



## EVERSLEY PARISH COUNCIL

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### EVERSLEY BURIAL GROUND RULES AND REGULATIONS

(in force from 16 January 2018)

Eversley Burial Ground is owned and maintained by Eversley Parish Council (EPC). It forms an extension to the Eversley Graveyard, which is across the road from St Mary's Churchyard. Both the Eversley Graveyard and Churchyard are owned by the Eversley and Bramshill Parochial Church Council and have been closed for burials, but are maintained on behalf of Hart District Council by EPC.

EPC's policy used to be to maintain a lawned cemetery that matched the character of the village. However, as a variety of monuments have been permitted over the years, EPC has agreed that is not now possible to insist on level, grassed plots. EPC still believes that certain limitations are necessary in order to preserve the character and visual amenity of the burial ground as a whole; to respect the graves that already exist; and, to prevent future maintenance costs being excessive.

The following rules will apply to all applications to be decided by the Council from 16 January 2018:

#### General provisions

##### Eligibility

Eversley Burial Ground is provided for the interment of residents of Eversley or Bramshill only.  
A resident is taken to mean:

- A person who was permanently resident in Eversley immediately prior to death, or, in the case of a stillborn infant, one of the parents is;
- A person who was permanently resident in Eversley but, of necessity, had been cared for outside Eversley prior to death, e.g. by relatives or in a care home;
- A person who was resident in Eversley for most of their life but had moved away in the recent past.

The only exceptions will be:

1. A person who the Parish Council recognises had contributed in a demonstrable and substantial way to the life of the Parish and to the benefit of the residents of Eversley.
2. Where previous permission has been granted for an exclusive right for a second interment in a burial plot of the remains of a non-resident. In such cases the fees are trebled.

##### Interments

1. A completed 'Notice of Interment' must be submitted to the Burial Clerk at least two days (exclusive of Saturdays, Sundays and Bank Holidays) before the proposed interment. Printed forms are available from the Burial Clerk. In the absence of the Burial Clerk, notice should be submitted to the Chairman of Eversley Parish Council.
2. All fees must be paid at the time of submission of the 'Notice of Interment'.
3. The applicant must confirm that the plot-holder has read these rules and agrees to abide by them.

4. All interments will be in strict rotation and no-one will be allowed to purchase the right of burial in advance or to reserve a plot.
5. All necessary arrangements for the digging of graves and the conduct of services must be made by the undertaker or other representative of the deceased.
6. All burial plots will be 2.13m. (7') long and 0.91m. (3') wide. They will be separated by grass pathways 0.61m. (2') wide at head and foot and 0.46m. (1'6") at the sides. Plots will be aligned and laid out according to a plan agreed by EPC and available from the Burial Clerk.
7. The first interment in any burial plot must be at a minimum depth of 2.14m. (7'), except by special arrangement.
8. All ashes plots will be 0.79m. (2'6") long and 0.79m. (2'6") wide. They will be separated by a grass strip 0.46m. (1'6") wide. Plots will be aligned and laid out according to a plan agreed by EPC and available from the Burial Clerk.
9. EPC will not permit any further vaults.
10. Protective sheeting must be used to protect the turf close to an excavated grave. All turf must be replaced immediately after the interment. The surface of newly filled graves must not be raised higher than 0.23m. (9") and all excess earth must be removed to the designated area. Where graves have settled, earth must be used to restore the surface to ground level.

#### Monuments and ornamentation

11. Permanent embellishments to a burial plot are restricted to a single monument, (tombstone, tablet, cross, vase, plaque or other memorial stone) at the head of the grave and/or a horizontal ornamentation of the plot. A monument must be no more than 0.92m (3') high, 0.79m (2'6") wide and can be up to 0.30m (1') thick. Simple headstones are preferred as they suit the character of the burial ground. .
12. Horizontal ornamentation can consist of kerbs and/or a ledger stone set at ground level or at any level up to 0.52m. (6") above ground level. No 'astroturf' can be used on or around plots.
13. Any inscription on the monument, kerbs or ledger stone should include the name of the deceased and appropriate dates. Monuments should be marked with the plot number, at least 0.03m (1") high, on the reverse side in the bottom right hand corner.
14. Any monument, kerbs or ledger stone should be set on a plinth of concrete, the surface of which must be 0.03m. (1") below the level of the turf, and extend 0.10m. (4") from the monument, kerb or ledger stone all round.
15. Permanent embellishments to an ashes plot are restricted to a single monument or horizontal ornamentation. Any monument must be no more than 0.46m. (1'6") high, 0.79m. (2'6") long and 0.79m. (2'6") wide. It should be marked with the plot number.
16. Any inscription should include the name of the deceased and appropriate dates.
17. An 'Application to Erect a Monument, Kerb or Ledger stone and Inscription or to add an Inscription to an Existing Monument, Kerb or Ledger stone' must be submitted to the Burial Clerk. No monument, kerbs or ledger stone should be erected unless it has been approved in writing. Fees for the erection of a monument, kerbs or a ledger stone must be paid before the work commences.
18. Monuments, kerbs and ledger stones remain the property of the plot-holder, who is responsible for ensuring that they are safe. EPC retains the right to intervene, if a monument is deemed to be unstable or a danger to the public.

