



Upwood and the Raveleys Parish Council



Meadow Road Cemetery, Upwood

Schedule of Rules, Regulations and Fees



February 2014

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From February 2014

SECTION 1: Definitions and explanations

- 1.1 The Cemetery referred to in this document is the Public Cemetery in Meadow Road, Upwood. It is owned, managed and maintained by the Parish Council. The Burials Officer is the Parish Clerk.
- 1.2 This cemetery comprises two areas. The oldest and lower area is full and no longer complies with current practice. Present day interments of bodies and cremated remains take place in the upper area.
- 1.3 Any person of any religious denomination, or none, may be buried in this cemetery, provided the relevant rules and regulations are adhered to and the appropriate fees paid.
- 1.4 The following persons would be regarded as being 'Inhabitants and Parishioners' for the purpose of determining the fees to be paid.
 - a) Persons who are permanently in the parish of Upwood & the Raveleys.
 - b) Persons who were permanently resident less than twelve months before their decease.
 - c) Persons receiving long-term care in residential care homes, hospitals, or similar, who were, prior to entering such an institution, permanently resident in the parish.
 - d) Children of persons permanently resident in the parish.
- 1.5 The Parish Council is responsible for the upkeep of the turf, hedges, gates and paths and has a secondary responsibility for the safety of monuments. The primary responsibility rests with the owners (or their representatives) of the monuments, however if they cannot be contacted the Parish Council reserves the right to make alterations where public safety is at risk.

SECTION 2: Administration

- 2.1 All enquiries concerning the use of the Meadow Road Cemetery should be made to the Parish Clerk. All cheques should be made payable to 'Upwood & the Raveleys Parish Council'.
- 2.2 All application forms should be accurately completed in full and returned to the Parish Clerk. Applications must be made to obtain:
 - a) The granting, renewal or transfer of an exclusive right of burial (including reservation of grave spaces).
 - b) Approval for the interment of bodies or cremated remains
 - c) Approval for placing a new memorial or altering an existing one.
- 2.3 Applications for interments must be delivered to the Parish Clerk no later than **four working days** before the interment. No interments may take place over the weekend, public holidays, Good Friday or Christmas Day.
- 2.4 **A Certificate from the Registrar of Births, Deaths and Marriages**, or in the case where a Coroner's Inquest has been held, **the Coroner's Warrant**, must be produced to the Parish Clerk before the interment.
- 2.5 In the case of a stillborn infant **a Certificate** in accordance with the **Births and Deaths Registration Acts 1926** will be required before the interment.
- 2.6 On each opening of a grave where the Exclusive Right of Burial has been purchased before death (i.e. a grave space reserved) the Deed of Grant and Certificate of Ownership must be produced to the Parish Clerk before the interment.
- 2.7 The Parish Council reserves the right to refuse approval for interment in special circumstances.
- 2.8 Payment of all fees and charges must be made to the Parish Clerk within seven days of an interment or the placing of a new or modified memorial. (N.B. Fees for the services of a minister of religion are to be paid to the relevant minister or church, as appropriate. **All fees exclude the cost of grave digging.**)
- 2.9 In the event of any dispute about the use or ordering of the Cemetery the decision of the Parish Council will be final.

SECTION 3: Interment of bodies and cremated remains.

General:

- 3.1 For the interment of a body or cremated remains two requirements must be satisfied:
 - a) A valid current right of exclusive burial must be held or obtained from the Parish Council.
 - b) Formal approval for the interment must have been received from the Parish Council.
- 3.2 The appropriate fee must be paid for items A and B above (see Fee Tables A & B, attached).
- 3.3 An Exclusive Right of Burial may be obtained at the time an interment takes place or at any time prior to interment by reserving a grave space.
- 3.4 Headstones and certain other memorials may be placed on graves in accordance with the regulations in Section 4. The appropriate application must be made and approved and the fee paid (Fee Table C). Permission must also be obtained from the Parish Council for alterations or the professional cleaning of headstones and other memorials and the appropriate fee paid.

Reservation of burial spaces for bodies or cremated remains:

- 3.5 Spaces in the Cemetery may be reserved by obtaining an Exclusive Right of Burial. Application forms are available from the Parish Clerk.
- 3.6 An Exclusive Right of Burial may be granted for a designated burial space for a period not exceeding 100 years. Renewal of the right will be charged at the administration fee stated in Fee Table A. (A5)
- 3.7 A transfer of the Exclusive Right of Burial may take place at any time upon payment of the administration fee in Fee Table A. If the right is transferred from an inhabitant and parishioner of Upwood and the Raveleys to a non-inhabitant and non-parishioner the fee stated in A2 or A3 in Fee Table A, as appropriate, will be charged in addition to the administration fee at the time.
- 3.8 The Exclusive Right of Burial may be obtained in advance of interment only by the person who is intending to be buried in the space, or by a close family member. Funeral Directors, agents or other assignees may not obtain the Exclusive Right of Burial on behalf of any living person to whom they are not related.
- 3.9 Spaces for the burial of bodies or for the cremated remains may only be reserved in the row of graves, or the row of cremated remains, which is being filled at the time the application is made, or in the next row to the west.
- 3.10 The granting of Exclusive Right of Burial (the reservation of burial spaces) is, in all cases, subject to the approval of the Parish Council.

