

# ***CHISELDON PARISH COUNCIL***



## **CHISELDON PARISH COUNCIL CEMETERY REGULATIONS**

### **Butts Road Sir Henry Calley Memorial Gardens**

#### **Introduction.**

Chiseldon Parish Council acknowledges the importance of a memorial as a means of commemorating the life of a loved one, acting as a focus for grief initially and, in years to come, as a historical record.

Chiseldon Parish Council, as a burial authority, has in pursuance of the General Powers of Management contained in Article 3 (1) of the Local Authorities' Cemetery Order 1977, made the following Rules and Regulations to be observed in the cemeteries under their management.

For the purpose of these regulations, "The Council", means Chiseldon Parish Council and "Memorial" means any headstone, monument, cross, flagstone, kerbing or any other erection placed for the purpose of a memorial over any grave.

Chiseldon Parish Council welcomes all visitors to either Butts Road Cemeteries or Sir Henry Calley Memorial Gardens particularly when they are officially open, between the hours of 9.00am – 8p.m. from April to September and 9.00am – 4.30p.m. from October to March but requests they respect the peace, dignity and reverence of the facility

#### **Interpretation.**

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings assigned to them:-

'*The Council*' means Chiseldon Parish Council acting as the Burial Authority for both Butts Road Cemetery and Sir Henry Calley Memorial Gardens.

'*Cemetery*' means Butts Road Cemetery or Sir Henry Calley Memorial Gardens,

'*Burial*' means the interment of the body of a deceased person, a stillborn child, a non-viable foetus or cremated remains.

'*Deeds*' means the document issued by the Parish Council, detailing the exclusive right of burial in a grave

'*Deed holder*' means the person to whom exclusive right of burial has been granted or to whom it is transferred or assigned.

The Parish Clerk or Parish Council representative is empowered to take such action, as he / she may consider appropriate against any person who may:-

- a) Commit any nuisance or cause distress to any person
- b) Wilfully interfere with any burial taking place
- c) Wilfully cause any disturbance
- d) Wilfully interfere with any grave, memorial, plants, flowers or other such objects
- e) Play at any game or sport

**Hours of interment.** Interments should be carried out during daylight hours, Monday to Friday. No interment shall take place on weekends, Good Friday, 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.

**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 Chiseldon Parish Council and after appropriate fees have been paid.

**Notice of interment.** 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.

All notices of interment must be in writing on the forms provided by Chiseldon Parish 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.

Chiseldon Parish Council will refuse to allow interments when there is reason to believe details given on the Notice are incorrect, the disposal certificate is not available for inspection to authenticate the identity of the person to be interred prior to burial, or if the necessary notice period (see above) has not been given.

**Official plan.** A detailed plan, showing the position of every grave is on display in both cemeteries and is updated annually.

**Transfer to be registered.** 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 Chiseldon Parish Council.

**Exclusive right of burial.** 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.

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.

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 Chiseldon Parish Council.

**Payment of fees and charges.** All charges and fees payable for anything in connection with the Cemetery shall be paid to Chiseldon Parish Council before an interment takes place, or any work commences. No receipt other than an official receipt issued by the Council will be acceptable as proof of payment.

**Receptacles for flowers.** The Council reserves the right to remove, without notice, any receptacle for flowers, which it considers unsuitable or unsightly. Glass, china or other easily breakable pots and bottles are potentially dangerous, and are not permitted in the cemetery.

**Glass shades.** No glass shade or glass ornament will be allowed on any grave.

**Water for flowers and plants.** The Butts Road cemetery has an external tap located near the main gates. The Sir Henry Calley Memorial Garden has a water butt located at the church hall for use.

**Monuments etc. only on purchased graves.** No monument, gravestone or tablet will be allowed over any grave to which exclusive right of burial has not been purchased.

**Monuments and inscriptions to be approved.** No burial monument shall exceed 36 inches in height, with a base size maximum of 30 by 15 inches. A cremation monument shall not exceed 22 inches in height with a base size maximum of 18 by 18 inches. 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 Chiseldon Parish 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, or vase, with copies of the proposed inscription thereon, together with a specification of the material and dimensions to be used. All installations must be in accordance with current NAMM recommendations.

Chiseldon Parish Council will remove any unauthorised 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.

**Depth of Private Graves.** No private grave will be deeper than 7 ft (2.13 metres) but Chiseldon Parish Council, if they find it impracticable (owing to drainage or other cause to dig so deep as 7ft 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 7ft (2.13 metres) grave allows two earth burials. In addition up to six sets of cremated remains are permitted per full burial plot. Chiseldon Parish Council will consider the inclusion of a third set of burial remains if the limits imposed by Schedule 2 of the 1977 Order are fully met.

Plots for cremated remains are excavated to a depth of 18" minimum (0.46 metres). Up to two sets of cremated remains are permitted per plot.

**Limits imposed by Schedule 2 of the 1977 Order:**

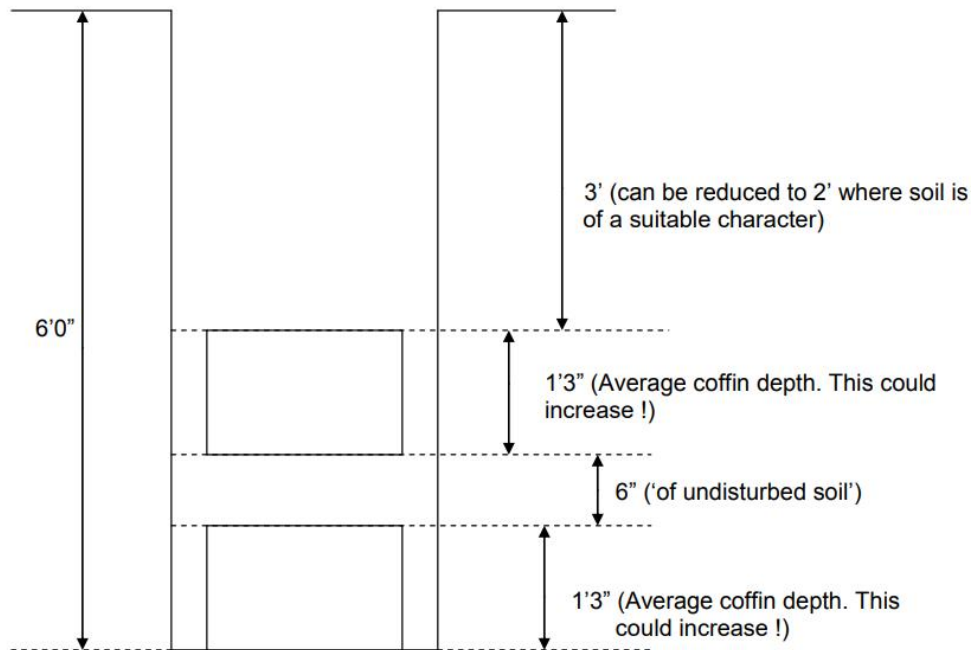
No body shall be buried in such a manner that any part of the coffin is less than three feet below the level of any ground adjoining the grave

Provided that the burial authority may, where they consider the soil to be of suitable character, permit a coffin made of perishable materials to be placed not less than two feet below the level of any ground adjoining the grave

No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in a grave on a previous occasion by means of a layer of earth not less than six inches thick

When any grave is reopened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.

The limits imposed by Schedule 2 can be explained diagrammatically as follows:



The above example illustrates the MINIMUM depth that must be achieved for two burials and it is recommended that this minimum depth for new graves is increased in order to build in a contingency against future unknown factors. It should be noted that the average coffin depth used in the above example could be greater in some instances especially where casket burial takes place. It is advisable to request the depth of each coffin to be buried in addition to length and width dimensions. By using the above model and adding for contingency for unknown factors it is possible to confidently excavate all new graves to a depth that will ensure that sufficient depth remains for the second interment. The same principles can be applied to new graves for more than two burials.

Under no circumstances will a burial be allowed to take place where full compliance to the 1977 Order has not been met.

Please note that the council does not permit the placement of above ground mausoleums in any of its cemeteries.

**Repairs to graves and monuments etc.** 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 and masons must be a member of BRAMM and following British Standard 8415. In the event of any such structure 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 28 days' notice to the owner or owners, requiring them to repair or remove any such structure and. if after the expiration of such notice, the owner or owners have failed to repair or remove any such defective or dangerous structure, 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 Chiseldon Parish Council may remove or lay down the same without any rights of the owner or owners to any compensation for so doing.

Regular checks will be conducted by Chiseldon Parish Council to determine the stability of monuments and gravestones.

**Surplus soil.** The surplus soil excavated from any grave is to be removed at the expense of the owner.

**Damage.** If any damage is done to Chiseldon Parish Council's land or premises by bringing in any materials, gravestone or monument, or from any other cause, the person or persons doing such damage will be held responsible and Chiseldon Parish 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.

**Admittance of workmen on Saturdays, Sundays etc.** No workman employed in fixing, painting or restoring monuments or gravestones will be admitted or materials received into the cemeteries on Saturdays, Sundays, Christmas Day, Good Friday, Bank Holidays or on any other day before 9.am or after 4.pm. without prior consent of Chiseldon Parish Council.

**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.

**Conduct.** Visitors to the cemeteries 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.

**Dogs.** No dogs are permitted in Butts Road cemetery. Dogs on leads are allowed on the public footpath that crosses the western edge of the Sir Henry Calley Memorial Garden. Owners are expected to clean up after their pets.

**Planting.** The planting of plants, shrubs and trees (however small) is not permitted.

**Damaged Wreaths.** Broken or damaged wreaths, ornaments or memorials shall be deemed litter and not allowed to remain on any grave in the cemeteries. Chiseldon Parish 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 Chiseldon Parish Council's discretion if the owner fails to do so.

Special Christmas tributes are required to be removed from the grave by 31<sup>st</sup> January at the latest. If such tributes are found on graves after this date they may be removed by Chiseldon Parish Council.

**Maintenance.** Once a grave appears neglected and abandoned, Chiseldon Parish Council shall sow grass seed or lay turf at its own expense over the whole grave. Thereafter, no person, other than the duly authorised officers or servants of Chiseldon Parish Council shall interfere with or alter the turfed or unturfed areas of the grave except for the purpose of a further interment therein.

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

**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 the cemetery. In particular, the erection of decorative borders is not permitted. (Please contact the Parish Council if in any doubt)

**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 Chiseldon Parish Council. Chiseldon Parish 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.

**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.

