

ROWSLEY PARISH COUNCIL

Clerk: Sian Bacon

Phone: 07545704384

Address: 7 South Park Avenue, Darley Dale, Matlock, Derbyshire DE4 2FY

Email: rowsleyparishcouncil@gmail.com Web:

www.rowsleyparishcouncil.co.uk

CEMETERY REGULATIONS

1 THE COUNCIL'S CEMETERY

1.1 These regulations apply to the Council's cemetery adjacent to St Katherine's Church, Rowsley.

2 OPENING HOURS

2.1 The cemetery is open to the public from 9.00 a.m. until sunset.

3 TIMES OF BURIALS

Monday to Friday: 10.00 a.m. to 4.00 p.m.

Excluding Bank and Public Holidays. Interments outside these hours or on other days may be possible for an additional charge.

4 CONDUCT

4.1 All persons must conduct themselves in a decent, quiet and orderly manner and must not:

- 1) Create any disturbance or nuisance.
- 2) Interfere with any burial.
- 3) Interfere with any grave, stone or other memorial or floral tribute.
- 4) Play any game or sport.
- 5) Ride a bicycle or use any other recreational equipment.
- 6) Enter the cemetery when it is closed to the public.
- 7) Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.
- 8) Bring animals, except for dogs that are on leads at all times and under control. Dog fouling must be cleaned up and disposed of in an appropriate bin.

4.2 Children under the age of 12 years must be accompanied by an adult.

4.3 Members of the Council/the Clerk to the Council has the right to exclude or remove members of the public whose conduct is unsatisfactory.

5 FEES

5.1 Various fees and charges are applicable in relation to cemeteries. The Council reviews fees and charges annually. Anyone intending to use the cemetery service is advised to obtain an up-to-date copy of the fees and charges which will be supplied on request.

5.2 The Council will only accept an official receipt as proof of payment.

6 NOTICE OF INTERMENT

- 6.1 Notice of interment must be given to the Clerk to the Council at least two full working days prior to the funeral. Telephone bookings remain provisional unless until there is written confirmation.
- 6.2 In exceptional circumstances, and only on the production of a certificate from a coroner or registered medical practitioner, these periods of notice may be waived.
- 6.3 If it proposed to fire a military salute at an interment or if it is expected that a funeral will be attended by unusually large numbers of people, or by bands or choirs, then the Council must be notified at least three working days before the funeral in order that appropriate measures can be put in place for the safety and convenience of those attending.
- 6.4 Once a notice of burial has been given, no alterations will be possible unless notice is given to the Clerk to the Council before noon on the working day preceding the funeral. The Council reserves the right to recharge any expenses incurred.
- 6.5 If a grave is to be re-opened, a copy of the Exclusive Right of Burial is required. If this is not available, an indemnity form must be submitted.

7 DISPOSAL CERTIFICATE

- 7.1 No interment may take place unless a Registrar's Certificate of Disposal or Coroner's Order for Burial is presented, prior to the burial, to the Clerk to the Council or his representative.

8 GRAVES

- 8.1 The maximum permitted sizes of graves are:
- Earthen graves 2.5 m X 1.2 m;
 - Cremated remains 450 mm X300 mm.
- 8.2 Before interment, grave surrounds must be covered with grass mats. Webbing for lowering and surface biers must be provided by the funeral organiser.
- 8.3 Graves must be backfilled by the funeral organiser immediately after the mourners have left the graveside. Floral tributes must be gathered together and placed on to the finished grave. Tributes will be removed once spent (normally after two weeks).
- 8.4 Ground settlement will invariably occur in the months following a burial. For six months, the Council will regularly inspect the grave and, as ground settlement occurs, will re-level the surface of the grave and sow grass seed where required.

9 CREMATED REMAINS

- 9.1 Cremated remains may be scattered or buried in the Garden of Remembrance or family grave upon application to the Council. A certificate from the crematorium must accompany all applications.

10 EXCLUSIVE RIGHT OF BURIAL

- 10.1 The person to whom the Exclusive Right of Burial is granted (referred to as 'the deedholder' from this point on) has the sole right to determine who is buried in a grave or cremated remains plot. It does not confer ownership in respect of the land concerned. In any grave, a maximum of two coffins is allowed. Cremated remains may also be scattered or buried in the same grave (space permitting).

- 10.2 The exclusive right may be assigned by deed or bequeathed by will to a relative or nominated person. If the right has not been assigned, it is conferred on a relative as interpreted in the Local Authorities' Cemeteries Order 1977.
- 10.3 The exclusive right of burial is normally purchased at the time that a request for interment is made. However, grave spaces for future burials may be reserved.
- 10.4 On purchasing the exclusive right of burial for a grave or cremated remains plot, a deed will be issued to the purchaser valid for a period of 100 years.
- 10.5 The Council will keep records of any rights granted, together with any assignment or bequest of those rights. These must be notified to the Council as soon as possible after an assignment or bequest is made.

11 TEMPORARY MEMORIALS

- 11.1 Temporary memorials may be erected on graves during the first six months following interment, where an application has been made for the erection of a long-term memorial.
- 11.2 Temporary memorials are either stone tablets, not exceeding 200 mm in height and 200 mm in width, or wooden crosses of standard proportion not exceeding 300 mm in height. The Clerk to the Council must give prior approval to new temporary memorials. This must be submitted in writing to the Clerk to the Council.
- 11.3 Temporary memorials must state the name of the deceased, date of interment and plot number. No further details are allowed on temporary memorials.
- 11.4 No later than six months from the date of interment, the deed-holder must have removed the temporary memorial. If a temporary memorial remains in place beyond that time, the Council will attempt to contact the deed-holder and request its removal. If the temporary memorial is not removed within 14 days, or if the deed-holder is not contactable, the Council will remove the item and place it in storage.

