



CONINGSBY TOWN COUNCIL CEMETERY REGULATIONS (October 2025)

****Please note: No burial shall take place, no cremated remains scattered and no memorial shall be placed or inscription added without the permission of Coningsby Town Council****

All aspects of these regulations apply to all persons having business in the Cemetery, including: CTC Staff, Visitors, Clergy, Funeral Directors, Memorial Masons and all Contractors

Section A – Funeral Arrangements

1. Coningsby Town Council must be given at least 7 days' notice for a burial in the cemetery.
2. Burials are not permitted on Saturdays, Sundays or Bank Holidays
3. A maximum of 6 ashes caskets can be interred into a burial plot
4. All fees and payments are set out on Coningsby Town Council schedule of Cemetery Fees.
5. Burials must take place in the grave space allocated by the Town Clerk
6. Coningsby Town Council will not be responsible for preparation, open or closing of graves. Organising Grave Diggers will be the responsibility of the Funeral Director.
7. All graves shall be dug by hand. Mechanical diggers are not permitted in the Cemetery. Graves should be dug no more than 48 hours before the interment and must meet the ICCM code of safe working practices for cemeteries.
8. If the coffin is larger than a standard size 60cm x 196cm an additional plot must be purchased to allow for the necessary clearance.

Section B – Care of Graves

1. The overall care of the Cemetery is the responsibility of Coningsby Town Council. The Town Council oversees the operation of the Cemetery; and the maintenance of the Cemetery Grounds.
2. The Town Council as the Burial Authority has a duty of care and is responsible for the safety of the Cemetery and can take action if necessary to achieve this.
3. Following burial, flowers can be left on a grave for a maximum of four weeks as long as the flowers are still fresh, if they are not removed after four weeks the Town Council staff and Contractors have been authorised to remove them, sympathy cards will be kept for collection from the Town Office.
4. All graves will receive basic maintenance by the Town Council.
5. Relatives maintaining graves should place any litter in the wheelie bin provided.
6. For health & safety reasons and to help the ease of maintenance, please note:
 - i. Vases and other containers may only be placed inside kerbed memorials.
 - ii. Glass vases, jars or glass ornaments must not be placed on graves and will be removed. Turf must not be removed or any border erected around the grave.
7. Members of the public wishing to help out with any maintenance work in the Cemetery must first inform the Town Council.
8. Relatives are responsible for removing dead flowers and Christmas tributes and putting them in the wheelie bin. All Christmas tributes will be removed at the end of the



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following January. Any wreaths containing plastic flowers or wire **must** be placed in general waste wheelie bin.

9. The Town Council has the right to remove artificial flowers at their discretion to maintain the appearance and dignity of the Cemetery.
10. Bushes, plants and trees must not be planted on or around graves
11. The Council provides a water supply .

Section C – Memorials

1. Grave Owners wishing to erect memorials, headstones, plaques and vases must first obtain permission from the Clerk (this is usually done through the Stone Masons).
2. All memorials must be fitted by the Stone Masons and adhere to these guidelines, and are NAMM or BRAMM registered/members and meet the current industry standards as laid out in BS8415
3. The Stone Masons have a duty of care to erect memorials securely and in line with accepted standards.
4. Only Stone Masons who agree to accept responsibility for the health and safety of the memorial for the first ten years will be allowed to erect a memorial.
5. A fee is payable to the Town Council for the right to erect a memorial which includes the first inscription, an extra fee is not charged for a second or subsequent inscription.
6. Installation work of any memorial must stop during an interment into any section of the Cemetery.
7. At the time of application, a 50 year exclusive permit for the right to erect a memorial will be granted.
8. Only one headstone is allowed on each grave space. Where a memorial is being placed over adjoining graves it must be placed between the two plots. The maximum overall width of the memorial must not exceed 90cms for a single plot and 180cms for a double plot.
9. It is the responsibility of the owner to maintain their memorial in a good state of repair. In the event of a memorial becoming defective the owner will be asked to repair the memorial. Where the Council deem the memorial has become dangerous the Council reserve the right to repair or remove the memorial and charge the owner for the work completed.

Section C1 – Approved types of memorials

1 The approved forms of memorials are:

- a. Lawn Headstones
 - i. The maximum height of a headstone is 90cms from ground level.
 - ii. The maximum overall width of a memorial must not exceed 90cms.
 - iii. The headstone must only be placed on to a concrete base onto undisturbed ground.
 - iv. A headstone cannot be erected until 6 months after interment.
 - v. No additional adornments are allowed other than what can be sited on the base of the headstone.





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- b. Memorial Plaques on dedicated cremated remains areas
- Only one plaque is permitted per grave max size of 45cm x 45cm
 - Memorial plaques must be fitted on a concrete slab base larger than the memorial footprint (45cmx45cm), which should be flush with the stones with the exception of desk memorials.
 - Memorial plaques can be fitted at any time after interment
 - Flower vases can be part of the memorial, no additional adornments allowed.



- c. Memorial Plaques on full grave spaces

An additional flat cremation plaque may be allowed subject to certain provisions.

- The plaque would need to be sunk into the ground to facilitate mowing over the top
- The size of the memorial does not exceed those permitted in the cremated remains section
- The base slab (landing) is abutted and sealed to the existing memorial/headstone to eliminate grass from growing between the two



- d. Memorial Vases

- Are permitted in place of a plaque or headstone
- They must not exceed 60cm in height.
- The vase must be fitted to a concrete base which is larger than the footprint of the memorial, but must not exceed 60cm x 60cm in a burial plot and 15cm x 20cm in an ashes plot except at the discretion of Coningsby Town Council.



- e. Memorial – Dimond Jubilee Garden (scattered ashes plot)

- Only small plaques/ nameplates are permitted in this area which must be installed in the gravel area, in line with the curb edging (touching). These will be provided by Coningsby Town Council for installation, when ashes are scattered.



Section C2 – Care of memorials

- The Owner of a memorial is responsible for any maintenance or repairs, unless the grave is considered abandoned
- A visual inspection of all memorials will be undertaken at least annually by Coningsby Town Council to identify potential issues. Safety inspections will be carried out every 3-5 years.
- Memorials at risk will be identified and any immediate threat addressed.
- Memorials found to be in immediate danger will be made safe by temporary staking in the upright position, embedding into the ground or, as a last resort, laying down flat.
- For those memorials identified as at risk the owner will be contacted and asked to make the necessary repairs. If the owner cannot be traced an advertisement will be



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placed in the local paper, on the notice board outside the Council Office and on Silver Street, at the cemetery gates and on the memorial.

6. Costs will be recovered from the owner if they request the repair work.
7. If the memorial is over 100 years old and the owner cannot be traced the authority may cover the cost of repairs.
8. Memorials are covered under the Public Liability section of the Town Councils insurance policy.
9. Signs may be erected warning of the hazard of old memorials.
10. The removal of all vertical memorials for further burials or additional inscriptions must be undertaken by the Stone Mason at their expense.
11. If the grave rights are not renewed after expiry the memorial will be considered abandoned.

Section D – Cemetery Access

1. No vehicles are allowed in the Cemetery, only at the time of a funeral. This rule does not apply for Town Council contractors.
2. The Cemetery will be open for pedestrian access at all times.
3. No dogs are allowed in the Cemetery unless it is a guide dog with its owner.

This policy was adopted by Coningsby Town Council at a meeting held on 25th September 2025. Date of next review September 2027.

C1.e added 23.10.2025