

Full Terms and Conditions of St. Issells Church Cemeteries.

1. INTRODUCTION:

- 1.1 St.Issells Church Cemeteries are designed and maintained as lawned cemeteries by the Saundersfoot Community Council. These Regulations are primarily designed to ensure that a sense of harmony is maintained throughout the grounds.
- 1.2 The Clerk to the Community Council and serving Council members will be responsible for interpreting the Regulations, ensuring compliance and overseeing, resolving any complaints relating to the grounds. Additional guidance and assistance will be sought from external professional agencies if deemed appropriate.

2 CEMETERY REGULATIONS:

- 2.1 A Notice of Burial may be given to the Clerk of the Council during normal office hours, Monday to Friday. Only signed written applications will be accepted & these **Must** be delivered at least two clear working days prior to each Internment. The required Fees **Must** be included with all submitted Application Forms as well as a copy of the Certificate Registering the Death.
- 2.2 The hours of Interment will normally be between 9.00am and 5.00pm Monday to Friday unless previously agreed with the Clerk to the Council.
- 2.3 Prior to an Interment or erection of a memorial, the Grant of Exclusive Right to Burial must be confirmed in writing by the Clerk. If the documentary evidence has been lost by the applicant, other satisfactory evidence of the applicant's title to the Grant must be produced.
- 2.4 No coffin shall be buried in any earthen grave within three feet of the ordinary ground level. A minimum of six inches of earth must be placed between each coffin. Grave spaces will be dug to a depth of 4ft 6 inches for one coffin or 7ft for two coffins. There will be 1ft of space between each grave side by side and 1ft from head to toe of different grave spaces. If a larger casket is used the grave should be dug to a depth of 5ft.
- 2.5 All bodies brought for Interment **Must** be contained in a traditional wooden coffin or in a casket approved for use by the Clerk and/or SCC (Saundersfoot Community Council).
- 2.6 No personal artefacts are to be placed in the grave, outside of the coffin.
- 2.7 All graves are to be dug (in an agreed, approved and sensitive manner) by the appointed contractor to the satisfaction of the Clerk and/or SCC. Following an Interment the grave shall be filled with earth and the surface covered with turf/grass seed to the level of the surrounding ground (taking into account that extra will be added to allow for sinkage).
- 2.8 A Register of all burials is kept and maintained by the Clerk to the Council where during office hours, searches may be made (with prior agreement).

3 MEMORIALS – GENERAL:

- 3.1 No memorial may be placed on a grave except where the Exclusive Right of Burial has been purchased & the relevant Application Form has been submitted for approval with the appropriate fees paid in full.
- 3.2 No monument, lettering or other memorial shall be permitted to be erected or placed on or near to the grounds of the cemetery without written permission of the Clerk and receipt of payment of the appropriate fee in full.
- 3.3 All memorials and any requested memorial work must be carried out by a qualified mason and/or a person qualified and insured to carry out such work – Any requests, other than for an approved qualified mason **Must** be submitted directly to the Clerk for consideration for approval (by SCC) prior to any works commencing.

- 3.4 The Clerk and/or The SCC reserves the Right to deny any requests for a memorial; work to an existing memorial; & to remove any memorial or items not authorised or not in keeping with the existing lawned Cemeteries (And these Terms and Conditions).
- 3.5 All headstones shall be securely dowelled to a vase base or plinth and shall be supported by such foundations as is necessary. Removal and reaffixing of any memorial for Interment is the responsibility of the grave owner or applicant detailed on the relevant application form. Prior to any removal of a memorial for cleaning, repair or renovation notice shall be given in writing to the Clerk.
- 3.6 All memorials shall be kept in good repair and in a tidy and safe condition by the owner/applicant detailed on the application form. It is recommended that memorials are insured against damage, as all memorials erected in St.Issells Church Cemeteries are erected at the owner's risk.
- 3.7 After erection of a memorial, all surplus materials must be removed and any damage done to existing paths or grounds must be made good at the expense of the party for whom such a grave was constructed – Failure to do this can result in any costs incurred by SCC to make good being recovered by SCC at a later date.
- 3.8 Where, in the opinion of Saundersfoot Community Council, a memorial is considered as requiring maintenance to ensure that it remains in a safe condition the Clerk will advise the owner/applicant of the grave at their last notified address.
- 3.9 Saundersfoot Community Council reserves the right to dismantle and lower to the ground or remove any memorial that it considers may constitute an imminent danger to the public or contractors attending the cemeteries.

