

ROADE PARISH COUNCIL

ROADE CEMETERY

INFORMATION, RULES & REGULATIONS

OCTOBER 2016, Amended March 2022

INTRODUCTION

Roade Parish Council welcomes visitors to the Cemetery and asks that all visitors respect the peace, dignity and reverence of the facilities.

The Cemetery is managed and operated by Roade Parish Council in accordance with the Local Authorities' Order 1977 (amended 1986) and such other appropriate regulations currently in force or as made by the Secretary of State for the Minister of Justice.

OPENING TIMES & ACCESS TO INFORMATION

Roade Parish Council office is normally open from 10am to 12pm and 1pm to 2pm on Monday – Thursday and 10am to 12pm on Friday. Personal callers are welcome but can only be accommodated by prior appointment.

Telephone: 01604 867976

Email: clerk@roadeparishcouncil.gov.uk

Website: www.roadeparishcouncil.gov.uk

Postal Address: PO Box 847, Northampton, NN7 9AB

Parish Office: Village Hall, Bailey Brook Road, Roade (no letterbox)

All information and application forms in connection with interments may be obtained from the Parish Council's website.

The Parish Council shall not be responsible for carrying out any instructions received by telephone unless verified by the receipt of the correct documentation relating to the instruction within any specified time and delivered to the Parish Council's postal address.

The Cemetery is located at:

Manor Close, Roade, NN7 2PE

The Cemetery is open to the public at all times. However the Parish Council reserves the right to review the opening hours or limit the entry of persons at any time should it become necessary.

GENERAL RULES CONCERNING THE CEMETERY GROUNDS

Management of Cemetery

All persons entering the Cemetery will be subject to the orders and control of Roade Parish Council or any person authorised by it.

No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the Cemetery either in their own time or during their employed hours.

No person shall canvass or solicit business in the burial grounds.

All fees for interments or memorial works must be paid in full to the Council in advance.

The Council will publish a scale of fees and charges annually. These will be circulated to all local funeral directors and published on the cemetery noticeboard and Parish Council's website.

Produced August 2016 – Final Version 12/2016 Amended June 2021, amended October 2021 and amended March 2022.

The Council reserves the right to review and/or amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

Any complaint relating to any aspect of the Cemetery facilities should be made in writing to the Clerk of the Council.

Conduct Within the Cemetery

The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors are welcome, but please respect the special nature of the Cemetery, the needs of other users, and safety factors.

No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the Cemetery. No consumption of alcohol or drugs may take place within the Cemetery, and anybody under the effects of such substances will be asked to leave immediately.

Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc., will be required to leave the Cemetery immediately and may be the subject of subsequent legal action.

Children and young people under the age of 16 are welcome in the Cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments, buildings or trees within the Cemetery.

No dogs are permitted in the Cemetery with the exception of Guide Dogs, Hearing Dogs or other recognised Assistance Dogs, or with the express permission of the Clerk.

No vehicles are allowed inside the Cemetery, with the exception of mobility scooters and powered wheelchairs.

Visitors with disabilities or other special requirements should contact the Clerk who will be pleased to assist.

Exclusive Rights of Burial

The Exclusive Right of Burial for a grave in Roade Cemetery can be purchased for a period 100 years from the date of purchase. The Exclusive Right of Burial can be purchased in advance of need, i.e. graves can be pre-purchased or reserved but must be paid for in full. The Exclusive Right of Burial also allows a memorial to be placed on the grave subject to the permission of the Parish Council.

Those entitled to purchase an Exclusive Right to Burial in Roade Cemetery and be interred or have ashes buried in Roade Cemetery are (a) somebody who, immediately prior to their death, was a resident of Roade, or (b) someone who was not resident in Roade at the time of their death but who have proof of residency of over ten years or have a close relative buried in Roade Cemetery. Consideration will be given to those who were resident of Roade prior to moving into a retirement scheme or similar before their death. Different fees apply for (a) and (b).

The Exclusive Right of Burial document issued by the Parish Council should be held in a safe place by the owner or family. The Exclusive Right of Burial can only be transferred to another person or persons who are so entitled and via the legal process adopted by the Council.

