



Oswestry Rural Parish Council

TREFARCLAWDD CEMETERY

RULES AND REGULATIONS

These Rules and Regulations have been introduced to protect grave owners' rights and to deter people from taking unfair advantage.

All grave owners are subject to these Rules and Regulations which are subject to review.

1. Change of address

Grave owners should notify the council if they change their address to ensure that the council has the correct contact details.

2. Hours of Interments

The hours for all interments are as follows:

Weekdays	9.00am to 4.00pm.
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These hours may be shortened, at the council's discretion, during winter months, depending on sunset times.

No interment shall take place outside these hours, nor on Good Fridays, Christmas Day or a Bank Holiday.

The funeral director is responsible for all funeral arrangements and the council undertakes no responsibility in this matter.

3. Notice of Interments

- a) Not less than two working days' notice shall be given of any interment.
- b) All notices of interment should be addressed to the Clerk on the council's official application form and accompanied by the appropriate fee. No interment may take place until payment is received.
- c) Interments may be refused if:
 - i. If the interment application form has not been received in sufficient time.
 - ii. The details on the interment notice are incorrect.
 - iii. The disposal certificate has not been received prior to the interment to authenticate the identity of the person to be interred.
 - iv. A funeral director has not been appointed to oversee the interment.

4. 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.

5. Depth of Private Graves

- a) No private grave will be made deeper than 6 ft 6" (1.98 meters) but if the council finds it impracticable (owing to drainage or other cause) to dig so deep as 6 ft 6" (1.98 meters) in any particular grave space, it reserves 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.

6. 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.**

7. Admittance of Workmen

No workman employed in fixing, painting or restoring monuments or gravestones will be admitted, nor materials received into the cemetery on Saturdays, Sundays, Christmas Day, Good Friday, Bank Holidays or on any other day before 9am or after 4pm.

8. Exclusive Right of Burial

- a) The purchase of an Exclusive Right of Burial does not grant ownership of the land, only the right of interment, the grant of which lasts for 99 years from the date of purchase.
- b) Only the owner of the Exclusive Right of Burial has the authority to sanction an interment or the installation of a memorial or further inscription. If the Exclusive Right of Burial belongs to the deceased, ownership must be transferred by completing a Transfer of Exclusive Right of Burial form which includes making a statutory declaration to transfer ownership.
- c) No transfer of an Exclusive Right of Burial shall be deemed valid until verified and registered with the Clerk.

9. Payment of Fees and Charges.

- a) No interment nor work in the cemetery shall take place until the appropriate fees have been paid.
- b) Cemetery fees are reviewed annually.

10. Erection of Monuments.

No person shall erect, remove, or re-erect any monument, gravestone, tablet, inscribed vase, in the cemetery unless written permission from the council has been granted and the appropriate fees have been received.

11. Monuments on Purchased Graves

No monument, gravestone nor tablet will be allowed without the purchase of an Exclusive Right of Burial.

12. Approval of Monuments and Inscriptions

- a) No new monument shall exceed 3ft, 6ins (1.07 meters) in height.
- b) No person shall erect nor fix any monument, gravestone, tablet, nor make any inscription thereon, nor place therein any vase bearing an inscription 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 18" x 18" (457mm x 457mm) and inscribed with the full name of the deceased, their live years plus one line of personal inscription.
- e) No kerbs nor 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 of the grave, in accordance with the powers and procedures set out in Article 14 of The Local Authorities Cemeteries Order 1977.

13. 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.

14. Repairs to Graves and Monuments etc.

- a) Grave owners must keep all monuments, gravestones, tablets, or other memorials in good repair. All repairs and re-installations 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.

15. Receptacles for Flowers etc.

Receptacles for flowers, ornaments etc. shall only be placed on the concrete rafting provided with each plot. 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.

16. Glass Shades

Glass shades are not allowed on any grave.

17. Damage

Any person causing damage in the cemetery will be held responsible and the council may recover any associated costs in accordance with Article 18 of the Local Authorities' Cemeteries Order 1977.

18. Conduct

- a) Visitors to the cemetery should conduct themselves in such a way as to respect the privacy of other visitors so 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 should be kept under the care and attention of an adult.
- d) All visitors should enter and leave the cemetery by the proper entrance gates.
- e) Cycles are not permitted in the cemetery.
- f) All dogs must be kept on leads when within the cemetery and dog owners are required to remove any dog waste in the bin provided.
- g) The council may at any time exclude any person who conducts themselves in a noisy, disorderly or unseemly manner or is under the influence of drink or drugs or uses improper language or refuses to comply with cemetery regulations.

19. Planting

- a) The planting of plants, shrubs and trees 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.

20. Damaged Flowers/Wreaths

- a) Broken or damaged flowers, wreaths, artificial flowers or ornaments will not be allowed to remain on any grave and the council will remove these 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 will be removed after 31st January.

21. Decoration of Graves or Memorials

Trinkets, toys and solar lights are not allowed on any grave and will be removed by the council and placed in the compound. If not claimed within one month from their removal the council reserves the right to dispose of them as appropriate.

22. Gratuities

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

23. 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.

24. 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.

25. 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.

26. Wooden memorials

A wooden memorial may be erected over any grave to which an 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.

27. Memorial Seating

Memorial seating will be allowed in the cemetery provided that:

- i. It is first approved by the Parish Council.
- ii. Applicants meet the full costs of secure installation.
- iii. Damages and repairs are rectified.
- iv. The council reserves the right to remove any seating which is no longer in a suitable and safe condition.

28. 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.

29. 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.

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: _____