



Caistor Town Council

CEMETERY RULES & REGULATIONS

14th August 2021

INTRODUCTION

1. This Cemetery Management policy is designed to:-
 - a. To provide clear and unambiguous information to all users and visitors to the cemetery.
 - b. To set out appropriate rules and regulations for the effective implementation of health and safety requirements.
 - c. to always ensure a safe and aesthetically pleasing appearance of the cemetery, to all users.
 - d. To provide for the efficient use of burial space for the future.

GENERAL INFORMATION

2. This information has been prepared in accordance with relevant legislation and recommended codes of conduct as prescribed and practiced by the National Professional Bodies, engaged in the management of cemeteries. The policy will be reviewed and updated periodically in accordance with such legislative changes as may be appropriate from time to time.
3. All aspects of this policy shall apply equally to all persons having appropriate business in the cemetery i.e.
 - Members and Staff of Caistor Town Council
 - Visitors
 - Bereaved Persons
 - Clergy
 - Funeral Directors and Staff
 - Monumental Masons and Staff
 - All contractors
4. The cemetery will be open for pedestrian access at all times, although the Council reserves the right to make such closures as may be necessary for repairs, emergencies or in the interests of public safety .
5. The dignity and calm of the cemetery must be respected at all times and dogs must be kept on a lead under proper control.
6. The Council will regularly maintain the cemetery grounds. Bins are provided for the use of visitors and all litter should be placed therein.
7. The Council reserves the right to remove any dead floral tributes after 4 weeks from being placed on the grave in order to accommodate appropriate grounds maintenance. Christmas tributes will be removed after the end of the following January. All floral tributes **must** be placed on the headstone base and not on surrounding grassed areas.
8. It should be noted that only Rights of Interment are granted and not ownership of the ground upon which a grave or cremated remains are situated.
9. The Council provides a water supply.
10. No trees, shrubs or flowers shall be planted in the cemetery. The Council reserves the right to prune or remove any planted material already existing if, in the opinion of the Council, it has become unsightly, overgrown or is deemed to have an adverse impact upon any grave space or interferes with the general maintenance.
11. As the burial authority the Council, as owner of the site, has a duty under health and safety regulations to do all that is reasonably practical to protect the health and safety of persons who enter the site.
12. To identify potential hazards and risks, a monthly informal site inspection will be conducted by the Council and any required action taken.
13. A copy of the statutory registers and records in relation to burials conducted at the cemetery shall be kept by the Council. The registers and records are open for inspection, by prior appointment with the Clerk to the Council. An administrative fee is levied for records searches at the discretion of the clerk. The fees will be reviewed periodically.



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14. Burial plots are 2.7 mtrs (9') x 1.35 mtrs (4'6").
15. Cremation plots are 1.35 mtrs (4'6") x 1.35 mtrs (4' 6"). These are no longer available.
16. Garden of remembrance plots are 50x50cm.
17. This policy is effective from 1st April 2020

INTERMENTS – FEES AND PAYMENTS

18. The fees are detailed on Cemetery Fees document and apply where the person to be interred or in respect of whom the right is granted is (or immediately before death was) a resident of Caistor, or in the case of a still-born child, where a parent is a resident.
19. A different scale of fees will apply to non-residents of Caistor and will be also be detailed on the Cemetery Fees document.
20. All fees and charges must be paid in full to Caistor Town Council before the date of interment or before any memorial work is started, including removal.

PURCHASE OF EXCLUSIVE RIGHTS OF BURIAL

21. Exclusive rights of burial are granted for 99 years. If the interment is in a new grave it is necessary to purchase an exclusive right to burial in that grave in accordance with the schedule of fees above. The owner of EROB may apply for permission to place a memorial upon it, and subject to the type of grave purchased, apply for additional interments into it.
22. For the exclusive right of burial in a new grave for one interment or suitable for two interments, the maximum period granted will be 99 years
23. At the end of the said 99 years, or any extension thereof, the right to use the plot shall cease. Any interested person may, before the expiry of the said period, give to the Clerk of the Parish Council at their offices, written notification that they wish

to retain any memorial erected or placed on the plot. If, after the expiry of the grant or extension thereof, no notice is received by the Parish Council or written notice has been received but the memorial is not removed within one month from the expiry of the grant/ extension, at the expense of the person giving notice, the memorial will be removed by the Parish Council and disposed of in such a manner as the Parish Council shall choose. Proof of posting of the said notice shall not be deemed to be the proof of the receipt thereof by the Parish Council.

EXCLUSIVE RIGHTS OF BURIAL IN RESERVED SPACES

24. The exclusive right of burial in a grave space may be pre-purchased (Grave reservation) for a period of 99 years.
25. Upon expiration of the 99 years, if there has been no interment, ownership of the plot will revert to Caistor Town Council.
26. It may be possible for the owner of the EROB to renew the pre-purchase and they should contact the clerk in the first instance. The appropriate EROB renewal fee will become due and must be paid prior to renewal.
27. The reasons for renewal are:
 - a. to ensure that contact with the family is maintained.
 - b. to allow for re-use of the plot in the event of non-renewal.
28. Should the permit holder, or his executors, wish to relinquish the plot or transfer permission to another member of the family, due notice in writing must be sent to the Town Clerk and the appropriate paperwork completed. No fee will be payable.

INTERMENT ARRANGEMENTS

29. A certificate from the Registrar of Births, Deaths & Marriages of the registration of death or in cases where a Coroner's inquest has been held the Coroner's Warrant, must



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be produced to the Town Clerk prior to the interment.

permission of the Council. This should be done on application to the Town Clerk.

30. In the case of a still born child a certificate in accordance with the Births and Deaths Registration Acts 1926 will be required.
31. No interment shall take place without the express permission of the Council. Requests for interment must be made at least three working days prior to the interment to the Town Clerk. **NB. Access to the cemetery to undertake work can only be gained via the clerk.**
32. The hours of interment shall generally be between 9.30am and 4.00pm, Monday to Friday. Interments will not normally take place at weekends or public holidays, although Saturday interments will be permitted in special circumstances.
33. The Town Council will consider sympathetically any reasonable application for interment outside normal hours, where such application-
34. Burials must take place in the grave space allocated by the Town Clerk.
35. The Town Council will not be responsible for the preparation of the graves. All excavations applicable thereto will be the responsibility of the Funeral Director. Graves must be left tidy after interment.
36. All graves shall be dug by hand. Mechanical diggers are not allowed in the cemetery.
37. Interment of cremated remains will only be permitted in accordance with the following:
 - a. In a designated area of the Cemetery as directed by the Council
 - b. In existing family grave spaces where all interments have been completed.
39. Because of the need for settlement of the grave, headstones should not be erected for a minimum of six months after the date of burial.
40. When seeking to remove or erect a memorial, the Monumental Mason must complete a memorial application form which includes details of the purchaser. The named purchaser must be the owner of the memorial and any relevant change of detail should be notified to the Town Clerk in writing as soon as possible.
41. All fees and charges must be paid to the Town Clerk prior to the removal or siting of any memorial. Cheques should be made payable to Caistor Town Council.
42. Following the granting of erection, the Monumental Mason must give at least 3 working days notice prior to erection. This must be done on application to the Town Clerk.
43. It is the responsibility of the owner to maintain their memorial in a good state of repair. In the event of any memorial becoming dangerous or defective, the Council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities Cemetery Order 1977, give notice to the owner requiring them to repair or remove the memorial.
44. The owner will be given a reasonable timescale to commission the necessary remedial work, having regard to the level of risk posed by the memorial. If, after the expiration of the notice period given by the Council, the owner has failed to repair or to remove the memorial or if the Council has been unable to trace the owner after it has taken such reasonable steps as it may consider necessary for that purpose, the Council reserves the right to take appropriate action to make the Cemetery safe.

MONUMENTS, HEADSTONES AND INSCRIPTIONS

38. No headstone shall be placed or removed in the Cemetery and no additional inscription shall be made on any memorial without the



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Dimensions & Specification:-

Council recommends that:-

Headstones should not exceed 5 feet in height and 9 inches in thickness

Tablets should not exceed 7 feet by 3 feet

Kerbstones or border stones should not exceed 12 inches in height

Cremation tile should not exceed 8 inches by 6 inches

45. Anything other than the above, will be at Caistor Town Council's discretion.

INSURANCE

46. The Council recommends that owners take out appropriate insurance in respect of all future maintenance of their memorials.