Should the owner of the Exclusive Right of Burial pass away they have the right to be buried in the plot (providing there is room), but no memorial can be purchased without the exclusive right of burial being transferred to another person. The clerk will be happy to advise families on the legal process of transfer.

Graves

Graves are available in the Cemetery, which consists of consecrated and unconsecrated sections, Cremated remains within the Garden of Remembrance and children's graves reserved for the burial of Children under 16 years old. Graves are laid to lawn and a headstone only is allowed with a small space at the head of the grave available for planting; Cremated remains graves are for the burial of Cremated remains only.

Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted.

Once the cemetery extension is in place the council may consider providing public graves. The Council may also consider an area for scattered ashes in the future.

All graves will be excavated and prepared for interment by the contractors employed by the Funeral Director and approved by the Council. The depth of each grave will be determined in accordance with the provisions of the Local Authorities Cemeteries Order 1977.

Following the interment, the Council will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

Coffins

Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.

Booking of Interments

The selection of grave spaces in all cases shall be at the discretion of the Council and will be made by the Clerk to the Parish Council.

No interment shall take place in any part of the Cemetery except in the grave spaces marked out in the plans. Cremated ashes shall normally be buried in the Garden of Remembrance.

All graves will be excavated and prepared for interment by the Council or their appointed contractors only. No other person or company will be allowed to undertake any excavation within the cemetery/burial ground except with the express permission of the Manager/Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.

A provisional booking for a funeral may be made by telephone to the Council Offices. The provisional booking should be followed up by the submission of a completed application for interment form and interment/burial fee to the Council Office at least 5 clear working days in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed application for interment will act as confirmation of the provisional booking.

In respect of private graves, the deed of grant for the exclusive right of burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.

As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade, jazz band, piper etc.

If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.

It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.

The Certificate (or Cremation Certificate) given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices prior to the funeral.

The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance. Fees for all Cemetery services will be determined by the Council annually to take effect from 1st April each year.

The fees for interment and burial of ashes does not include the grave digger's fee which is paid for directly through the Funeral Director.

Interments

Funerals will normally only be permitted Monday to Friday 09.30 – 17.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to the discretion of the Council. Please contact the Clerk if a time outside of the permitted hours is required.

The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service.

At the moment it is not possible to arrange for services to take place in the Chapel. This may be reviewed in future.

It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.

Any floral tributes from the funeral placed on top of the grave following backfilling and will remain in situ for a maximum of four weeks before being cleared by Council staff or Village Technician (unless family have already removed them).

Conveyance & Removal of Materials etc.,

All materials, equipment and any surplus soil shall be removed from the Cemetery immediately on completion of the erection of a memorial and at the end of the day while the work remains unfinished at no cost to the Parish Council. Spoil may be placed in a bay situated to the right hand side of the entrance to the Cemetery. Care must be taken to avoid cutting up or injuring paths or grassed areas of the Cemetery. All work in connection with memorials and any necessary reinstatement arising there from shall be to the satisfaction of the Parish Council.

Memorials

Masons carrying out work in the burial grounds must comply with all current legislation. memorial installations, safety inspections and making safe unstable memorials.

All memorials fixed in the Cemetery must comply with British Standard 8415 (Latest version) and the British Register of Accredited Memorial Masons – ‘BRAMM’ Blue Book (Latest version).

Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (Latest version).

Only those memorial masons businesses that are BRAMM or NAMM accredited, and those memorial masons that hold a current BRAMM or NAMM Fixer License, will be able to work in the Cemetery. Fixers who do not hold a BRAMM or NAMM Fixer License will only be permitted to work under the direct supervision of a mason who holds a BRAMM or NAMM Fixer License.

Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.

Memorials other than those fixed by a BRAMM or NAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined other than through planting of suitable plants or the installation of proper kerbsets by a BRAMM or NAMM accredited memorial mason, however, planting or kerbsets must be confined to the head of the grave and no objects must be placed on the length of the grave.

Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk on the appropriate form supplied by the Council. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible Memorial Mason.

Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.

Memorial stones/slabs cannot be erect for six months following an interment or burial of ashes, this is to ensure that the ground has had enough time to level out following the interment. A wooden cross can be placed to mark out the grave following an interment and until the stone/slab can be erected.