Interment of bodies and cremated remains:

- 3.11 All interments of bodies and cremated remains will be in earthen graves. Vaults, walled graves, or similar are not permitted.
- 3.12 Graves for interment of bodies may be only 'single depth' as the terrain is not suitable for 'double depth' graves.
- 3.13 The cremated remains of up to six family members may be added to each single burial plot.
- 3.14 With the exception of reserved grave spaces and reserved spaces for cremated remains (see 3.9 above) interments and burials shall take place in consecutive order, following the number order of the approved Cemetery Plan held by the Parish Clerk, unless otherwise determined by the Parish Council.
- 3.15 The Parish Council will not be responsible for the preparation of graves, or spaces for cremated remains for burial. All excavations are the responsibility of the Funeral Director.
- 3.16 Funeral Directors will be held responsible for the removal of all equipment, planks etc immediately after a burial has taken place.
- 3.17 Graves and spaces for cremated remains must be left tidy after burial. Any excess soil must be removed from the Cemetery by the Funeral Director. It is appreciated that the surface of a new grave will 'sink' after burial and that a certain amount of soil needs to remain mounded on the grave in order, ultimately, to achieve a level surface. However if in the view of the Parish Council an unreasonably excessive amount of soil is left on a grave, a charge will be made to the Funeral Director for the cost of removing it.

- 3.18 After interment the burial will be recorded in the Parish Council's Register of Burials and will be marked on the approved Cemetery Plan held by the Parish Clerk.

General:

- 3.19 Dogs and all other livestock are not permitted in the Meadow Road Cemetery.
- 3.20 Private motorised vehicles (with the exception of mobility scooters) are not permitted in the Cemetery. Wheel chairs and mobility scooters may be parked at the owner's risk on the concrete path in the upper area but as the ground is uneven due to sinkage extreme caution must be used.
- 3.21 Bicycles, in-line skates, skateboards and similar are not permitted in the Cemetery.
- 3.22 Water may be obtained from the water cistern on the corner of the Chapel. If the cistern is empty the water tap situated on the Allotments may be used.
- 3.23 The Parish Council will undertake the care and maintenance of the turf, hedges, paths, fences and gates in the Cemetery.

SECTION 4: Memorials

- 4.1 No more than one memorial per grave or per space for cremated remains may be placed.
- 4.2 All memorials will be professionally installed in accordance with The National Association of Memorial Masons (NAMMS) Code of Working Practice Accredited Fixing Systems.
- 4.2 The only permitted memorials for graves are:
- A simple upright headstone of natural stone (including granite and marble), which may be of traditional slab form or carved as a heart or open book or shield. (See Paragraph 4.6 and Fee Table C)
 - A cross of hardwood (See Paragraph 4.7 and Fee Table C)
 - A small tablet in natural stone laid flush to the surface of the ground (See Paragraph 4.8 and Fee Table C)
- 4.3 The permitted memorial for cremated remains is a small tablet of natural stone laid flush to the surface of the ground.
- 4.4 All memorials must conform to the detailed regulations set out below and the design of each must be submitted to the Parish Clerk and receive the approval of the Parish Council.
- 4.5 Headstones and crosses may be erected only at the western end of the grave with the side bearing any inscription facing east. Small tablets must be laid flush to the ground to enable mechanical grass cutters to pass freely over them.
- 4.6 HEADSTONES**
- Height** should be between 1200mm (about 4') and 760mm (about 2'6") measured from the ground.
Width should be between 900mm (about 3') and 500mm (about 1'8").
Thickness should be not less than 75mm (about 3") with the exception of slate. Slate may be thinner but not less than 38mm (about 1½")
 - Material** must be natural stone (including granite and marble), polished or unpolished.
 - Base:** The headstone may be fixed to a base of the same material provided it is flush to the ground. It should not be greater than 300mm (about 12") wide.
 - Lettering** should be incised.
 - Photograph:** A small, respectful photograph not exceeding 70mm (about 2¾") in length is permitted.
- 4.7 HARDWOOD CROSSES**
- Height** should not exceed 900mm (about 3')
 - Base** must be of stone or concrete and set below ground level to enable a mower to pass freely over it.
 - Lettering** may be incised or on a small brass plate attached to the face of the cross
- 4.8 SMALL TABLETS OF NATURAL STONE (including granite and marble)**
- Size** should not exceed 480mm by 330mm (about 19"x13") and should not have a recess for flowers
 - Material:** should be same as for headstones (see 4.6b)
- 4.9 CONTAINERS FOR CUT FLOWERS AND ARTIFICIAL FLOWERS**
- Position:** Separate containers for cut flowers may be placed against the face of the headstone or wooden cross or immediately adjacent to a small inset stone tablet. Where there is no memorial flowers must be placed at the western end of the grave.
 - Material:** Containers should be made of a strong material. Glass vases are to be avoided because of danger of breakage.

