



Rules and Regulations with effect from November 1st 2010 in accordance with the Local Authorities' Cemeteries Order 1977

Plans of the Cemetery, showing the respective areas allotted to individuals are kept by the Cemetery Clerk and may be inspected free of charge by prior arrangement.

Interments

1. Notice of interment must be sent directly to the Cemetery Clerk at least 3 days prior to Interment. In the case of a second interment in an already purchased plot and where the Exclusive Right of Burial grant is not in the name of the person to be interred, sufficient time must be allowed for this process to take place and ensure all necessary paperwork has been sought and approved prior to the interment date.
2. The Certificate of Cremation must be provided prior to the interment date.
3. All cheques for fees and charges must be sent directly to the Cemetery Clerk prior to the Interment date.
4. The Cemetery Clerk will allocate grave space within the currently used section of the Cemetery; any variation on this shall be subject to the approval of the Parish Council.
5. The depth of Interment shall be controlled by the Parish Council. No grave shall be deepened after the first Interment. When more than one Interment takes place in a grave there shall be a layer of earth not less than six inches between each coffin. No parts of any coffin shall be less than four feet below the level of the ground adjoining the grave.
6. The Parish Council reserves the right to change a burial plot should severe weather conditions mean that a plot is flooded, rendering grave digging and subsequent Interment impossible.
7. The Funeral Director or person making the arrangements for the burial must bear responsibility for ensuring adequate insurance cover. A minimum of £5m public liability insurance is required.
8. The Registrars or coroners certificate must be produced prior to interment date.
9. The Parish Council reserves the right to level ground after Interment should there be subsequent subsidence of soil on the grave. [except in the case of a still born child in accordance with Local Authorities Cemeteries Act 1977]
10. All interments in section D MUST be marked with a wooden cross.
11. All funeral Directors and Grave Diggers must follow the Parish Council guidelines for interment procedures in Section D [copy available from Cemetery Clerk].

Exclusive Right of Burial

12. When an exclusive right of burial is acquired, the full name and address of the purchaser must be supplied. There is a maximum number of 3 to be named on the deed. Purchasers shall not dispose of their rights without the consent of the Council.
13. The Exclusive Right of Burial in a grave space shall be conveyed by deed of grant to the purchaser, who must be a relative of the deceased or acting on the deceased person's wishes.
14. Monuments, gravestones and other memorials shall be erected on only those graves where the exclusive right of burial has been purchased and only after a period of 6 months have elapsed since interment. Please read HRform2 Charges and Conditions for more information.
15. A drawing of every monument or gravestone proposed to be erected, showing its dimensions, the method of fixing and a copy of the inscription intended to be placed thereon, must be submitted to the Cemetery Clerk. No monument or gravestone will be permitted into the Cemetery until it has been approved and the appropriate fee paid. Installation will be permitted only by an accredited Monumental Mason [BRAMM] and after a period of 6 months has elapsed since interment.

An Exclusive Right of Burial grant must be submitted at the time of application, if the person applying is not the person named on the grant then enough time must be allowed for all necessary paperwork to be put in place, prior to erection of the monument at the Cemetery, this is in accordance with the Local Authorities Cemeteries Order 1977.

16. Memorial Masons MUST ensure the plot number and section references are clearly engraved on the bottom right hand corner on the back of the stone [except in Section D tablet stones].
17. The Parish Council has the power to remove unauthorised memorials and gravestones.
18. All materials, gravestones and monuments must be conveyed from the Main Road or car park area using hand barrows. If any damage is caused to the grass, shrubs, trees, buildings or monuments or any other property by the bringing in or removal of materials, the erection of work or otherwise, the person causing such damage or injury shall be liable for the expense of making it good.
19. Every gravestone or monument shall be kept clean and in good repair by the owner. The Parish Council reserves the right to remove or lay down any gravestone or monument that the owner neglects to comply with this Regulation or if the monument is found unsafe. Every effort will be made to contact the owner at their last known address to notify them of this decision as well as posting a notice on the grave and in the local press.
20. Flowers or shrubs not exceeding 1 feet in height may be planted on any private grave [excluding Section D], subject to the control of the Parish Council, who reserves the right to remove or reduce any such plant if they become unsightly or overgrown or more than 1 foot in height or if the grave has to be re-opened.
21. The Parish Council reserves the right to remove faded flowers, vases, bottles, tins or any other objects which are untidy or objectionable from any grave.
22. In all cases where, in the opinion of the Parish Council, a grave is not properly maintained and kept tidy, the Parish Council may give instructions for the grave to be levelled and turfed, so that Grounds Maintenance staff can keep the grave in good repair. Every effort will be made to contact the owner at their last known address to notify them of this decision as well as posting a notice on the grave and in the local press.
23. The Parish Council outlines a set space for monuments and planting on a plot, should these dimensions not be adhered to, the Parish Council reserves the right to reduce the area if necessary. Overall dimensions of a burial plot are 2' 6" x 7' and a cremation plot 2' 6" x 3'; overall dimensions for cremation plots in section D are 12" x 24".