The maximum height of memorials is 3' (0.91cm), the maximum width is 2' (60cm) and the depth is 12" (30cm)The memorial must be a minimum of 3"(7.6cm) thick. A vase may be incorporated into the headstone but the design must be approved by the Council. The headstone must be set centrally on the plot and in line with the adjoining row. The Council reserves the right to require headstones to be realigned.

Produced August 2016 – Final Version 12/2016 Amended June 2021, amended October 2021 and amended March 2022.

The Council will consider applications for larger memorials subject to it being satisfied that the installation is compliant with current recognised industry standards. The Council will also consider the installation of kerbsets if they are constructed to current recognized industry standards.

Memorial slabs (see Garden of remembrance for sizes) are permitted to be placed on a grave if ashes have been interred in the plot, the slab must be laid to indicate where the ashes are. Up to eight ashes remains may be interred into a grave plot (upon approval of the grave owner) and ashes should be buried towards the headstone first.

The **Garden of Remembrance** - only memorial slabs are permitted which should not be greater than 18" (37.5cm) square and have a minimum thickness of 2" (5cm). The stone should be set into the ground centrally on the plot and lie flush with the ground level. The Council reserves the right to require misplaced slabs to be realigned.

Children's graves - the maximum height of a memorial is 2" (60cm) and the maximum width 18" (37.5cm).

The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1" high. On kerbstones the grave number must be inscribed on the right hand side of the foot kerb.

Temporary memorials in the set form of a wooden cross may be erected providing they do not exceed 914mm (35") in height above the ground. These must be replaced with a non-temporary memorial within 12 months of first installation, after which they will be removed unless formally agreed with the parish council beforehand.

Memorial masons must remove all arisings/spoil from the Cemetery at the conclusion of their work, and must leave the area in a tidy condition. It is not possible for memorials to be stored in the Cemetery prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.

Care of Graves and Memorials

All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave.

The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls in to disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials, and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.

Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site. Additionally, the following rules will apply.

Produced August 2016 – Final Version 12/2016 Amended June 2021, amended October 2021 and amended March 2022.

- All fresh flowers will either be removed by staff or the Village Technician when they have started to decompose.
- All seasonal tributes, whether organic or not, will be removed four weeks after the seasonal event. This includes Christmas and Easter tributes. Visitors are requested to remove any items that they would like to keep before the period of time above ends. Funeral tributes will be removed 4 weeks after the date of burial.
- Visitors are respectfully requested to refrain from placing non-compostable items on the graves, other than silk flowers. Items such as balloons, drink bottles, food, laminated and non-laminated cards and Christmas decorations may be removed.
- Personal items should only be placed in the first 2 ft of space after the headstone. Items placed on the rest of the plot area can interfere with the maintenance of the cemetery and may be damaged or removed.
- Due to the size of the plots, items placed on Garden of Remembrance plots should be restricted to the area of the remembrance stone. This is to prevent damage to personal effects when the area is mown. • Please do not add any borders to the burial plots. • Only BRAMM accredited kerb sets are permitted and these are only allowed in the top section of the grave. Other kerb sets may be removed.
- All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the Cemetery or which interfere with the Council's maintenance of the site.
- Grave owners will be permitted to place personal items on either side of the memorial and/or on a one-foot strip to the front of the memorial. Grave owners are requested to adhere to this rule to enable maintenance of the grass areas without risk of damaging any personal items.
- Only small shrubs and annual bedding plants are to be planted upon the grave and they may only be planted in the head border of graves. The Council reserve the right at their discretion to trim or remove all such plants, trees and shrubs etc. which it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance.

Removal of Rubbish and Surplus Materials

No hewing or dressing of stone or other operation of that kind will be permitted in the Cemetery and all rubbish and stone remaining after the erection of any gravestone or monument including soil must be removed on completion by the person undertaking the works.

If any person, after receiving one day's notice from the Parish Council, neglects or fails to comply with this requirement, the rubbish or surplus materials will be removed by the Parish Council and any person who neglects or fails shall, on demand, pay the Parish Council the costs incurred of the removal.