- 4.10 INSCRIPTIONS** on all memorials shall be simple and reverent. Details of all inscriptions must be submitted for approval to the Parish Council prior to installation.
- 4.11 KERBS, RAILINGS, POSTS, CHAINS, FOOT-STONES, CHIPPINGS** and similar will not be permitted for safety reasons.
- 4.12 MASONS and other workers** engaged in the erection, renovation or cleaning of memorials must provide all tools, planks, blocks etc. required for the work and remove them immediately upon completion of the work.
- 4.13 CULTIVATION**
- a) is permitted in front (to the east) of the base of a headstone or cross where a strip of ground not larger than 800mm x 1900mm (about 31¾" x 6'3") may be cultivated. Roses, shrubs and trees are not permitted. A neglected strip can after two seasons be sown with grass seed without notice by the Parish Council and then mowed.
 - b) is not permitted in relation to cremated remains but shrubs may be donated and the Parish Council will decide where to plant them.
- 4.14 NATURAL AND ARTIFICIAL FLOWERS** are both permitted but the Parish Council reserves the right to remove them without notice when they decay or become dilapidated.
- 4.15 OTHER OBJECTS:** anyone wishing to place objects other than flowers on graves and cremated remains must first approach the Parish Council who will listen sympathetically and grant permission if deemed appropriate.
- 4.16** No responsibility will be accepted by the Parish Council for the safe keeping of, or damage to, any memorial or approved container or object in the cemetery.
- 4.17 MAINTENANCE OF MEMORIALS:** The prime responsibility for keeping all memorials in good order falls on the owners or their representatives. If a memorial falls into disrepair or is identified as a risk or hazard to the health and safety of persons working or visiting the cemetery the Parish Council will inform the owners or their representatives (where they can be traced) and request that remedial work be undertaken within a stated period of time. If this work is not undertaken within the stated time the Parish council reserves the right to undertake the work and to make a charge to cover the cost.
- 4.18** If, for reasons of health and safety, or for any other legal reason, the Parish Council must make urgent alterations to a memorial, it reserves the right to do so, including the laying down of headstones, without notifying the owners or their representatives in advance and **without payment of any compensation.**

FEE TABLES A, B AND C Cemetery Charges February 2014

NB All charges are VAT exempt

PLEASE NOTE: The charges set out here do not include those charges laid down by the churches as the mandatory fees for the services of a minister of religion.

FEE TABLE A: The Right of Exclusive Burial

A.1 All fees stated in Fee Table A apply only to inhabitants and parishioners of Upwood & the Raveleys (see Paragraph 1.4 for a definition of this term). **In all other cases the fees and sums paid for the right for exclusive burial will be doubled.**

A. 2	For the right of exclusive burial, for a period not exceeding 100 years, in an earthen grave of 2130mm x1220mm (about 7'x 4')	£140
A. 3	For the right of exclusive burial, for a period not exceeding 100 years, of cremated remains in an earthen grave 600mm x 600mm (about 2'x 2')	£60
A. 4	For the right of exclusive burial, where the burial is of a stillborn child or a child of less than one year (This right can only be obtained at the time of interment and is not transferable)	No charge
A. 5	Administration fee for the renewal or transfer of a deed of Exclusive Right of Burial	£15

FEE TABLE B: Interment of bodies and cremated remains

B.1 All fees stated in Fee Table B apply only to inhabitants and parishioners of Upwood & the Raveleys (See 1.4 for a definition of this term). **In all other cases the fees and sums paid for interment will be doubled,** except where the exclusive right of burial in the grave in question was acquired by a person, or on behalf of a person, who was, at the time of acquisition, an inhabitant and parishioner of Upwood & the Raveleys.

B. 2	For the interment of the body of a stillborn child or a child whose age at the time of death did not exceed one year	£10
B. 3	For the interment of the body of a child whose age at the time of death was more than one year but less than sixteen	£15
B. 4	For the interment of the body of persons of sixteen years and above	£75
B. 5	For the interment of cremated remains	£50
B. 6	For the interment of cremated remains of a stillborn child or a child whose age at the time of death did not exceed one year	£10

FEE TABLE C: Memorials

C.1 The charges stated in Fee Table C are generally applicable (i.e. to both inhabitants and parishioners of Upwood & the Raveleys and to non-inhabitants).

C. 2	Erection of a headstone	£60
C. 3	Erection of a hardwood cross	£40
C. 4	Laying a small stone tablet	£35
C. 5	Placing a vase	£30
C. 6	Additional inscription after the first	£30
C. 7	Professional repair, renovation or cleaning. (If the repair, renovation or cleaning takes place on the same occasion as the addition of an inscription (C. 6) a single fee will be charged	£30