

## **Cholsey Burial Ground – processes briefly explained.**

For full details please refer to our Rules & Regulations document.

### **1. Booking a Burial**

**Step 1:** The family's chosen Funeral Director will usually contact the Parish Council's Assistant Clerk by phone or email to check availability and make an initial booking, at least **7 working days** before the preferred date. The family can also contact us directly.

**Step 2:** The Parish Council's Burial Authority form must be completed in full and returned to the Assistant Clerk, along with any other required legal documentation. The form is available from the Parish Council office or website, see point 7 below. The must be done at least **5 working days** before the burial.

**Step 3:** Once the form is reviewed and legal paperwork checked, the Assistant Clerk will confirm if the burial can go ahead and the fees required. **These must be paid before the burial date.**

**Step 4:** The Funeral Director and/or family are responsible for organising the funeral. If a service in St Mary's Church is required then the Church Office must be contacted separately.

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### **2. Exclusive Rights of Burial (EROB)**

#### **What is an EROB?**

Exclusive Right of Burial is the name for the lease of a burial plot for a set period of time. Only those named on the document can be buried in the specified plot or request a memorial/make changes to a memorial on the plot for the duration of the period covered by the lease, subject to permission from the Parish Council. If the EROB is for a reserved plot for future use, the burial plot will be the next available in line at the time of the first interment.

#### **How to Purchase an EROB:**

- Contact the Assistant Clerk at the Parish Council office to reserve a plot for future use.
- If the EROB is for a new plot following a recent interment, the family will be contacted to arrange details for the EROB.
- Once purchased, a deed is issued for the burial plot which must be kept safe by the family.

#### **Transferring Ownership:**

- Ownership can be transferred by deed, Will, or statutory declaration.
- Forms for transfer are available at the Parish Council office.

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### **3. Arranging Memorials**

**Step 1:** Only the EROB holder can request a memorial.

**Step 2:** The EROB holder must contact a memorial mason & discuss your options. Only a BRAMM-registered mason can install memorials following **BS8415 standards**.

**Step 3:** Complete the Parish Council's Memorial Permit application and submit to the Assistant Clerk for approval, this is usually done by the memorial mason. The memorial being requested must follow the size and material guidelines as detailed in our Rules & Regulations.

**Step 4:** Once approved, the Assistant Clerk will sign and return the permit to the mason.

**Step 5:** The mason must confirm the date and for fitting the memorial with the Assistant Clerk to check it is possible and won't be disturbing any planned funerals or maintenance work.

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#### 4. Grave Maintenance and Aftercare

##### Council's Role:

- The Council is responsible for general maintenance of the Burial Ground, including mowing of the grass and pruning of hedges and trees.

##### Family's Role:

- Families may maintain graves, but larger tasks (e.g. cutting branches) require Parish Council permission.
  - Graves that become untidy will require action by the EROB holder who will be written to. If the plot is not maintained within **14 days**, the Council may step in.
  - Only the holder of the EROB may request further inscriptions or cleaning/maintenance of a memorial, this is subject to permission from the Parish Council.
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#### 5. Memorial Safety Checks

**Step 1:** The Council will inspect memorials over **60cm** for safety every **5 years**. A hand-wobble test and visual check will be conducted by trained officers..

**Step 2:** If a memorial is deemed unsafe, the Council will:

- Contact the EROB holder or owner of the bench where possible.
- Take temporary action (e.g. staking the memorial or cordoning it off) until it can be repaired.

**Step 3:** The EROB holder is responsible for arranging repairs through a BRAMM-registered mason.

**Step 4:** If, after 12 months, the grave owner fails to take action then the council will look to apply a semi-permanent solution to make the memorial safe. This may involve lying it flat or sinking it into the ground.

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#### 6. Burial of Stillborn Children or Foetal Remains

- Please contact the Assistant Clerk for information.
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#### 7. Key Contacts

##### Cholsey Parish Council

- **Email:** [assistantclerk@cholseyparishcouncil.gov.uk](mailto:assistantclerk@cholseyparishcouncil.gov.uk)
  - **Phone:** 01491 652255
  - **Website:** <https://cholseyparishcouncil.gov.uk/burials>
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**For more information please visit our website or contact the Parish Council office using the details above.**