



# **CAMELFORD TOWN COUNCIL**

## **CAMELFORD CEMETERY CAMELFORD**

### **REGULATIONS**

**2020**

## CAMELFORD COUNCIL CEMETERY, CAMELFORD

Camelford Town Council (CTC) welcomes all visitors to the Cemetery and you are requested to respect the peace and dignity of the facility.

The Cemetery is managed and operated by CTC in accordance with the Local Authorities' Cemeteries Order (LACO) 1977, as amended by the Local Authorities' (Amendment) Order 1984 and such other regulations as may be made by the Secretary of State for the Department of Justice, from time to time.

### **MANAGEMENT OF THE CEMETERY**

1. All persons entering the Cemetery will be subject to the orders and control of CTC or any person authorised by CTC.

2. All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of the LACO article 18 (1):

No person shall:

- (a) Wilfully create any disturbance in a Cemetery;
- (b) Commit any nuisance in a Cemetery;
- (c) Wilfully interfere with any burial taking place in a Cemetery;
- (d) Wilfully interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any grave;
- (e) Play at any game or sport in a Cemetery;
- (f) No cycling in a Cemetery.

3. The Cemetery shall be closed between the hours of sunset and sunrise daily.

4. Community Orchard. The Council may, from time to time, organise its' own events in the orchard.

5. Visitors to the Cemetery shall not unreasonably interrupt CTC's employees at their duties or employ them to execute private works within the Cemetery or extend to them any gratuity. All enquiries, complaints and requests by members of the public must be made to the office of CTC and not to CTC employees in the Cemetery

6. Dogs shall not be admitted unless on a leash and kept under close control.

7. Children (e.g. under the age of 12 years) are not permitted in the Cemetery - except under the care and supervision of a responsible person.

8. No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit for orders from the same, within the Cemetery.

9. No burial shall take place and no monument shall be placed in the Cemetery, nor shall any additional inscription be made on a monument or memorial, without the prior written consent of CTC.

## CAMELFORD COUNCIL CEMETERY, CAMELFORD

### INTERMENTS

- 10.** All applications for interments must be submitted on the prescribed form or notice to CTC at least 48 hours prior to the appointed time of the interment.
- 11.** The application for interment must contain full details of the deceased, the proposed interment, the grave to be used and the signature of the owner of the exclusive right of burial if applicable and be accompanied by the appropriate fee for interment.
- 12.** Interments will be permitted on Saturdays before noon by special arrangement and will incur an extra fee.
- 13.** Except in the cases of infectious or contagious disease, no interment shall take place before 10.00am or after 4.00pm or on a Sunday, Good Friday, or Christmas Day.
- 14.** The Funeral Director or person in charge of the funeral arriving after the appointed time must act under the direction of CTC or their authorised person as to when the funeral service may proceed.
- 15.** The person or persons arranging the interment shall be responsible for the attendance of a celebrant, if appropriate, to officiate at the burial service and for payment of any fee to which the celebrant is entitled.
- 16.** Any form of service may be used subject to the approval of CTC. Alternatively, the coffin may be committed without service.
- 17.** A certificate for disposal issued by the Registrar of Births and Deaths or a Coroners Order for Burial or a duplicate copy thereof must be delivered to CTC offices before the funeral cortege arrives at the Cemetery.
- 18.** The responsibility for providing sufficient bearers to carry the coffin reverently from the hearse to the grave, whether mourners are present or not, rests with the Funeral Director or person arranging the funeral.
- 19.** All graves will be prepared by persons employed or contracted by CTC.
- 20.** No body shall be buried in a grave in such a manner that any part of the coffin is less than 900 mm (3 ft) below the level of any ground.
- 21.** No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than 150mm (6") thick.
- 22.** Where any grave is re-opened 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.
- 23.** After interment no body or cremated remains may be removed from a grave without the production of the ecclesiastical faculty and/or Home Office licence for exhumation required by law. The original documents will be required for this purpose.
- 24.** In the case of the re-opening of a private grave the written consent of the owner of the burial rights will be required. Where the owner is previously deceased, the funeral organisers will be responsible for proving legal authority to request that the grave be reopened. No consent is required for the interment of the owner of the Exclusive Right of Burial.
- 25.** No animal remains, or ashes are permitted to be interred in the Cemetery except in the designated area