#### Temporary embellishments

19. Plot holders may leave the plot as grass; plant it with flowers or shrubs; place planters or vases; or, place other removable ornaments within the confines of the plot.
20. The plot-holder is responsible for keeping the plot tidy and free from debris and litter. They must ensure that vases, flowers and other ornaments do not encroach on grass pathways or adjacent plots; and where graves have settled, earth must be used to restore the surface to ground level. EPC retains the right to remove, without notice, any object that encroaches on pathways or in any way impedes the maintenance of the site. It also retains the right to remove all flowers and shrubs from, and to re-turf, any plot that is not regularly maintained.

#### Trees and benches

21. Memorial trees may be planted only at the sites shown on the agreed plan. Every memorial tree must be approved by the Council and should be a small and compact cherry (*prunus*), rowan (*sorbus*) or hawthorn (*crataegus*).

22. Memorial benches are only permitted at the sites shown on the agreed plan and must be approved by EPC. No benches can be installed without approval.

#### The Burials Register

23. A Register of all burials will be kept by the Burials Clerk. Searches of the Register can be made and extracts and certificates of registration can be obtained from the Burial Clerk on payment of the appropriate fee.
24. Plot-holders should inform the Burial Clerk if and when their contact details change.

#### Conduct in the Burial Ground

25. The Burial Ground is a quiet area for peaceful contemplation. Visitors should respect the sanctity of the place and the rights of others. Nothing should be done to cause a nuisance.
26. Any damage to monuments or EPC property must be made good by, or at the expense of, the person or persons responsible for the damage.

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## NOTICE OF INTERMENT

This Notice must be submitted to the Burial Clerk to arrive at least two days before the proposed date of interment, exclusive of weekends and Bank Holidays.

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### Details of the Deceased

1. Full name .....
2. Last address .....
3. Age .....
4. Date of death .....
5. Parish in which death occurred .....

### Details of Interment

6. Date of interment .....
7. Time of Interment .....
8. Name of officiating minister .....

### Details of the Grave

9. Class of interment                      a. Single grave      b. Double grave      c. Ashes Plot
10. Is an exclusive right required?      a. Yes                  b. No  
    If so, in whose name? .....
- Relationship to the deceased .....
11. Will this be a reopened grave?      a. Yes                  b. No  
    If so, has an exclusive right been granted?      a. Yes                  b. No  
    If so, in whose name? .....

### Details of Applicant

12. Name .....
13. Address .....
14. Name and address of undertaker .....

### Declaration by Plot-holder

I have read the 'Eversley Burial Ground Rules and Regulations' and agree to abide by them.

.....(signature)



# EVERSLEY PARISH COUNCIL

## TABLE OF CHARGES with effect from 16 January 2018

### EVERSLEY BURIAL GROUND, CHURCH LANE, EVERSLEY

The following charges apply where the deceased was a resident of Eversley or Bramshill (Please refer to 'Eligibility' page 1)

<b>Burial Plots</b>	
First interment in a burial plot, including the right to burial for a period of 100 years, of :-	
a) the body of an adult, whose age at death exceeded 16 years;	£530
b) the body of a child, whose age at death was 16 years or less but exceeded 1 month;	£265
c) the body of an infant, whose age at death did not exceed one month or who was still born;	Nil
Second interment in a burial plot, which has a right to burial, of :-	
d) the body of an adult, whose age at death exceeded 16 years;	£165
e) the body of a child, whose age at death was 16 years or fewer but exceeded 1 month;	£150
f) the body of an infant, whose age at death did not exceed one month or who was still born;	Nil
g) the cremated remains of any individual;	£85
Third and subsequent interments in a burial plot of :-	
h) the cremated remains of any individual.	£85
<b>Ashes Plots</b>	
First interment in an ashes plot, including the right to burial for a period of 100 years, of :-	
a) the cremated remains of any individual;	£110
Subsequent interments in an ashes plot, which has a right to burial, of :-	
b) the cremated remains of any individual.	£75
<b>Scattering of Ashes</b> within the consecrated burial ground.	£45
<b>Monuments, Kerbs, Ledgers and Monumental Inscriptions</b>	
The erection of an inscribed monument - a tombstone, tablet, cross, vase, plaque, or marker –	
a) on a burial plot;	£100
b) on an ashes plot;	£65
The erection of kerbs or a ledger stone, with or without inscriptions, on a burial plot –	
c) at ground level	£60
d) raised above ground level	£100
e) The addition of each further inscription to a monument, kerb or ledger stone;	£40
<b>Copies of the Register</b>	
a) A certified copy of a single entry in the Register of Burials;	£25

Fees for a priest and/or a gravedigger by private arrangement or through a funeral director.



Council Name: Eversley Parish Council

Council Address: Eversley Parish Council, PO Box 1246, Yateley, Hants. GU47 7FR

Email Address: eversley.clerk@virginmedia.com

Telephone numbers: 01252 876 924

### **Purchase of Exclusive Rights Privacy Notice**

(When you purchase the Exclusive Right to a single or joint cemetery plot, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your burial plot/s. Your personal information will not be shared with any third party without your prior consent.)

I agree that I have read and understand Eversley Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Eversley Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	
Email Address	
Signature	
Date	

**For office use only:**

**Guidance Notes Data Sharing Checklist – systematic data sharing**

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

**Key points to consider:**

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

**Do you have the power to share?**

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

**If you decide to share**

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned