



## Oswestry Rural Parish Council

### TREFARCLAWDD CEMETERY

### RULES AND REGULATIONS

These Rules and Regulations have been introduced to protect the owners' rights as a group and are intended not to be seen as restraining but rather preventing the inconsiderate from taking unfair advantage of others.

All owners of plots are subject to the Rules and Regulations of the Cemetery in force at the time of their purchase and any amendments made after that time.

#### Changes of address

It is helpful when trying to contact owners of plots and memorials that current addresses are available to the Parish Council. If you change your address, please advise the Parish Council without delay.

#### 1. Hours of Interments

The hours for interments (for all denominations) are as follows:

Weekdays	9.00am to 4.00pm.
Weekends	By arrangement

These hours will be shortened, at the Council's discretion, during winter months, depending on sunset times.

No interment shall take place outside these hours, or on Good Fridays, Christmas Day or a Bank Holiday except in cases of special emergency or religious reasons and then only at an approved hour and on payment of an appropriate additional fee.

The person having charge of the funeral shall make all arrangements with the officiating clergyman, minister or representative. The Council undertakes no responsibility in this matter.

#### 2. Notice of Interments

- a) Not less than two working days' notice shall be given of any interment. If the above notice is not given, an extra charge for overtime and any additional expenditure will be made.
- b) All notices of interment must be in writing on the forms provided by the Council and requirements must be clearly and completely stated. The responsibility for any error therein is that of the person signing the notice, particularly so in cases where either the wrong fee is charged as a consequence or where additional fees are afterwards incurred.
- c) The Council will refuse to allow interments when:
  - i. There is reason to believe details given on the interment notice are incorrect.
  - ii. The disposal certificate is not available for inspection to authenticate the identity of the person to be interred prior to the burial.
  - iii. If the necessary Interment Notice mentioned above has not been given.
  - iv. A funeral director has not been appointed to oversee the interment.

### 3. Burials and Memorials

No burial shall take place, no cremated human remains shall be interred, no tombstone or other memorial shall be placed in the Cemetery and no additional inscription shall be made on any tombstone or other memorial without the written permission of the Council and after the appropriate fees have been paid.

### 4. Depth of Private Graves

- a) No private grave will be made deeper than 6 ft 6" (1.98 meters) but the Council, if they find it impracticable (owing to drainage or other cause) to dig so deep as 6 ft 6" (1.98 meters) in any particular grave space, reserve the right to specify the maximum depth which can be dug. All coffins or other receptacles shall be buried in accordance with the requirements of Part 1 of Schedule 2 of the Local Authorities' Order 1977. A 6 ft 6" (1.98 meters) grave allows two earth burials. In addition, up to six sets of cremated remains are permitted per full burial plot. No triple depth plots are allowed at the cemetery
- b) Plots for cremated remains are excavated to a depth of 18 inches (0.46 meters). Up to two sets of cremated remains are permitted per cremated remains plot.

### 5. Surplus Soil

The surplus soil excavated from any grave or vault is to be deposited on such part of the Cemetery as the Council may determine. **Due to burial arrangements it may be necessary to temporarily cover grave plots on some occasions to enable the excavation of any adjoining grave plots.**

### 6. Workmen not admitted on Saturdays, Sundays etc.

No workman employed in fixing, painting or restoring monuments or gravestones will be admitted or materials received into the Cemetery on Saturdays, Sundays, Christmas Day, Good Friday, Bank Holidays or on any other day before 9am or after 4pm.

### 7. Exclusive Right of Burial

- a) Purchase of Exclusive Right of Burial does not purchase the associated plot of land, only the right to use that plot exclusively for the burial of remains or ashes.
- b) It is advisable that once the owner of the Exclusive Right of Burial has been interred within the grave, then arrangement be made for transfer of ownership. No further burials, interments of cremated remains, additional inscriptions or installation of new memorials will be permitted until revised entitled ownership has been established.
- c) No transfer of an Exclusive Right of Burial in any grave shall be deemed valid unless and until the same is verified and registered with the Clerk.

### 8. Payment of Fees and Charges.

- a) All charges and fees payable for anything in connection with the Cemetery shall be paid to the Council before an interment takes place, or any work commences.
- b) The Parish Council reviews fees and charges annually.

### 9. Erection of Monuments.

A person shall not erect or fix or remove or re-erect any monument, gravestone, tablet, inscribed vase, in the Cemetery except with the written permission of the Council and after the appropriate fees have been paid.

### 10. Monuments etc., only on Purchased Graves

No monument, gravestone or tablet will be allowed over any grave for which the Exclusive Right of Burial has not been purchased.

## 11. Monuments and Inscriptions to be approved

- a) No new monument shall exceed 3ft, 6ins (1.07 meters) in height.
- b) A person shall not erect or fix any monument or gravestone, tablet, or make any inscription thereon, or place therein any vase bearing an inscription in the Cemetery, without the approval of the Council and shall, before proceeding to erect or fix any such monument, gravestone, tablet or make any inscription thereon, or place any such vase bearing an inscription, furnish to the Council a description and measurements of every such monument, gravestone, tablet, vase, , with copies of the proposed inscription thereon, together with a specification of the material and dimensions to be used.
- c) All installations must be in accordance with current NAMM recommendations.
- d) Monumental Tablets must be the following size 18" x 18" (457mm x 457mm) the only inscription being the full name of the deceased and their live years plus one line of personal inscription.
- e) No kerbs or railings are permitted around any grave.
- f) The Council will remove, without notice, any unauthorized memorials, kerbs, railings, ornamentation or horticultural decoration. The Council may recover the cost of removal of these items from the holder of The Grant of Exclusive Right of Burial to that grave, in accordance with the powers and procedures set out in Article 14 of The Local Authorities Cemeteries Order 1977.

## 12. Grave Number on Monuments

The identification number of a grave must be cut at the foot of all monuments or gravestones so as to be visible when erected. All memorials must comply with current NAMM recommendations.

## 13. Repairs to Graves and Monuments etc.

- a) The owners must keep all monuments, gravestones, tablets, or other memorials in good repair. All repairs and reinstallations must be in accordance with current NAMM recommendations. In the event of any such monument etc., becoming dangerous, defective or illegible from want of repair or neglect, the Council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities' Cemeteries Order 1977, give notice to the owner or owners, requiring them to repair or remove any such monument etc., and if, after the expiration of such notice, the owner or owners have failed to repair or remove any such defective or dangerous monument etc., or if the Council is unable to trace the owner(s) after taking such reasonable steps as it may consider necessary for that purpose, then the Council may remove the same without any rights of the owner or owners to any compensation for so doing.
- b) An ongoing process of memorial safety testing is in operation, as defined in the separate Memorial Safety Policy available from the Clerk.

## 14. Receptacles for Flowers etc.

Receptacle for flowers, ornaments etc. shall only be placed on the concrete rafting provided at the top of plots. The Council reserves the right to move or remove any receptacle for flowers, ornaments etc. which it considers unsuitable or unsightly, without notice. Glass, china or other easily breakable pots and bottles are highly dangerous and are not permitted in the cemetery.

## 15. Glass Shades

No glass shade will be placed on any grave.

## 16. Damage

If any damage is done to the Council's land or premises by bringing in any materials, gravestones, or monument or from any other cause, the person or persons doing such damage will be held responsible for the same and the Council may recover the cost of repairing such damage from such person or persons and in addition take proceedings under Article 18 of the Local Authorities' Cemeteries Order 1977.

## 17. Conduct

- a) Visitors to the Cemetery are asked to conduct themselves in such a way as to respect the privacy of other visitors in order that a quiet and peaceful environment may be maintained for the benefit of all.
- b) Visitors must keep to the paths and walkways provided.
- c) Children apparently under the age of twelve years will not be allowed in the Cemetery except under the care and attention of an adult.
- d) No person shall be permitted to enter or leave the Cemetery except by the proper entrance gates.
- e) Cycles must not be ridden in the Cemetery.
- f) Dogs must be kept on leads when within the cemetery and any clearing up required is responsibility of the handler.
- g) The Council may at any time exclude from the Cemetery any person who shall conduct themselves in a noisy, disorderly or unseemly manner or shall be under the influence of drink or drugs or shall use improper language or refuse to comply with any regulations.

## 18. Planting

- a) The planting of plants, shrubs and trees (however small) is not permitted on any grave but may be planted in specially designated areas subject to availability.
- b) No bulbs, plants, roses etc., are to be planted in the Garden of Remembrance.

## 19. Damaged Flowers/Wreaths

- a) Broken or damaged flowers, wreaths, damaged artificial flowers or ornaments shall be deemed litter and not allowed to remain on any grave in the cemetery. The Council shall be at liberty to remove the same if the owner fails to do so. All dead floral tributes will be removed from graves at the Council's discretion within a reasonable time limit if the owner fails to do so.
- b) Special Christmas tributes are removed after 31<sup>st</sup> January.

## 20. Decoration of Graves or Memorials

**No trinkets, toys or solar lights, shall be placed on any grave and these will be removed by the Parish Council and placed in the compound.**

## 21. Gratuities

No gratuities shall be demanded by any officer or servant of the Council.

## 22. Maintenance

As soon as convenient after the interment of a body or cremated remains the Council shall sow grass seed or lay turf at its own expense over the whole of the grave. Thereafter no person other than the duly authorized officers or servants of the Council shall interfere with or alter the turfed or un-turfed areas of the grave except for the purpose of a further interment therein.

## 23. Grass Cutting

The Council shall keep the turfed areas mown at its own expense but will not undertake to keep clean or maintain memorials, which matter shall be the responsibility of the owner.

## 24. Memorials

No flat stones laid horizontally, nor memorials, metal vases, chippings, railings, fencing, kerbs or other structures enclosing graves, other than headstones are permitted in lawn sections of the cemetery. In particular, the erection of decorative borders is not permitted.

## 25. Wooden memorials

A wooden memorial may be erected over any grave to which Exclusive Right of Burial has been purchased and prior consent has been given by the Council. The Council will remove any wooden memorial for which prior consent has not been obtained. Such wooden memorials shall be of hardwood or good quality softwood, the surfaces shall be dressed to a smooth finish. Any inscription on the memorial shall be properly carved into the face of the memorial or by means of an inscribed brass plate affixed to the face of the memorial.

## 26. Memorial Seating

Memorial seating will be allowed in the Cemetery provided that:

- i. Applicants must meet the full costs of secure installation.
- ii. Damages and repairs must be rectified.
- iii. The Council reserves the right to remove any seating which is no longer in a suitable and safe condition.

## 27. Games

The playing of ball, or any other games or sport within the cemetery is strictly prohibited, in accordance with Article 18 (1) (e) of The Local Authorities' Cemeteries Order 1977.

## 28. Official Plan

A detailed plan of the Cemetery, showing the position of every grave, shall be kept at the Office of the Clerk and may be inspected by arrangement without charge.

**The Council by virtue of its powers under the Local Authorities Cemeteries Order 1977 adopted the foregoing Rules and Regulations at its meeting on 27 October 2015.**

**These Rules and Regulations will be applied and enforced by the Clerk, with the support of the Council.**

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**I/ We agree to abide by the Rules and Regulations currently in force at Trefarclawdd Cemetery and acknowledge receipt of a copy of the Rules and Regulations.**

**Name:**

**Signature:**

**Date:**

**Name of Deceased:**

**Relationship:**

**Executors name if different from above:**

**Grave Number:**