## CAMELFORD COUNCIL CEMETERY, CAMELFORD

### EXCLUSIVE RIGHT OF BURIAL

26. The Exclusive Right of Burial in a grave may be purchased at the time of the interment on payment of the appropriate fee and completion of the relevant application form including the signature of the proposed owner.
27. The "Right" is granted for a period of 75 years.
28. The Exclusive Right of Burial entitles the deed holder to determine who is buried in the grave and whether a monument can be erected on the grave (subject to payment of the relevant fee and permission being granted by CTC).
29. Please inform CTC of any change of address. As the owner/s of the Exclusive Right of Burial you are responsible to inform CTC of any change of address. If a problem occurs with the grave, monument or other memorial and it cannot contact you, it has the right to take whatever action is necessary to put the action right. If this involves a cost to CTC, it may ask you to pay this before allowing any further burials in your grave.
30. All such private graves will be initially excavated to double depth determined by CTC. CTC cannot be held responsible if, due to the factors outside its control, the full number of interments in a grave cannot be achieved.
31. New graves will be allocated in strict rotation within each section of the Cemetery. Plans showing the grave spaces are kept at CTC's office, where they may be seen during CTC's office hours.
32. At the expiration of the 75-year period of the Exclusive Right of Burial the purchaser, or her/his heir or successors, will have the option of renewing the Right, subject to such restrictions and regulations as may be in force at that time. Application should be made for renewal of the Right within twelve months of the expiry of the previous grant.

Where the period of Grant of Right of approval has elapsed, and no notification of the intention to renew has been received from the person who held the Right of Burial, CTC may grant a renewed Right of Burial to another person, but before doing so will, where possible, notify the previous owner of the Right, or personal representative, and give option of renewal.

### MONUMENTS

31. A monument may only be erected on a grave space within the Cemetery in accordance with these Regulations and upon payment of the appropriate fee. The right to erect a monument rests with the "Exclusive Right of Burial deed-holder", or their next of kin or executor. The right will be for 30 years, with the option of renewal.
32. A footstone/headstone cannot be erected/replaced until six months after the burial to allow the ground to settle. The exception to this is cremation tablets which can be placed immediately, subject to approval.
33. Cremation tablets are not permitted except in the cremation area.
34. All works to monuments, including re-fixing and refurbishment must be carried out under the supervision of a mason who is a registered approved contractor, a member of the BRAMM or NAMM scheme and in strict accordance with the BS8415 and the NAMM code of practice.
35. Any contractor working in the Cemetery must have public and public liability insurance of at least £5,000,000 and provide CTC with supporting paperwork to confirm this on an annual basis.

## CAMELFORD COUNCIL CEMETERY, CAMELFORD

**36.** Applications for approval to place a new monument in the Cemetery, alter or add to any inscription, or replace, add to or remove from the Cemetery any monument, must be submitted to CTC on the appropriate Monument Application Form, provided by CTC.

Such notice must be submitted at least two weeks in advance of the proposed date of erection and must include: -

- (i) The grave number and name of the deceased;
- (ii) In the case of a new monument, a drawing of the monument and its specification, including the type, colour and finish (i.e. polished, honed etc.) of the material (natural stone) to be used, and showing all dimensions, including those of the foundation slab. The type of approved ground anchor system used must be stated on the application.
- (iii) The text of any inscription to be inscribed on the monument, or any text to be altered or added to any existing monument, and the method of lettering (i.e. incised, incised inlaid with lead etc.)
- (iv) The name, address and signature of the person placing the order for the monumental work to be undertaken, who should be the owner of the Exclusive Right of Burial. If the owner is now deceased, ownership must be resolved before permission will be granted; this is the responsibility of the executor, family or representative of the deceased. The EROB should be transferred and the owner of said right must sign the monument application form.  
If the owner is alive but is not making the application, the applicant must provide a letter in the owners' hand confirming and authorising such application. Ownership of the monument remains with the holder of the Rights and not with the person who may have paid for it.
- (v) The name, address and telephone number of the monumental mason.

**37.** The approval of CTC for any such application will be confirmed by the return of an authorised signed copy of the Monument Application Form. No work should be undertaken until the countersigned Monument Application Form has been returned.

The approval of the Monument Form is issued on the understanding that the work undertaken will fully comply with the details specified within the application form and the requirement of these Regulations. The approved form must be produced if and when requested by a CTC employee whilst work is being carried out on site.

**38.** Anyone who erects a monument or who undertakes any monumental work, within the Cemetery not in compliance with these Regulations may be compelled to remove the said monument and pay all costs involved.

**39.** All monuments shall be constructed of granite, marble, slate or other hard natural stone of monumental quality, which must be durable and sound. The grave number and the memorial masons name must be clearly but discreetly inscribed on the monument base/back. Oak memorials will be subject to approval by CTC

**40.** The maximum width of the footstone/headstone is to be 2ft 6", and the maximum height 3ft. The base to be a maximum of 32" wide x 12" long x 4" deep. An integral vase hole can be included on the base.

