

**COWBRIDGE (Ancient Borough)
with LLANBLETHIAN TOWN COUNCIL**

**CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol)
gyda LLANFLEIDDAN**

RULES AND REGULATIONS

Governing

Management of The Cemeteries

**Town Clerk's Office
Cowbridge with Llanblethian Town Council
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Part 1

CEMETERIES

RULES AND REGULATIONS

INTRODUCTION

1. Notice of Burial is to be given to the Town Clerk, on Forms provided for that purpose, at least three days before the intended burial, exclusive of Sunday - emergencies excepted.
If the requisite notice is not given an extra charge will be made.
2. The Certificate of the death of the person to be buried or the coroner's Certificate (when an inquest has been held) must be delivered to the Town Clerk or to the Minister or other person officiating at such burial. The Undertaker or other person having charge of any funeral is required to arrange with the Officiating Minister, or authorised person, to be present to perform any religious service thereto.
3. All Fees and Charges are to be paid to the Town Clerk at the time the notice is given.
4. Allocation of burial plots and cremation plots will be strictly in numeric order as far as is practicable and will be issued by the Town Clerk.
5. No burial plots or cremation plots may be purchased in advance and this shall apply to the whole of the Cemetery.
6. No burial shall take place before 10 a.m. or after 4 p.m. The attendance of the officiating Minister must be arranged for by the person undertaking the funeral. No burials may take place on Saturdays, Sundays, Christmas Day, Good Friday or on Bank or other Public Holidays
7. The time named for any interment or scattering of ashes must be that of arrival at the Cemetery.
8. All opening or re-opening and closing of graves must be made under the direction of the Council and all headstones or other memorials must be subject to the Council's approval.
9. The attendance of the officiating Minister must be arranged for by the person undertaking the funeral.
10. The Funeral Director has responsibilities under the Health and Safety at Work Act 1974 and any other current Health & Safety Legislation for the Funeral Director's staff and cortege.
11. The opening, or re-opening, and subsequent closing of any grave is the responsibility of Funeral Director.
12. When any grave is re-opened for the purposes of making another burial therein, no person shall disturb any human remains interred therein or remove there from any soil, which is offensive.
13. After interment no body shall be removed unless there has been produced to the Clerk the faculty or license required by law from the Ministry of Justice.

NORMAL BURIAL PLOTS

14. All graves for a single interment shall be dug to a minimum depth of 5 feet 6 inches (1.68m).
15. All graves for a double interment shall be dug to a minimum depth of 7 feet (2.13m).

(The Clerk/Amenities Supervisor must be advised once the grave has been completed to enable inspection of depth of grave)

16. No coffin shall be buried in any grave within 3 feet (0.9m) of the ordinary level of the ground.

17. Plots purchased for normal interments shall be 7 feet by 3 feet (2.14m X 0.9m)
18. Only plants and flowers, the natural growth of which does not exceed 2ft 6 inches (0.76m) in height, may be planted on any grave, but must not be cut or carried away without the permission of the Council. The Council reserves the right to prune, cut down or dig up and remove any such plants and flowers at any time when the same have become unsightly or overgrown.
19. After an interment has taken place the Council will arrange to fill the grave up to the level of the surrounding ground. During this period nothing should be planted in the grave and not glass containers should be placed on the grave. One unlettered temporary vase may be placed on the grave for up to a period of 6 months following the most recent interment.
20. The Council accepts no liability for any vase placed on the grave.
21. All graves shall be excavated, opened or re-filled by approved workmen and surplus soil or waste material removed by approved workmen of the undertaker; all work must be done by or at the expense of the person requiring same, in accordance with the directions of the Council.

CREMATED REMAINS BURIAL PLOTS.

22. Areas will be designated by the Council for the interment of Cremated Remains.
23. Plots purchased for the interment of Cremated Remains shall be 2 feet by 2 feet (0.61m x 0.61m) in area (for up to 3 urns) and dug to a standard depth of 2 feet (0.61m).
24. The scattering of cremated remains over graves is not permitted in the Cemetery.

TRANSFER OF TITLE.

25. On the transfer of the ownership of a grave or vault, such transfer must be registered and the deed produced for endorsement before the grave or vault can be re-opened or the monument or stone repaired, etc. A fee will be charged for registering the transfer and endorsing the deed.
26. The title of a grave shall not be disposed of without the consent of the Council, and every transfer shall be made by the Council at the expense of the applicant.

