

2017-2018

QUEDGELEY TOWN COUNCIL

CEMETERY RULES

As the Burial Authority, Quedgeley Town Council aims to provide a place of comfort, tranquillity and reflection for all those who wish to visit. Although we want to respect the wishes of the bereaved wherever possible, we need to ensure that the cemetery is managed for the benefit of all. In order that the cemetery can be managed to ensure a suitable environment for the benefit of all at the present time, and for the future, it is necessary for there to be regulations. As such, we would respectfully remind those persons making use of the council's cemetery that they do so on the understanding they comply with these rules.

Chris Pearce :



Dated : 06/09/2017 Minute Ref: R.067/17-18

Chair of Quedgeley Town Council

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Date of Interment	Interments are not allowed on Sundays, Christmas Day or during any Bank Holiday period.
Sites of Graves	Grave spaces will be selected and allocated by the Burial Authority.
Disposal Certificate	The Registrar's Certificate for Disposal, or the Coroner's Order for Burial must be given to the Burial Authority, prior to any interment taking place.
Exclusive Right of Burial	<p>Application forms are available from Quedgeley Town Council and the Funeral Directors. All applicants are advised to visit the Cemetery to reaffirm the grave number that they are purchasing. Where a double or treble depth grave is requested, the Exclusive Right of Burial must be obtained. By purchasing a plot, the plot owner(s) will automatically be purchasing Exclusive Rights.</p> <p>The purchaser or owner of the Exclusive Right of Burial in a grave space shall not dispose of such Right without the written consent of the Burial Authority. Any transfer of such Right will be undertaken by the Burial Authority at the expense of the applicant.</p>
Certificate of Grant	<p>At every opening of a grave where an Exclusive Right of Burial has been purchased the Grant Certificate of such Exclusive Right, or the written consent of the Owner of their legal representative, must be produced to the Burial Authority when giving notice of interment.</p> <p>Where the Grant Certificate has been mislaid, a fee will be charged for searching office records and/or archives if necessary, to prove Exclusive Rights of Burial.</p> <p>Please keep the Grant of Exclusive Right of Burial in a safe place, as it is the only legal document you hold that confirms your entitlement to the interment and memorial rights. It is important to notify us of any change of address.</p>
Non-Residents of the Parish	Only parishioners of Quedgeley (including Kingsway) may be buried at the cemetery, 10% of plots will be available to non residents (see Pre purchased plots). This includes long-term parishioners whose permanent principle residence has been within the boundaries of the town for a minimum of 5 years and who, through no fault of their own, had moved out of the town to go to hospital, or to live in a residential care establishment or nursing home, or into family care, on a permanent basis and who subsequently have died outside the town.

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Except in the circumstances described above, a person is deemed not to be a parishioner of the town if they have resided outside the town for a period in excess of twelve months.

Pre-Purchased Plots

25% of the total of plots will be available for pre-purchase to parishioners of Quedgeley and Kingsway.

10% of the overall plots will be available to non parishioners and this percentage is to include burials and pre purchasing. These percentages will not be increased.

A parishioner will be deemed as someone who is residing and has been residing within the parish for a period in excess of twelve months.

Pre-Purchased plots are non refundable, however every effort will be made by the parish office to re sell the plot on the plot owner's behalf should circumstances change and the plot is no longer required. The plot will be sold at the rate according to the fees list in place at the time of re-sale, however only the rate paid at the time of pre-purchase will be refunded to the plot owner. All paperwork must be presented by the plot owner or in the event of their death, the executor to the will as proof of ownership and original payment.

Digging and construction Of Graves

The Burial Authority has its own grave digger.

Graves shall be dug by the appointed grave digger under the instruction and with the approval of the Burial Authority.

The dimensions of the graves shall be 31" x 7ft. Extra costs may occur due to larger coffins and caskets being required.

If more than one body is to be interred in the same grave then a minimum depth of 150mm (6") shall be left between coffins. When a reopening of a grave is requested, the Grant Certificate of the Exclusive Right must be produced prior to the interment. An additional charge will be made for graves which exceed the sizes outlined.

Border stones, edgings constructed of concrete, metal, timber, plastic etc and chippings or other materials or objects will not be permitted on the lawn sections.

When the ground has settled following a burial the whole of the grave will be laid with turf and it will be maintained by the Burial Authority.

Planting of trees, shrubs, Plants and bushes

The planting on grave spaces of trees, shrubs and bushes is prohibited as these will undermine the stability of the headstone/memorial. However, relatives may apply to position these items in memoriam elsewhere within the Cemetery.

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Any item, material or plant that contravenes the rules and regulations of the Burial Authority will be removed without notice. The Burial Authority reserves the right to prune, cut down or remove any shrub, plant, flowers, ornaments when they have become unsightly, overgrown or dangerous or been placed without its permissions.

Planting of post plants and/or Bedding plants

Although the Burial Authority does not encourage the practice of planting bedding or pot plants on grave spaces, it recognises that personal choice is important to the bereaved and that sometimes families do prefer to use this type of floral tribute in preference to cut flowers. They will, therefore, be permitted so long as they do not impede the routine ground maintenance and grass cutting operations.

If you do decide to place or plant a pot or bedding plant on the grave, please ensure that you do so in the centre of the plot, well away from the edges, as neither the Burial Authority nor its contractor will accept responsibility for any damage which may be caused to any plant.

Memorials, Plaques, Vases Or Inscriptions

First and foremost, an Exclusive Right of Burial must have been purchased prior to any memorial being erected and no memorial can be erected without the written permission of the Burial authority.

In the interests of easy maintenance and in order to maintain an overall visually pleasing, safe and tidy facility for visitors, the only permissible memorials will be headstones / cremation memorials as agreed in the application when submitted. No vaults or kerb stones shall be permitted.

Bell glasses, shells, glass or wire-work, paper flowers of any kind will not be allowed.

The installer of any memorial erected without permission and prior notification will be asked to remove such memorial and to carry out all reinstatement works. The Authority reserves the right to remove such objects.

Vases may be placed upon graves in which the Exclusive Right Burial is not purchased, but shall not in any case exceed 18 inches in height. Vases made of breakable material (such as glass) are not allowed as if broken this can cause injury to those kneeling on the grass.

No memorial shall be constructed of brick, plaster, wood or other soft and artificial stone, nor of zinc, iron or metal.

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Before any headstone / cremation memorials are placed or erected within the cemetery, a drawing showing the dimensions and proposed inscription shall be submitted to the Burial Authority for the necessary approval. The headstone must not cover an area of more than 3'6" x 3' and cremation memorials 15"x18" they must conform in all respects, including fixing and foundation, to the Burial Authority's approved methods. It is customary for headstones and cremation memorials to be erected 6 months after an interment in order to allow the ground to settle. There is a fee payable in advance for the erection of any headstone / cremation memorials.

Upon the subsequent completion of the work, the person undertaking the task shall clear away any materials not used, or any other rubbish deposited on the sites of the works, to the satisfaction of the Burial Authority and they shall be responsible for the cost of repairing any damage done in carrying out and completing the above works.

If any headstone / cremation memorials are erected in violation of the regulations, the Burial Authority may without notice remove the same and likewise will arrange for the removal without notice of any other items which have been placed on or around a grave which contravenes these regulations.

Additions And embellishments to Grave spaces

Whilst we appreciate that the bereaved and their families may wish to place personal tributes to the memory of their loved ones, these are strictly forbidden in order that we can maintain the area and ensure that the cemetery is a safe place for all to visit.

No new edging, flat stones, fencing, kerbing or border stones are permitted around the graves as these cause trip hazards. Trenches or any other type of boundary marking are not allowed.

Potted or planted trees or shrubs are not allowed on or near graves. Only cut flowers are allowed. The Burial Authority has the right to remove and dispose of any floral tributes, flowers, plants etc that have withered or have become unsightly on any grave space.

Non-permanent, non-fixed personal memorials will not be allowed. This includes items such as toys, framed photographs, windmills, lanterns, candles, bottles,

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ornaments and wind chimes/council will be within their right to remove such objects.

Solar lights also are not permitted/council will be within their right to remove such objects.

The burial authority will hold the registered grave owner responsible for any injury or damage which is caused to any person, property or equipment either directly, or as a result of the placement on a grave of any prohibited items of this nature. The Burial Authority reserves the right to remove any such item.

Ornaments, memorials, trees, plants and shrubs which are not allowed will be removed without notice.

Removal of kerbing

Kerbing is not permitted around the graves.

Maintenance of Graves And Memorials

The Burial Authority maintains the grassed areas of the cemetery. If the Exclusive Rights of Burial have been purchased, all memorials placed on those graves should be kept safe, tidy and in proper repair by their respective owner.

Flowers or floral tributes in place 1 month after the funeral which have subsequently died will automatically be removed by the council. As part of the Council's duty of care to cemetery visitors it will carry out safety inspections on memorials. It is the responsibility of the grave owner to keep and maintain the headstone in good repair and to have the stability and condition of the memorial checked regularly. Failure to do so may result in the Grave owner being held liable for any injury or death caused to a third party, caused by the poor condition of the memorial or its installation.

Memorial headstones are to be fixed 1 foot behind the grave and secured by a recognised plinth. If any memorial is found to present a potential hazard, then the Burial authority is duty bound to take action to reduce the risk to visitors. If a memorial is unstable and liable to fall, the memorial will be made safe to reduce the risk of injury to others. In all cases the Burial Authority will attempt to contact the Grave owner at their last known address, to inform them of their reason for taking action.

In the event of an owner failing to maintain a headstone/cremation memorial, the Burial Authority reserves the right to cause the memorials to be repaired or removed at the owner's expense.

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Garden of Remembrance

There is a separate area within the Cemetery where the ashes are either interred or scattered. Memorial vases and plaques can be ordered through the burial authority – please contact the office directly for further information. No memorial vase can be erected without the prior permission of the Burial Authority.