A maximum of 18" x 12" for a desk-style cremation tablet, sloping from 4" to 2". An integral vase hole can be included.

**41.** All persons employed, on behalf of the owner of the Exclusive Right of Burial or personal representative of such person, to erect any monument shall carry out their work strictly under the direction of CTC and shall:

- 
- (i) at the cost of the owner, or personal representative remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work;
- (ii) perform the work during the normal opening hours of CTC offices;
- (iii) provide their own tools and equipment and complete the work with due despatch.

**42.** CTC must be informed of the removal of any monument from the Cemetery or of any remedial works.

## CAMELFORD COUNCIL CEMETERY, CAMELFORD

43. The removal and re-erection of a monument to facilitate the re-opening of a private grave, or to level such grave shall be at the expense of the grave owner or their personal representative.
44. Any person removing a monument to permit a further interment shall either remove the same from the Cemetery, after informing CTC, or place it in a position indicated by CTC.
45. Any monument removed from a grave to facilitate an interment shall be re-placed as soon as possible.
46. Any unauthorised monument shall be removed at the expense of the grave owner, or their personal representative.

### HEALTH AND SAFETY

47. Any monument or memorial erected in the Cemetery remains the property and responsibility of the grave owner or their personal representative and therefore, remains in the Cemetery at the sole risk of, and must be kept in good state of repair, by the said owner or personal representative.

CTC shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.

48. CTC strongly encourages the insuring of all monuments in its Cemetery.
49. CTC hold the legal right to remove any monument or memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.
50. CTC undertakes safety inspections on all memorials on an annual basis. Where CTC is unable to trace the owners of graves with unsafe monuments, laid flat to prevent the possibility of accidents. If, within 12 months of notification to the grave owner of the issue, no work had been undertaken to rectify, CTC will either remove or fix or bury the monument.

### MAINTENANCE AND UPKEEP

51. After an interment has taken place in a private grave and a reasonable time has elapsed for the natural subsidence of the earth used to fill the grave, the Burial Authority shall, in accordance with the Local Authorities Cemeteries Order 1977, cause the surface of the grave to be levelled and properly covered with top soil and seeded except for any area covered by any monument or memorial.
52. It is the responsibility of the grave owner to keep the grave space in a tidy condition. In default CTC reserves the right to level topsoil and re-seed.
53. The placing on graves of glass containers or shades, items of pottery, tins or other items of metal, plastic or other material, including fencing, chippings, or kerbs of any description around the grave, are forbidden and will be removed by CTC without notice.

Temporary wooden markers are permitted subject to approval by CTC.

54. The planting of perennials, shrubs and trees is not permitted on or alongside graves. CTC has a separate memorials policy for seats, trees and shrubs.
55. CTC reserves the right to remove from any grave space flowers, plants, floral tributes, wreaths or receptacles which have deteriorated or become unsightly and dispose of them in such manner as they deem fit. Christmas wreaths will be removed on Epiphany.

## CAMELFORD COUNCIL CEMETERY, CAMELFORD

56. Grass cutting will be carried out by CTC, at a frequency determined by weather conditions and by CTC.

57. CTC has a programme of works taking place in the Cemetery throughout the year to raise the level of any sunken graves.

### CREMATED REMAINS

58. Cremated remains may be interred, in caskets or other approved containers, in a conventional grave in the Cemetery for which the "Exclusive Right" has been purchased.

### FEES

59. Fees for all Cemetery services will be determined by CTC annually, to take effect from 1<sup>st</sup> April each year.

60. In determining whether fees will be chargeable at the Parishioner or Non-Parishioner rate, CTC have defined the term "Parishioner/Resident" in respect of the operation of the scale of charges to include:

- any persons who, immediately before death, were inhabitants or parishioners of Camelford and Lanteglos.
- patients in hospitals or institutions normally resident in Camelford.
- any persons who are immediate family of those already buried in the Cemetery
- other connections to current residents will be considered for approval by CTC

61. All fees are payable in advance to CTC.

### GENERAL

62. All rubbish and waste material, including wreaths and floral tributes, which have been removed from graves, should be disposed of in the litter bins provided. Household waste or other waste material not generated in the Cemetery must not be placed in the litterbins.

63. CTC are empowered to alter or amend the foregoing regulations at any time; to introduce further regulations as they consider necessary; to waive any of the foregoing regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by these regulations.