REGISTER

27. A plan of the Cemetery, showing the situation of each grave and showing other areas referred to in these regulations together with the Register of Burials, is kept at the Office of the Clerk to the Council, where searches may be made and certified extracts obtained on payment of the stipulated fees.
28. A register of graves is kept by the Town Clerk in which the name and age of the person buried in each grave and the date of each interment is duly registered.

EXCLUSIVE RIGHT OF BURIAL

- a) The owner of the exclusive right of burial in a particular grave space may assign the right by Deed or bequeath it by Will.
- b) The Clerk shall be notified of any proposed transfer and the grant of exclusive right of burial relating to the grave space concerned shall be forwarded to the Clerk so that an endorsement of the transfer may be made thereon.
- c) The grant of the exclusive right or burial in a grave shall automatically confer on the registered owner of the exclusive right of burial the right to erect and maintain one memorial in the earth at the head of the grave, subject to the provisions of these Regulations.
- d) No grave in which the exclusive right of burial has been purchased may be re-opened, unless satisfactory proof that the owners or his successor in title has given consent is produced with the notice of interment.

Part 2

MEMORIALS

(For this regulation to apply, exclusive Right of Burial must have been obtained)

29. (i) **For a burial plot**, a minimum period of 12 **months** shall elapse after an interment, before the erection of a memorial.
(ii) **For a cremation plot** a minimum period of 6 **months** shall elapse after an interment, before the erection of a memorial.
30. Headstones may be purchased on a 25 year lease which is renewable.
31. A monument, tablet, or gravestone can be erected only over a grave that has been purchased.
32. All gravestones, memorials, and inscriptions are to be subject to the approval of the Council and may only be installed Monday to Thursday, between the hours of 10am and 4pm and on Fridays, between the hours of 10am and 1pm, subject to the agreement of the Town Clerk's Office.

A copy of every memorial or inscription proposed to be placed on the grave and a drawing showing the form and dimensions of every headstone proposed **must be left at the office of the Clerk to the Council for approval prior to erection. All Memorial Masons working in the Limes Cemetery must be registered members of NAMM (National Association of Memorial Masons) and must issue a 'Certificate of Compliance' for every installation to the Town Council.** *(A full list can be found at www.namm.org.uk)*

The appropriate charges are to be paid to the Council **before** the work is started.

33. The Council reserves the right to remove any memorial or tombstone placed otherwise than in accordance with a grant of approval given by the Council.
34. Gravestones, monuments and memorials shall not exceed 4 feet (1.22m) in height above the ordinary level of the ground and 3 feet (0.9m) in breadth. A 4-foot (1.22m) ground beam under landing foundation sleeper stone should be placed below the ground level to support the 3-foot (0.9m) base stone upon which the headstone is placed. Stabilising rods will be used to secure the head stone to the base stone and the under landing foundation sleeper stone to ensure that the head stone remains erect. The ground surrounding the grave and the headstone, monument or memorial will be finished with grass turf.
35. Each gravestone, headstone, monument and memorial must have engraved on it the number of the grave, at the expense of those who erect it.
36. Hewing or dressing of stones shall not be permitted in the cemetery, and no materials or vehicles shall be allowed to remain within the ground longer than reasonably necessary for loading and unloading, nor on any account to be turned off the roads. All damage done by any vehicle entering the Cemetery shall be made good at the cost of the person committing the same. Any person carrying out work in the Cemetery shall be financially responsible for all damage done by them.
37. No indifferent work or material can be admitted. All excess soil/stones are to be disposed of under the direction of the Amenities Supervisor. The Town Council has adopted the National Association of Memorial Masons 'Recommended Code of Working Practice' and expects all memorial masons to work to that code for the erection of memorials in the Limes Cemetery.
38. Placement of gravestones, monuments and memorials will be subject to inspection to ensure compliance with these Rules and Regulations. Should any defects be found during the inspection, then the Memorial Mason will be expected to rectify all defects immediately.