As detailed above the registered grave owner is responsible for looking after their grave space. If the Exclusive Rights of Burial have been purchased, all memorials placed on those graves should be kept safe, tidy and in proper repair by their respective owner.

The maintenance of the graves may be undertaken by the Burial Authority upon application, subject to payment of the prescribed fee and in accordance with the agreed conditions. As agreed by Council

Scattering or Interment Of Ashes

Relatives will make their own arrangements for the conveyance of the ashes to the Cemetery and the subsequent scattering or burial by a clergyman of a denomination of their own choice, after the official notification to the Burial Authority. Records will be kept of the general location of the scattering on the garden lawn.

The Cemetery has an area for the interment of caskets. Caskets can also be interred within a grave, providing that permission is obtained in writing from the relatives of the deceased.

Seats/memorial benches

Memorial benches may be purchased by arrangement with the Burial Authority. Although all seats shall be regularly inspected by the Burial Authority to make sure that they remain in a good and safe condition, the owner of each individual bench shall be responsible for ensuring its safety by keeping it maintained and in good repair. All costs relating to the purchasing and installation of memorial benches/seats will be met by the owner.

Records

A Register of Burials shall be kept by the Burial Authority at its offices, where searches may be made without charge during normal working hours. Certified extracts of records may be obtained upon payment of the prescribed fees.

General Rules

All visitors to the cemetery will be expected to respect the tranquillity of the surroundings and to observe proper decorum at all times.

The playing of any game or sport within the cemetery is strictly forbidden and any person who causes any nuisance

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or disturbance within the cemetery shall be liable for prosecution.

The consumption of alcohol within the cemetery is strictly prohibited.

Dead flowers, waste paper and other refuse must be placed in the receptacles specifically provided for these purposes.

Damage

Any person who wilfully destroys or damages any structure, wall, fence, seat or other property belonging to the cemetery or destroy or damage any plant therein, or daubs or disfigures any object or puts any bill therein or on any structure thereof, or wilfully destroys or defaces any headstone, tablet inscription or gravestone in the cemetery or do any other wilful damage therein, shall be liable to prosecution.

Vehicles

No motor vehicles other than invalid carriages and contractor's vehicles will be allowed in the Cemetery unless the permission of the Burial Authority has been obtained.

Gardening tools and Equipment

No equipment other than hand tools will be allowed within the cemetery, other than by the council's own staff or its contractors. The use of mechanical implements of any kind (for instance, mowers or strimmers) is otherwise strictly forbidden.

Children

Children under the age of 12 must be accompanied by a responsible adult.

Dogs and other animals

Dogs are permitted in the cemetery but they must be kept on a lead at all times. Dogs are not permitted on any of the burial sections in the cemetery. Owners are responsible for ensuring that they clean up any fouling caused by their dogs.

Fees

All fees, including those for interments and memorials, are subject to regular reviews.

The current list of charges is available from the Quedgeley Town Council Offices.

Quedgeley Town Council reserves the right from time to time to make alterations or additions to the foregoing rules and regulations consistent with the Burial Acts. The Regulations of Her Majesty's Secretary of State, under the Burial Acts applicable to the cemetery, must be considered as incorporated therein.

Maintenance Standards

We aim to keep the cemetery to a standard that provides a place of comfort, tranquillity and reflection for all those who visit.

We therefore hope to achieve the maintenance standards listed below.

If you believe that these standards are not being met, please let us know by contacting us on 01452 721552, by writing to Quedgeley Town Council at The Old School House, 9C School Lane, Quedgeley, Gloucester. GL2 4PJ or emailing us at Jacqueline.webster@quedgeley-pc.gov.uk

Cemetery Standards

As the Burial Authority, Quedgeley Town Council shall keep and maintain the cemetery in a neat but rural condition.

The grass shall be cut regularly during the growing period each year. Grass cuts shall be carried out at a frequency determined by the Council (normally from the start of April until the end of October).

The Ground Staff and our contractor makes every effort to ensure that grass cuttings do not adhere to headstones after cutting, but unfortunately situations do arise where this cannot be prevented entirely (for instance after the first spring cut, when the grass is likely to be moist). Although they will follow through with a garden blower after the cut, it is not possible for each and every blade of grass to be removed.

Hedges shall be maintained to give a neat managed appearance, but also giving maximum environmental benefit.

The Burial Authority shall maintain the appearance of the pathways and tarmac areas, keeping them free from all vegetation.

A member of our own staff will visit the cemetery on a regular basis during the normal working week (Monday – Friday) and will carry out general tidying and maintenance work within the cemetery but they will not maintain individual graves unless the grave has become neglected and the Burial Authority has reason to believe that the grave is no longer being tended. There could be a fee involved with this which will be agreed by the Council at the time.

Shrubs and trees will be pruned and cut back in accordance with their seasonal requirements observing nesting times for birds.

The Burial Authority reserves the right to prune, cut down or dig up and remove any shrub, plant or flower (natural or artificial) which has been planted without authorisation or which in its opinion has become unsightly or overgrown.

All the above will depend on weather conditions allowing work to be carried out.