12 LONG-TERM MEMORIALS

- 12.1 'Long-term memorials' include upright memorials, tablets, plaques, vase-blocks and inscriptions.
- 12.2 Memorials are only permitted on graves for which the Exclusive Right of Burial has been acquired and on the application of the deed-holder. A memorial may not be erected on a grave prior to the first interment.
- 12.3 The Clerk to the Council must give prior approval to new memorials, and to any alterations to existing memorials. This must be submitted in writing to the Clerk, together with the full fee.
- 12.4 Before erecting a long-term memorial, a request must be made to the Clerk to the Council. Such a right will remain valid for 30 years, or the unexpired period of the Exclusive Right of Burial, whichever is the shorter. Following the expiry of a Right to Erect a Memorial, the deed-holder will have the option of renewing it for further five-year periods
- 12.5 The only persons allowed to erect, repair or carry out work on long-term memorials over 200 mm in height are memorial masons registered under the Scheme with Derbyshire Dales District Council and approved by the Council. Memorial erection and additional work must be carried out to the standards laid down in the Scheme.

12.6 When memorials need to be removed to enable a further burial to take place, such arrangements are the responsibility of the deed-holder. In relation to memorials over 200 mm in height, removal and subsequent re-installation must be carried out by a registered memorial mason to the standards laid down in the Scheme. Failure to do so could cause delays in the preparation of the grave, resulting in postponement or cancellation of the interment.

12.7 The Council may remove any memorial erected in contravention of these regulations and recharge the deed-holder for the costs incurred.

12.8 The total height of any memorial including plinth must not exceed 838 mm above ground level. The width must not exceed 650 mm.

12.9 The Council does not provide any concrete beam foundations upon which headstones may be set. Therefore, the Council recommends that long-term memorials should not be erected until six months after burial. This allows for thorough settlement of the ground to take place. Memorials must be positioned to conform to the conventional layout of the cemetery.

12.10 Only one memorial is permitted per plot. On earthen graves, this will consist of a headstone. Within the Gardens of Remembrance, only one stone block is permitted per plot at ground level, not exceeding 400 mm in length and 250 mm in width.

12.11 Memorials must not encroach upon adjacent plots or other areas of the cemetery.

13 SAFETY OF MEMORIALS

13.1 Fences and railings around graves, glass/pottery objects that may easily shatter, or similar hazards are not permitted under any circumstances. If any such items are found on a grave, the Council will attempt to contact the deed-holder and request the removal of the items. If the items are not removed within 14 days, or if the deed-holder is not contactable, the Council will remove the items.

13.2 The primary responsibility for the safety and ongoing maintenance of a memorial rests with the deed-holder.

13.3 The Council has a general duty of care to ensure its cemeteries are safe for visitors. In view of this, the Council will undertake regular, recorded, inspections of all memorials.

13.4 Where a memorial is found to be unsafe, the Council reserves the right to make it safe by temporary means.

13.5 Reasonable efforts will be made to notify the deed-holder that the memorial is in need of attention to make it safe on a long-term basis.

13.6 If the deed-holder is not contactable, or the deed-holder fails to make the memorial safe within a reasonable period after notification then, in accordance with the Local Authorities' Cemeteries Order 1977, the Council reserves the right to make the memorial safe on a long-term basis, including the repair, repositioning, removal or destruction of the memorial. The Council may attempt to recover the costs of making the memorial safe from the deedholder, should the opportunity arise, at any time in the future.

14 GARDENS ON GRAVES

- 14.1 Gardens or planting around graves or in the body of graves is not permitted, nor will there be an allowance for lamps, lanterns, pottery, glass or such like objects. Kerbs around graves and chippings are not allowed.
- 14.2 Simple floral displays can be placed on the headstone of a grave. These displays shall be maintained at all times in a tidy condition by the next of kin and their nature and extent shall not obstruct maintenance in adjoining areas.
- 14.3 Vases for floral displays shall not exceed 300 mm in height and must only be placed on the sill of the headstone. Substitutes for proper vases will not be permitted. For any other form of container, the consent of the Council must be obtained before use.

15 BENCHES

- 15.1 The Clerk to the Council and the Chair of the Council are responsible for and must give prior approval to new benches. All applications for memorial benches should be made to the Clerk.
- 15.2 The Parish Council will limit the number of memorial benches in a particular area.
- 15.3 Benches need, prior to installation, the design approved by the Parish Council to be in keeping with the intended location. For avoidance of doubt, it is advised that prior to the purchase of the bench a design statement and pictorial guide be submitted to Council for approval. The benches must be securely fixed in position.
- 15.4 The applicant should ensure that the Parish Council is in possession of current contact details.
- 15.5 Memorial plaques fitted to the benches to be a maximum size of 175 mm wide x 75mm high or shall fit the centre of the upper most part of the bench or whichever is the greater.
- 15.6 The Parish Council reserves the right to remove any memorial benches that has been damaged and are beyond economical repair or have not been repaired within 4 weeks of the notification to repair the memorial bench.
- 15.7 The applicant must agree to maintain and upkeep of the bench.
- 15.8 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
- 15.9 The Parish Council accepts no liability for damages caused to any person(s) by a memorial bench. Liability remains the bench owner.
- 15.10 The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench.
- 15.11 The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibly of the original applicant.
- 15.12 The Parish Council will, if it proves necessary, move any benches to a new position or remove them (They will be offered back to the original applicant).