39. All headstones, grave stones, monuments, and memorials must be of stone, and are to be kept in repair and proper order and condition by the owners, and if not repaired and put in good order and condition after due notice, may be removed by order of the Council. If no such owner or his or her representatives can be found to whom such notice can be given, nor after advertisement in a County newspaper, the right of such grave shall revert to the Council to be dealt with as they see fit. When concrete is used as a foundation or strengthening feature no concrete should be visible above ground level.
40. Any headstone, gravestone, monument, and memorial shall not exceed area of purchased plot.
41. All headstones, grave stones, monuments, and memorials placed in the Cemetery are the responsibility of the owner of the grave, and the Council will not be responsible for any damage to such headstones, grave stones, monuments, and memorials occasioned by storm, wind, subsidence, or any other cause, whatsoever.
42. Memorial stones in the designated cremated remains plot shall be flat or slightly inclined no more than 4" (100mm) in depth with dimensions up to a maximum of 18" x 18" (0.45m x 0.45m). The Memorial Stone will be placed on to a slab no more than 24" x 24" x 2" (610mm x 610mm x 50mm) which will be supplied by the Monumental Mason.
43. All vessels to contain flowers must be subject to the approval of the Council and be within the headstone, gravestone, monument, and memorial.

MEMORIAL PLAQUES ON SEATING

44. May be purchased on a 15 year lease which is renewable. The following specifications apply:-
 - Bronzed aluminum size 12cm x 5cm
 - Including the works "In memory of" Christian name and surname, dates of birth and death (year only)

Part 3

GENERAL

45. The Cemetery will be open to the public during daylight hours. Children under 14 years of age will not be admitted, except under the care of a responsible person. All visitors will be expected to keep to the paths, to treat all headstones, gravestones, monuments, and memorials with respect and to observe perfect decorum in all respects.

No dogs are allowed into the Cemetery except Guide Dogs.

46. Smoking is strictly prohibited within the precincts of the Cemetery during the presence of any funeral.

46. No person shall –

a) wilfully create any disturbance in the Cemetery;

b) commit any nuisance in the Cemetery;

c) wilfully interfere with any burial taking place in the Cemetery;

d) wilfully interfere with any grave, any tombstone or any other memorial, or any flowers or plants on any such matter;

e) play at any game or sport in the Cemetery;

or

ride pedal cycles, skates, skateboards or similar wheeled items.

47. No instruments of music, flags or banners will be allowed to be taken into the Cemetery without special permission, except a Military or Salvation Army funeral.

48. Employees of the Council and Councilor's shall not be employed by private persons to carry out any private works whatsoever with the Cemetery

49. All works of whatever nature shall be carried out to the entire satisfaction of the Clerk and Council

50. Children under 14 years of age will not be admitted to the Cemetery unless they are in the charge of an adult.

51. The Council has the power to remove from the Cemetery all persons infringing these rules or otherwise misconducting themselves.

52. The Council reserves to themselves the right from time to time to make any alterations in these regulations, which they may deem necessary or expedient.

53. Where an interment or religious service is taking place anyone involved in any work or activity which may interrupt or cause offence to any person at the service shall comply with all instructions given by the Clerk.

54. Visitors to the Cemetery shall not pick, cut, fell or remove from the Cemetery any flower, tree or shrub, nor sit on any memorial, monument, headstone or structure other than a seat provided for the purpose.

55. Floral decorations may be placed on any grave. All dead flowers, wreaths, weeds, rubbish and other decorations which have become unsightly shall be removed from graves and disposed of at the places provided for the purpose. The Clerk is authorised to remove flowers, plants, wreaths or decorations which have become unsightly and the Clerk's decision in this matter shall be final.

- 56 With the exception of floral decorations and approved receptacles for containing water nothing movable shall be placed over any grave without the consent of the Council.
- 57 All planting and cultivation shall be subject to the approval of the Clerk and the Council reserves the right to prune, cut down or dig up and remove any flowers, shrub or plant at any time when, in the opinion of the Burial Officer, it has become unsightly or overgrown, or where necessary for the purpose of allowing the grave or adjacent graves to be used again. No tree may be planted without the written permission of the Parish Council.
- 58 Permission must be obtained from the Clerk before any photographs intended for publication may be taken of or within the Cemetery.

An application for permission shall be accompanied by written confirmation from the owner of the exclusive right of burial in any grave to be photographed, that the photography is being undertaken with their approval.

- 59 All persons admitted into the Cemetery shall conform to these Regulations and the Clerk or other duly authorised officer of the Council may remove from the Cemetery any person infringing any Regulation or otherwise mis-conducting themselves. The Council reserves the right to refuse admission to the Cemetery.
- 60 With the exception of a guide dog guiding a blind person, animals will not be permitted in the Cemetery and they must not be tied to the gates, fences or buildings in the Cemetery.
- 61 The Council is committed to ensuring that only the highest quality standard of service is provided. Any complaint about the quality of service should be made in writing to The Clerk at Cowbridge with Llanblethian Town Council at The Town Hall, Cowbridge, Vale of Glamorgan CF71 7AD
- 62 The Council reserves the right to alter or add to these Regulations.
- 63 These Regulations supersede all others previously published.
- 64 It should be noted that in all matters of day to day administration of the Cemetery and the general interpretation of these regulations any decision of the Parish Council shall be final.

Part 4

CODE OF PRACTICE FOR GRAVEDIGGERS WORKING IN THE LIMES CEMETERY

1. The Gravedigger will be required to undertake works relating to the interment of bodies. In carrying out such work the Gravedigger and his staff shall exhibit a caring attitude, showing respect to both mourners and staff employed by funeral directors and others visiting the cemetery or burial ground.
2. If any mechanical apparatus is to be used for excavations, then the prior written approval of the Clerk must be obtained.
3. All such works must conform with the regulations of the Construction (Health, Safety & Welfare) Regulations 1996.
4. Prior to carrying out any excavation, turf removal or similar operation the Gravedigger shall place boards assembled to form 3-sided grave tidy with floorings in positions on the adjacent open space or grave space. In the latter case the utmost care should be taken to avoid damage to or contamination of the Memorial, kerbs, vases, flowers, shrubs etc.
5. Before carrying out any excavation the Gravedigger shall examine adjacent memorials to ensure that they are in a safe condition, in the event of any memorial being unsafe or damaged the Gravedigger shall immediately inform the Clerk. In the event that the monumental mason does not remove the memorial on the grave to be excavated in sufficient time to allow the Gravedigger to commence the excavation, the Gravedigger shall immediately notify the Town Clerk who may instruct the Gravedigger to remove the memorial to a place of safe storage.
6. Memorials adjacent to the excavation site shall be protected during excavation and back filling operations with boards and tarpaulins provided by the Gravedigger.
7. In the event of there being insufficient space adjacent to the grave to accommodate spoil the Gravedigger shall remove spoil to a position within the burial ground as directed by the Amenities Supervisor.

In carrying out his work the Gravedigger shall take steps to ensure that no adjoin and underlying remains are disturbed and during excavation the Gravedigger shall ensure that the grave is adequately shored using tools, equipment and materials to be supplied by the Gravedigger. If during the course of the excavations the Gravedigger unearths any human remains, then the work shall be suspended and the Clerk notified immediately.

8. Having completed the excavation the grave shall be securely covered, to remove any element of danger to persons entering the burial ground, this task shall be undertaken on each and every occasion where a grave is to be left open prior to interment.
9. Prior to the arrival of the cortege the following tasks shall be undertaken, final

preparations being fully completed no less than 30 minutes prior to the arrival of the cortege at the burial ground:-

- a) The grave shall be emptied of any water that has collected within it during or after excavation and a layer of grass cuttings or wood shavings shall be spread across the bottom of the grave.
 - b) Stout boarding provided by the Gravedigger shall be laid all around the edge of the grave to a minimum width of .5m to provide a firm footing for the coffin party.
 - c) The platform and the grave sides shall now be draped with artificial grass matting provided by the Gravedigger. The matting shall be arranged so that the sides of the grave are completely covered and that the surrounds are covered to an area extending 60cm beyond the edges of the grave. Grass matting shall be pegged as required and shall be neatly and tidily arranged.
 - d) Any spoil mount adjacent to the grave shall now be completely covered with artificial grass matting, all storage boards being similarly covered.
 - e) The area around the grave shall be cleared of any debris or litter leaving the site in a tidy and presentable condition.
 - f) A quantity (one half bucketful) of dry friable soil shall be placed at the head and the foot of the grave.
 - g) Lowering webbing and putlogs (Bearers) shall now be placed in position, normally 2 or 3 of each being required, placed at center appropriate to the size of the grave.
10. A member of the Gravedigger's staff, neatly attired, shall be directed by the Gravedigger to meet the cortege at the Cemetery gates and shall remain discretely with the funeral party until such time as they leave the graveside. This member of his staff is present on the site to provide any assistance that may be required in the event of the collapse of the grave or shoring and to ensure the safety of those attending the funeral, consequently he must remain in such a position that he has a clear view of the grave itself. During the burial any staff not directly required shall remain out of sight of mourners and no mechanical operations shall be undertaken within the hearing of the mourners. Any tools and equipment shall be out of sight of the funeral party.
11. Immediately after the cortege has left the site the grave shall be backfilled. During backfilling spoil shall not be allowed to fall onto the coffin in such a manner that it may cause damage. During the backfilling, spoil shall be consolidated at every 30cm depth. The surface of the grave should finally be mounded to produce a uniform and smooth mound of curved cross-section standing 50mm proud of the surrounding surface and the turf replaced on the grave. All work is to be completed on the day of the burial. During June to mid-September (inclusive) the turf removed from the ground shall not be replaced after mounting, but instead the grave shall be over-soiled and seeded at the rate of 60gms/m².
12. Where subsidence takes place to a depth greater than 100mm below the level of the surrounding turf on a grave excavated by the Gravedigger then the Gravedigger shall infill the depression, making good with seed/turf as appropriate.
13. After mounding, floral tributes shall be carried from the laying out area and placed on the grave in a careful and attractive manner.
14. Having completed tasks associated with the grave all excess spoil shall be removed

from the site to a place of storage agreed with the Clerk, or disposed of to the Gravedigger's tip.

15. Any memorial which has been soiled during the excavation or backfilling of the grave should now be thoroughly cleaned.
16. All lowering webbing (of a type to be approved by the Clerk), grass matting and other equipment should now be cleaned and returned to the Gravedigger's store.
17. All floral tributes should be removed from the grave for disposal 14 days after the funeral, or shall be removed at such time prior to the expiry of the 14 day period as they become unsightly.
18. All tools and equipment shall be maintained in a clean and sound condition - all biers, lowering webbing etc much be checked prior to each interment. Any defective materials being replaced immediately from stock provided and held by the Gravedigger. All used webbing shall be taken from the cemetery at the end of each calendar year and shall be replaced with new webbing of a type approved by the Burial Officer.
19. From time to time, as directed by the Clerk, the Gravedigger shall prepare and reinstate sites for the burial of cremated remains. In carrying out this work the following terms and conditions shall be complied with:
 - a) On receipt of instructions from the Clerk the Gravedigger shall prepare a site in the position required.
 - b) A spoil board should be placed adjacent to the grave and all necessary covers employed to protect any adjacent memorial.
 - c) The Gravedigger shall now excavate a hole 55cm square and 75cm in depth, the hole to be both square and with vertical sides and a flat and level base, having removed the turf carefully and placed it in a 'safe' position prior to reinstatement.
 - d) In the event of water collecting in the hole, this should be removed.
 - e) In the event of there being insufficient space adjacent to the site for spoil to be stored after excavation this should be removed to a site to be specified by the Clerk.
 - f) Having completed the excavation the site should be left clean and tidy, all covers should be removed from memorials and any spoil mound adjacent to the site should be covered with grass matting.
 - g) After the interment of remains the Gravedigger shall immediately reinstate the site filling and consolidating the soil to leave the surface at such a level that the turf which had been removed when re-laid in such a manner that it abuts turf adjacent to the excavation is also level with the surrounding turf. Re-turfing should follow immediately after the reinstatement of the excavation.
20. The Gravedigger will be informed both verbally and in writing of the date and time of each interment, location, coffin size and depth of burials. The confirmation of the exact location of the grave space to be agreed on site with the Clerk if required, after receipt of the above notification.
21. The Gravedigger shall confirm these details with the staff responsible for carrying out the excavation, in writing, on a form to be provided by the Clerk (it is of paramount importance that the Gravedigger takes into account the thickness of any timbering, shielding or the width of handles on the coffin prior to advising his staff of the size of excavation to be undertaken).

22. The Gravedigger will pass to the member of staff nominated to attend at the funeral the details of interment form, which the member of staff shall sign immediately the interment is concluded. The Gravedigger shall in his turn ensure that the completed certificate of interment is returned to the Clerk within 24 hours of the interment.
23. The Gravedigger shall maintain an acceptable communications system in order to ascertain the details of any funerals, interment of ashes etc which may be forthcoming.
24. The location of graves within the cemetery can be identified by reference to the cemetery plans held by the Clerk.
25. 'Rodding' of Graves
Where cemetery records are felt to be incorrect it is occasionally necessary to probe a grave space using a metal rod, in order to ascertain the depth of the last interment if any. Such works shall be undertaken by the Gravedigger as required.
26. All graves are to be "shuttered" on opening or re-opening so as to prevent collapse. When digging in the vicinity of adjacent graves every practicable effort must be made to ensure no damage or nuisance to adjacent graves.
27. The brickwork or masonry in any walled grave or vault must be executed by the person appointed by the Purchaser and subject to the Regulations made by the Council. The soil is to be excavated and the surplus soil removed from the ground at the expense of the purchaser.