STILTON PARISH COUNCIL

Burial Ground Processes: A Step-by-Step Guide

1. Booking a Burial

Initial Contact: The family or their chosen Funeral Director should contact the Parish Council's Clerk via phone or email to check availability and make a provisional booking. This should be done at least 7 working days before the desired burial date.

Documentation: Complete the Parish Council's Exclusive Right of Burial and Interment form and submit it, along with any required legal documents, to the Clerk. This must be done at least 7 working days prior to the burial.

Confirmation: Once the documentation is reviewed and approved, the Clerk will confirm the burial details and inform you of the applicable fees, which must be paid before the burial date.

Funeral Arrangements: The family and/or Funeral Director are responsible for organising the funeral service. If a service at St Mary Magdalene Church is desired, please contact the Church separately.

2. Exclusive Rights of Burial (EROB)

Definition: An EROB is a lease granting the right to be buried in a specific plot for a set period. Only individuals named on the EROB can authorise burials or erect memorials on that plot.

Purchasing an EROB:
- Contact the Clerk to reserve a plot for future use. The Clerk will be happy to meet you on site to discuss your needs.
- For new plots prior to interment – please contact the Clerk to arrange EROB purchase.
- Upon purchase, a deed is issued; keep this document safe.

Transferring Ownership: Ownership can be transferred via deed, will, or statutory declaration. Transfer forms are available via the Clerk.

3. Arranging Memorials

Eligibility: Only the EROB holder can request a memorial.

Process:
- Engage a BRAMM-registered memorial mason to discuss options.
- Complete the Parish Council's Memorial application form, typically handled by the mason, ensuring compliance with size and material guidelines.
- Submit the application to the Clerk for approval (again, usually carried out by the mason).

- Once approved, the mason will coordinate with the Clerk to schedule installation, ensuring it doesn't conflict with other activities.

4. Grave Maintenance and Aftercare

Council's Role: Responsible for general maintenance, including grass mowing and pruning of hedges and trees.

Family's Role:
- Families may maintain graves; however, significant tasks like additional levelling of graves will be undertaken by the Parish Council
- If a grave becomes untidy, the EROB holder will be notified. Failure to address the issue within 31 days may result in Council intervention (please see our Burial Rules and Regulations for more details).
- Only the EROB holder may request additional inscriptions or maintenance on a memorial, subject to Council approval.

5. Memorial Safety Checks

Inspection: The Council has all memorials inspected every 5 years using a qualified contractor and visually inspects for any issues every month.

If Deemed Unsafe:
- The Council will contact the EROB holder if possible to advise of maintenance needs.
- Temporary measures (e.g., staking or cordoning off) will be implemented until repairs are made.
- The EROB holder is responsible for arranging repairs through a BRAMM-registered mason.
- If no action is taken, the Council may apply a solution to ensure safety of the memorial.

6. Burial of Stillborn Children or Foetal Remains

Please contact the Clerk for specific information and guidance.

7. Key Contacts

Clerk:
Email: clerk@stiltonparishcouncil.gov.uk
Phone: 01733 639106
Website: www.stiltonparishcouncil.gov.uk Scroll along to the **Burials** tab for further information.