ADD

General

24. The Cemetery will be open to the public throughout the year, but the Parish Council reserves the right to exclude the public if this should be necessary on any particular occasion. In this case, where possible, notice of closure would be displayed within the Cemetery prior to the date.
25. Children under the age of 12 years are not permitted in the Cemetery unless in the care of a responsible person. All persons must keep on the paths and must not interfere with gravestones, monuments, plants or flowers.
26. Smoking is strictly prohibited within the Cemetery whilst a funeral is in progress. Dogs must be kept under control at all times and on a lead.
27. No wheeled vehicles other than invalid carriages, prams or buggies may be brought into the Cemetery. Vehicles bringing in materials or equipment required for the erection of monuments may be parked on the driveway or main road adjacent to the Cemetery.
28. Any person found infringing these rules shall be expelled from the Cemetery and may be liable to appropriate penalties.
29. Fees for all services rendered in connection with the Cemetery are payable to Heath and Reach Parish Council.
30. The registers and records relating to the Cemetery are available through the Cemetery Clerk for inspection by prior arrangement, subject to payment of such fees as may be prescribed.
31. All litter, compost and recyclable materials must be discarded in the relevant bins provided.
32. The Parish Council will not be responsible for any damage to monuments, gravestones, flower vases or plaques occasioned by storms, wind, lightning, subsidence, vandalism or any other cause.

If a headstone is found to be unsafe and dangerous it will be made safe by the Parish Council, the grave owner will then be contacted (see also 19 above) The Grave owner will be

- responsible for any charges to have the memorial fixed or re-laid - see *Memorial Safety Testing Policy attached*.
33. Monumental masons must remove all surplus earth to the designated area and leave the whole area in a neat and tidy condition. They shall use such means as may be necessary to protect the grass, plants and nearby graves from damage.
 34. No curb stones or edging of any type, no solid covering, chippings or gravel of any sort are allowed to new graves in section E of the Cemetery – see *minute ref. 305.4 below*.
 35. All memorials shall be erected in accordance with current NAMM Code of Working Practice.
 36. Fencing of any type is NOT permitted on grave spaces.
 37. Trees of any kind are NOT permitted on any grave space in any area of the Cemetery.
 38. The scattering of ashes is not permitted in the Cemetery.
 39. Parish Council are not to be held responsible for any damage to monuments caused by grounds contractor or any other individual carrying out works in the cemetery

For more information please read form HRform2 – Conditions and Charges

Amendment to the Cemetery Rules & Regulations to allow the additional interment of ashes to a burial Plot

8/02/11 The addition of four ashes caskets to a double depth grave

Amendment to Curb stones and Chippings rule: The Parish Council resolved this matter at the meeting on 14th May 2012: minute ref: 305.4

The Parish Council resolved that as of this the 14th day of May in the year 2012 that the rules and regulations regarding curb stones or chippings at Heath & Reach Cemetery will be applied to any new grave at the Cemetery and that the Council reserves the right to remove edging stones and chippings previously in place on graves in Sections E and F if they stop being tended to and no next of kin or family member can be traced.

Appendix 1

Memorial Safety Policy

The Parish Council have a bi-annual programme of inspecting the Cemetery and in particular the condition of memorials. The inspections are carried out in October and April.

Four weeks before a memorial inspection, a public notice will be displayed on the Cemetery gates and also via the notice board and local press.

During an inspection each memorial will be checked to identify any that are in an obviously dangerous condition or loose. This will be carried out by the Cemetery Clerk and one other person.

Any memorials that are identified as being dangerous will be marked so that follow up action can be promptly taken to make the memorial safe even if this involves immediately laying down the memorial.

All findings will be fully documented.

When unsafe memorials are identified, they will be classified as:

Category 1 - immediately dangerous and likely to fall over on contact

Category 2 – loose and unstable, may move under pressure, if weight applied

Category 3 – slightly loose, no immediate threat or danger, needs monitoring

Memorials in Category 1 and 2 will be recorded and photographed and those in Category 1 may need to be laid down immediately.

A notice will be displayed on the plot to notify the family of the problem and the family contacted if contact details are held.

In the case of memorials left vertical in Category 1 and 2, a warning notice will be displayed - "KEEP AWAY – MEMORIAL UNSAFE".

These memorials will be monitored on a monthly basis to ensure that both warning notices and the family notifications are still in place.

Memorials in Category 3 will be monitored quarterly.

The results of the Memorial Safety test will be displayed on local and Cemetery notice boards and via the local press.

Memorials that have been laid down will be checked regularly to make sure that they have not been re-erected unofficially. In each case where there is a family contact, that person must be notified and if necessary met on site to explain matters.

The memorial itself is owned by the family of the deceased, and they will be given a reasonable opportunity to make their memorial safe and a reasonable attempt will be made to trace them.

If the family of the deceased indicate that they will remedy the problem, the remedial work must be done properly and in accordance with the Recommended Code of Working Practice of the National Association of Memorial Masons ("NAMM"). DIY will NOT be permitted.

If the family of the deceased make contact, they should be asked to update any details given on the Grant of Exclusive Right of Burial or where none was issued, to provide the name and address of a contact person for the Cemetery records. If the memorial is found to be unsafe in the future or there are any further problems with the plot that person can be contacted.