keep this leaflet together with the grave deed for future reference.

Hyndburn Borough Council is responsible for the effective running and management of Accrington, Church & Clayton-le-Moors (Dill Hall Lane) and Great Harwood Cemeteries. Local Authorities manage their cemeteries under the control of the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 and must comply with the regulations that have been made thereunder.

Fees

All fees in connection with purchasing burial rights in the new grave, including the headstone foundation fee, will have already been paid by the funeral director on your behalf (unless you have dealt with the purchase yourself) therefore, no further payment is required on receipt of the enclosed grave deed.

Deed of Grant of Right to Burial

When the burial rights in a new grave are purchased, the Council issues a grave deed to the person named on the burial application form as the purchaser or the person who pre-purchased the grave where no burial has taken place. The name and address of that person (the Grantee) is then entered into the statutory registers held at the cemetery office. If the grave is required to be opened for a burial, the grave deed should be

produced to the cemetery office via the funeral director. You will need to keep the document in a safe place. If you change your address, please inform the cemetery office to ensure that the records are up to date.

Re-instatement of Graves

When a burial has taken place, the floral tributes from the funeral are arranged on the grave and removed by the cemetery staff after approximately two weeks. The time varies depending on weather conditions as flowers die very quickly in extreme cold or hot weather. If you wish to keep any items from the floral tributes please ensure that you remove them before the expiration of two weeks.

Immediately after the burial, the earth will be left slightly mounded on the grave, but will gradually settle. The grave will be topped up with additional soil as required until the ground is fully settled. This process, unsightly as may be, takes up to 6 months, depending very much on the weather and ground conditions. Please do not think that the grave has been forsaken, the cemetery staff check the graves at regular intervals. After the ground has fully settled, the grave is levelled off, topsoil applied and seeded or turfed. The grass will be cut at regular intervals by the cemetery staff. As time goes by, the surface of the grave may settle a little and at the cemetery staff's discretion additional topsoil will be placed on the grave and surrounding area to bring it back to level.

The above maintenance will be carried out without any further cost to the owner of the burial rights.

Lawned Graves

It is the policy of the Council that all new graves are of the lawn type, where the headstone is placed on a foundation at the head of the grave and the main part of the grave is in the form of a level grass lawn. Kerbstones and fences are not allowed and nothing must be placed on the lawned area. The area must be kept clear for grass cutting and strimming to keep the grave neat and tidy.

Gardens

You are welcome to create a small garden at the head of the grave once the ground has fully settled and the grass has been re-instated. You may cut out an area 36" wide and 12" out from the headstone foundation into the grave. Kerb edgings, fences or stones must not enclose the garden as they may get caught by the strimmer and cause damage. You may plant bulbs, small shrubs with a maximum mature height of under 18 inches, bedding plants and perennial plants.

Please do not place chippings on the garden area as they spread onto the grass and can be caught by the grass cutting equipment and flung with some force causing a serious hazard to anyone in the area. Glass vases and ornaments are also prohibited, as broken glass can also be a serious hazard. If you wish to place a trough or tub of plants it must be contained within a clearly defined soiled garden area and not simply placed on the grass, as this impedes grass cutting and leaves the area in front of the grave untidy.

It is the responsibility of the grave owner to maintain the garden to an acceptable standard and any gardens which are neglected and overgrown with weed will be turfed over and returned to lawn by the cemetery staff. The Council regrets that it has to impose rules, but they are necessary to maintain such large areas to a high standard. Any items placed in the garden are there entirely at your own risk and the Council will not accept responsibility for any loss or damage.

Memorials

The Council does not sell memorials. If you wish to place a memorial on the grave you will need to contact a monumental mason of your choice. The cemetery office can supply you with a list of masons who regularly carry out work in the cemeteries.

The mason will advise you on the regulations regarding size of headstone, type of material, fixing, and the right to erect fee payable. He will submit an application to the cemetery office on your behalf for permission to erect the headstone. No memorial is to be erected unless a permit has been issued. The registered grave owner must sign the application form for the memorial work.

All memorials once erected, remain the property of the grave owner and the Council will not be responsible for any damage or disrepair, which occurs to the memorial unless of course, the damage has been accidentally caused by cemetery staff whilst carrying out their duties.

Please ensure that you incorporate a flower holder(s) in the headstone base if you wish to place cut flowers, as vases cannot be placed in the grass in front of the foundation as they obstruct and may be damaged by the grass-cutting equipment unless placed within a clearly defined garden.

If you do not wish to erect a headstone you may place a container of plants on the headstone foundation or as a temporary measure until the headstone is ready for erection.

Visiting the Cemetery

All three cemeteries are open to visitors 365 days of the year. The gates are not locked.

When visiting the cemetery in a motor vehicle, please keep to the main roadways around the plots. Do not drive on grassed areas, as this may be someone's grave.

You will find litter baskets at various locations in the cemetery for dead flowers removed from graves and wrapping paper. There are also water taps in each cemetery to enable you to obtain water for flowers.

The Council requests that dogs be kept on a short lead when visiting the cemetery to prevent them running over graves and fouling on a grave as these actions cause considerable distress to the bereaved. There are financial penalties for anyone who does not have their dog on a lead or allows the dog to foul in the cemetery as both acts are a statutory offence.

Cemetery Office

These notes are for your guidance, but should you have any other queries please do not hesitate to call at the cemetery office where a member of staff will be pleased to assist you.

The office is located at the entrance to Accrington Cemetery, Burnley Road, Accrington BB5 6HA and is open five days a week.

Monday – Friday 8.30–12 and 1– 4.30 pm

Telephone direct line: 01254 232933

Email: cemeteries@hyndburnbc.gov.uk

Website: www.hyndburnbc.gov.uk/bereavement

The Council regrets that some regulations have to be imposed, but from experience, realise that if the standards in the cemeteries are to be maintained, your co-operation is required and appreciated.