

**Advice for those seeking  
burial in St Barnabas  
Churchyard, Great Tey.**

**June 2023**

**DEFINITIONS:**

Archdeacon -----	Senior Priest working with the Bishop.
Chancellor -----	The senior legal officer for the Bishop of the Diocese.
Diocesan Registrar -----	The Bishop’s Legal Advisor.
Diocese -----	The Diocese of Chelmsford covers Essex & five East London Boroughs and is under the jurisdiction of the Bishop.
Faculty -----	Special legal permission granted by the Chancellor of the Diocese.
Incumbent -----	Vicar, Rector or Priest in Charge of a parish.
NAMM -----	National Association of Memorial Masons.
Rural Dean -----	Presides over a deanery which is a group of parishes.
Parochial Church Council (PCC) -----	The body responsible for, amongst other things, the management of the churchyard
Churchwarden -----	A member of the PCC who has a number of special duties.

**PLEASE NOTE:**

Where we have quoted directly from the Chelmsford Diocese Churchyard Handbook, the text has been written in italics.

Where the PCC of ST Barnabas church, Great Tey, has different requirements from those set out in the Handbook, the text has been highlighted in **RED**.

*“The English Churchyard is a place of quiet and repose, where comfort is drawn from the peace provided by being close to God and his church.”*

*The beauty and calm of the churchyard would not be the same if unsuitable memorials were there. So, rules have been evolved over the centuries. Some of these are in statutes enacted by Parliament. Some are part of the Common Law and some are in the Canon Law of the Church of England. Some rules are laid down by the Diocesan Chancellor and the control of churchyards is vested in the Chancellor by Canon Law.*

*In addition, the Diocese encourages individual parishes to modify the above to take account of the particular circumstances of their churchyard.*

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St Barnabas Church building has been at the centre of Great Tey village since before the Norman Conquest. It is probably one of the best Norman Towers in the county.

The churchyard surrounds this Grade 1 listed building and provides the setting for this important building. This means that the Parish has a particular responsibility for looking after the churchyard in an appropriate manner.

In this file we have set out the requirements contained in the \*Diocese of Chelmsford Churchyard Handbook and the requirements of the Parochial Church Council for St Barnabas Church, where these differ from those the general advice given in the Handbook. **These are highlighted in red.**

\*The appendix at the back of this file contains a full copy of the Handbook. The most important passages appear in the text of this file, along with those local modifications. Quotations from the Handbook are written in italics

## INTRODUCTION

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### SOME GENERAL POINTS:

- While you are considering whether or not you wish your remains or those of a relative, to be buried in this church, there are some important preliminary considerations that you need to bear in mind.
- **Firstly, those who are buried in the churchyard do not own the plot in which they are buried.**
- **As stated, there are regulations**, set out in the 'Churchyard Handbook' which the Diocese enforces, as well as some that apply to this particular churchyard.
- This churchyard is a very special place and we are all privileged to be buried here if we wish. **However, we will have to abide by the rules. For those who feel these regulations are too strict there is always the option of being buried in a municipal cemetery or other burial site.**
- **PLEASE READ THIS DOCUMENT CAREFULLY**, before making any final decisions in respect of burials.
- 3.1 - 3.2 *Please read these sections of the Handbook*
  - All of us will need to abide by points made in these sections, if our remains are to be buried there.
- **Who can be buried in St Barnabas churchyard?**
  - 2.6, 2.7, 2.8 and 2.10 *Please read these sections of the Handbook*
  - **Please note** that in general, **it is not possible for a person to choose** a particular spot in the churchyard for a burial or interment of cremated remains (*Section 2.9*)

## CREMATION

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### SOME GENERAL POINTS:

Please read *Section 4.1 – 4.10* of the Handbook.

**This churchyard has an area set aside for the interment of cremated remains, a 'Garden of Remembrance':**

- *'...the area is intended to be a place of peace and reflection.'*
- The Parochial Church Council has decided to keep the special area simple, with plants and shrubs in flower beds and a garden seat, so that visitors to the churchyard can sit and reflect in a place of natural beauty.
- There is a memorial to all whose ashes are buried here.

### Placing Flowers in the Garden of Remembrance:

- Please note, PCC has decided that, to achieve a place of natural beauty, peace, and reflection for all:
  - o There shall be no individual tributes of any sort, including flowers.

### A Book of Remembrance:

- There is a Book of Remembrance in the church, giving details of all those whose ashes are buried in the Garden of Remembrance

### An Information Board:

- There is a board recording the names and years of birth and death of all those whose ashes are buried in the Garden of Remembrance, at its entrance.

### IMPORTANT:

- **PLEASE TALK** to the incumbent or a church warden about the rules relating to the placing of flowers anywhere in the churchyard, including the Garden of Remembrance, **BEFORE** you make a final decision as to where you want a loved one to be buried. That way any distress can be avoided.

## HEADSTONES

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### SOME GENERAL POINTS -

- 5.1 *'Any memorial placed over a grave has to be carefully chosen in recognition that the churchyard is sacred ground and is the area forming the setting for the church building. Once this principle is recognised it should be easier for you to understand why there are rules governing what is, and what is not, permissible in a churchyard in the diocese. Many churchyards are the settings for historic churches, which are listed as being of special architectural or historic interest under the planning legislation. Care has to be taken to ensure that nothing incongruous or detrimental to that setting is introduced into the churchyard.'*
- 5.2 **Churchyard rules have changed over the years.** You may see memorials in the churchyard which are different from those permitted under the present rules. **Whatever may have been allowed in the past it is the present rules which apply in the churchyard.** The following paragraphs of this Guide are intended to help you to understand what these rules are.
- 5.3 *'Whereas there is in certain circumstances a legal right by common law and statute to burial or to have a person's cremated remains interred in the churchyard, **there is no legal right to place a memorial or any other item in the churchyard. Permission has to be obtained in each case.** It is important for you to bear this in mind because anything which is placed in the churchyard without permission is there unlawfully and can be ordered to be removed. Distress can be avoided by observing this rule and recognising that, as in other areas of life, it is necessary to obtain permission first to ensure that all is in order.'*

**PLEASE NOTE** that the Churchyard of St Barnabas, as was stated at the outset, is exceptional. The church has probably one of the most important Norman and pre-Norman parish church towers in the county. It sits in the middle of an open and visible churchyard which provides its setting. The Diocese reminds us that *'nothing incongruous or detrimental to this setting'* should be introduced into the churchyard.

**PLEASE READ THE ABOVE CAREFULLY AND NOTE THAT, IN RESPONSE TO THE ABOVE AND FOLLOWING ADVICE FROM THE RELEVANT AUTHORITIES, THE PCC HAS MODIFIED SOME ASPECTS OF THE ADVICE GIVEN FOR ALL CHURCHYARDS ACROSS THE COUNTY**

## HOW TO OBTAIN PERMISSION TO ERECT A MEMORIAL OVER A GRAVE

### 5.4– 5.6

- These sections explain the process, including the need to fill in form CR1. Without confirmation from the Diocese that your requests made through the form CR1, are within the regulations, set out by the Diocese in its Handbook or as amended by the PCC, you should not make any decisions concerning a headstone.
- It explains that if your request for a headstone does not comply with the regulations, you can appeal through the Faculty process.

## WHAT KIND OF HEADSTONE CAN BE PERMITTED?

### Dimensions and Shape:

- 5.8 Memorials which can be permitted on a CR1 application are headstones of certain dimensions. It does not mean that they are the only types of memorial which may be permitted. It simply means that other styles of memorial will have to be the subject of a Petition for a Faculty (*see paragraph 5.5*).
- 5.9 *When choosing a design for an application using form CR1, headstones must have parallel sides and the top should be straight or curved and **symmetrical**. All other shapes will require a Faculty.*

*(You will find photos in Appendix A of this file that may help your choice)*

*Lawn type memorials must not exceed 1070mm (3ft 6ins) in height measured from the surface of the ground, or 1220mm (4ft) for a monolith type memorial (style installed directly into ground with no plinth). They must not exceed 760mm (2ft 6ins) in width and 102mm (4ins) in thickness.*

- 5.12 **Don't forget** that you will have to fill in the form CR1 before the stonemason can make a start.

## WHAT KIND OF STONE OR OTHER MATERIAL MAY BE USED FOR A HEADSTONE?

**5.13** *“...where the churchyard is the setting for the church building the stones or other materials used for memorials should be as harmonious as possible with the church.”*

**IMPORTANT - PLEASE NOTE that St Barnabas churchyard is open, visible and the setting for one of the most important early churches in the county.**

**As a result, having taken the appropriate advice, the PCC has drawn up a list of stone which is suitable for this churchyard.**

**Those wishing to be buried in this churchyard will need to choose a stone from this list.**

Remember that anyone is at liberty to apply for a Faculty if they wish to deviate from any of the regulations set out in this folder. Other burial grounds may have fewer restrictions.

### **5.14 Stone Appropriate for use in St Barnabas Churchyard:**

#### Group A

These are the most appropriate stone for use in St Barnabas Churchyard. Those frequently used by independent stonemasons, using traditional methods are noted:

<b>Name of Stone</b>	<b>Colour</b>	<b>Origin</b>	<b>Used by individual stonemasons</b>
Purbeck Pond Freestone	Creamy White	UK	Yes
Purbeck Thornback	Creamy to grey/buff beige	UK	Yes
Portland	Creamy/White	UK	Yes
Yorkstone	Cream to bluish grey	UK	Yes
Chilmark	Cream	UK	Perhaps
Oathill Cotswold	Cream	UK	Perhaps



Group B

<b>Name of Stone</b>	<b>Colour</b>	<b>Origin</b>	<b>Used by individual stonemasons</b>
Slate	Dark blue/grey	UK	Yes, excellent for carving/letter cutting but expensive.
Nabrasina	Creamy	Italy	Yes, good for letter cutting but weathers more slowly and is imported.

**5.15 All stone should be unpolished.**

- Please note all surfaces should be matt and non reflective

**DECORATION AND WORDS THAT CAN BE CARVED/INSCRIBED ON A HEADSTONE**

5.17 – 5.24 The Diocese requires certain forms of decoration and wording so please read these sections carefully

**7.2 Adding a plaque within an existing kerb or to an existing Headstone**

There are requirements set out in this section of the Handbook

**5.25 Type of lettering – these requirements have changed, so -**

- **PLEASE NOTE THAT THE LETTERING SHOULD NOT BE COLOURED (IN OTHER WORDS JUST INCISED) OR PAINTED BLACK or WHITE**

**EXAMPLES OF STONE, LETTERING AND SHAPE**

- Can be found in Appendix A.

**A LIST OF STONEMASONS WHO CAN HAND CUT LETTERS**

- Can be found overleaf.

**THE NAMES OF LOCAL FUNERAL DIRECTORS WHO CAN UNDERTAKE THE SOURCING OF HEADSTONES FOR YOU**

- Can be found overleaf

## **'FINDING SOMEONE WHO WILL CARVE ME A NICE HEADSTONE'**

- Commissioning a special headstone for a loved one can be a very positive experience. Do have a look at the website for Memorials by Artists. It explains the process involved in designing and carving an individual headstone. It is very interesting and helpful. It also lists stonemasons who can produce beautiful headstones. We have also given a list of craftsmen whose work we know.
- These headstones can be more expensive than ones 'off the shelf' However the final cost also depends on the number of letters you choose to have and the complexity of the carving – if any.

**PLEASE NOTE:** Some of the examples that you will see in Appendix A, would need a faculty because of the wording or additional carving that has been chosen.

- Don't be afraid of that process as the Diocese likes to encourage beautiful headstones. Acquiring a Faculty lengthens the process of getting the right permissions in place before the stonemason starts. However, there is plenty of time between the funeral and the setting up of a headstone.

### **General Advice**

- **Memorials by Artists** - [advice@letteringartstrust.org.uk](mailto:advice@letteringartstrust.org.uk)
  - o Well worth looking them up on the internet or purchasing their publications. They have lots of advice to give, as well as names of those who carve headstones.

### **Individual Lettercutters (stonemasons)**

Those listed below will produce exceptional and individual work, all produced by hand:

- Noel Cribb - Noel Cribb <cribbnoel@yahoo.co.uk>
- Louise Tiplady - LK Tiplady <mail@louisetiplady.com>
- Charlotte Howarth - charlotte@making-marks.com <charlotte@making-marks.com>

- Emi Gordon -[www.emigordon.com](http://www.emigordon.com)
- Pippa Westoby - [pippa\\_westoby@yahoo.co.uk](mailto:pippa_westoby@yahoo.co.uk)

### **Individual Lettercutters who can also use a machine to cut the letters**

As well as working by hand only, the following design the lettering and then use a machine to do the cutting. This may make the process cheaper and still allows the V cut of each letter to be deep enough to ensure legibility for many years to come.

- Sue – [enquiries@stonewriters.co.uk](mailto:enquiries@stonewriters.co.uk)
- [info@artisan-memorials.co.uk](mailto:info@artisan-memorials.co.uk) – an excellent firm – do look at their website
- [info@teucerwilson.co.uk](mailto:info@teucerwilson.co.uk) – Teucer will hand cut or use a machine to do the actual cutting

### **Funeral Directors**

- **A Birkin & Sons, a local Family run firm.**
  - o Market End, Coggeshall, Essex England, CO6 1NH
  - o Phone:01376 561316, 0333 344 2574
  - o Website: [www.birkinfuneraldirectors.co.uk](http://www.birkinfuneraldirectors.co.uk)
  - o Phone: 01206 760048
- **Hunnababall, family funeral directors in Essex and Suffolk**
  - o Website: [www.hunnaball. Co.uk](http://www.hunnaball.Co.uk)
  - o Phone: 01206 760049
- **CO-OP Funeralcare, Great Tey**
  - o Phone: 01206 211324

## HEADSTONES FOR A CHILD'S GRAVE

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- 5.26 *We understand what a devastating blow the death of a child is for the family. **We strongly recommend that parents talk to the Rector** as soon as they are considering a funeral and burial in the churchyard. That way any possible disappointment at finding that their wishes are not deliverable in the context a burial in this churchyard can be avoided.*

### CAN A HEADSTONE BE REMOVED OR REPLACED?

- 8.1 – 8.2** Only with permission. Please read this section in the Handbook

### CAN A CROSS BE PLACED ON A GRAVE?

- 9.1 – 9.5** In certain circumstances and with the right permissions, this may be permissible. Please read these sections in the Handbook

### RESERVING A GRAVE SPACE

- This may be possible in certain limited circumstance. The appropriate steps will need to be taken and permissions sought, as set out in section 10 of the Handbook

## **FLOWERS ON HEADSTONE OR GRAVE**

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### **Important - Please note the following requirements**

- 6.1 There can be ONE recessed flower vase only, to be set into the base of the headstone**

This is the only container to be used for fresh flowers and greenery. No other containers for fresh or potted plants can be used.

**No plastic or artificial flowers of any kind are allowed**

*There are 3 limited exceptions:*

*(1) Poppies at Remembrance Sunday;*

*(2) Wreaths at Christmas;*

*(3) Wreaths at the anniversary of the death of the deceased for a limited period of two weeks.*

- 6.2 St Barnabas PCC has decided that, in order to maintain the churchyard,**

**There will be no planting of bulbs or shrubs on graves**

**The PCC can arrange for the removal of wreaths or flowers that have become weathered or unsightly**

## **KERBS AND ADDING A PLAQUE**

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*There will be no fencing, edging, or other artificial enclosure of any kind round the grave.*

7.1-7.3 please read these sections to clarify whether or not the Diocese allows a plaque can be added to an existing grave.

## **REMOVAL OR REPLACEMENT OF A MEMORIAL**

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8.1-8.2 This can only be done with the appropriate permissions

## **A MEMORIAL CROSS ON A GRAVE**

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9.1-9.5 A memorial cross **MAY** be permitted, under certain circumstances. Please read this Section

## **CAN A GRAVE SPACE BE RESERVED?**

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10.1-10.2 It can be achieved sometimes. Please read this Section

## **REMOVING A BODY OR ASHES FOR BURIAL ELSEWHERE**

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11.1-11.2 This is only permitted in exceptional circumstances

## **FEES**

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12 Please read this section

## 13.1 CONTACT ADDRESSES

### 1. The Chelmsford Diocesan Registry:

Winckworth Sherwood LLP

Minerva House

5 Montague Close

London SE1 9BB

Telephone: 020 7593 0353 Fax: 020 7593 0314 Email:

[chelmsfordregistry@wslaw.co.uk](mailto:chelmsfordregistry@wslaw.co.uk)

### 2. The Diocesan Advisory Committee:

53 New Street

Chelmsford Essex CM1 1AT

Telephone: 01245 294413/294423 Fax: 01245 294477 Email:

[dac@chelmsford.anglican.org](mailto:dac@chelmsford.anglican.org)

## 13.2 Some useful website addresses:

- Diocese of Chelmsford: [www.chelmsford.anglican.org](http://www.chelmsford.anglican.org)
- DAC: [www.chelmsford.anglican.org/parishes/dac](http://www.chelmsford.anglican.org/parishes/dac)
- Memorials by Artists: [www.memorialsbyartists.co.uk](http://www.memorialsbyartists.co.uk)
- Stonewriters: [www.stonewriters.co.uk](http://www.stonewriters.co.uk)
- FSE Foundry Ltd: [www.fsefoundry.co.uk](http://www.fsefoundry.co.uk)
- [https://www.chelmsford.anglican.org/uploads/dac-docs/Churchyard Handbook February 2022 Edition.pdf](https://www.chelmsford.anglican.org/uploads/dac-docs/Churchyard%20Handbook%20February%202022%20Edition.pdf)

## Appendix A

Please note that the following photos are for the purpose of showing the size and style of acceptable Headstones.

Some of the carving and wording on these examples would have required a Faculty