4 **MEMORIAL – DESIGN:**

4.1 Upright headstones for 'Burials' should be:

- No more than 3 feet (900mm) tall or more than 1 foot 8 inches (500mm) wide; (measurements from the surface of the ground);
- No more than 6 inches (150mm) or less than 3 inches (75mm) thick except in the case of slate memorials which may be thinner, but no less than 1.5 inches (38mm) thick. 4.3 For a child (under 18) the headstone may be smaller, but should be no less than 2 feet (600mm) High, 1 foot 3 inches (375mm) wide and 2 inches (50mm) thick.

4.2 Upright headstones for 'Cremations' should be:

- No more than 12 inches (300mm) high 12 inches (300mm) wide and 3 inches (75mm) thick except in the case of slate memorials which may be thinner, but no less than 1.5 inches (38mm) thick.

4.2 Headstones may be of three types:

- So shaped that they can be inserted directly into the ground at sufficient depth to ensure stability;
- On an integral base, no more than 9 inches (225mm) high, 3 feet (900mm) wide or projecting 4 inches (100mm) in any direction;
- On a vase base, no more than 4 inches (100mm) on either side; the base being no more than 1 foot 3 inches (375mm) front to back.

4.3 Only marble, granite or natural hard stone shall be used in the construction of memorials. No concrete or artificial stone of any kind shall be used in the construction of the memorial. No woodwork or metal other than that approved for use as dowels shall be used in the construction of the memorial.

4.4 Non-Standard headstones (for example hearts, open books and crosses) are acceptable, subject to approval, but the Clerk and/or SCC retain the right to refuse a non-standard headstone where the proposed design is inconsistent with the principles of maintaining a 'lawned cemetery' and the regulations laid out within these Terms and Conditions.

- 4.5 Photographs or ceramic portraits of the deceased on memorials will be permitted, provided they are no larger than 6 inches (150mm) – If for any reason an applicant is unsure of the desired requirements, the Clerk should be consulted prior to the placing of any portrait.
- 4.6 Engraved images and motifs will be accepted if they are no larger than 6 inches (150mm); if they are decorative (flower, tree or similar) or reflect an aspect of the deceased person's life. Recognised images reflecting the religious faith of the deceased will also be permitted – If for any reason an applicant is unsure of the desired requirements, the Clerk should be consulted prior to the placing of any such item.
- 4.7 In the interests of Health & Safety, glass vases and any other potentially breakable/hazardous containers are prohibited.
- 4.8 In order to maintain harmony within the cemetery the following will not be permitted.
- An effigy of a person, animal, vehicle and the like.
 - Windmills, wind chimes and the like, that may cause any form of noise.
 - No artificial lighting or grass of any description.
- 4.9 Inscriptions need to be appropriate and reflect the life of the deceased. Saundersfoot Community Council reserves the right to not approve an inscription if it believes it to be insensitive or inappropriate.
- 4.10 Except where the design of a headstone contains an integral receptacle for flowers, flowers should be placed in a removable container sunk into the ground at the base of the headstone.
- 4.11 Natural or silk flowers only are acceptable, but the Community Council reserves the right to remove flowers, if or when it considers them to have degraded to a less than acceptable standard.
- 4.12 The planting of trees, shrubs, bedding plants or bulbs on a grave or between graves is prohibited, recognising that the cemetery is designated a lawned burial ground.

5 APPEALS PROCEDURE :

- 5.1 Where agreement is not reached between the Saundersfoot Community Council ; Clerk and the family on a matter relating to a memorial (wording, inscriptions or removal of articles that contravene the Regulations), Saundersfoot Community Council will establish a panel comprising of three Councillors [with delegated powers] to consider the matter further in order that a final decision be reached. The final decision will only be reached following consideration of all the facts & following consultation (if required) with any professional body/person who may prove of assistance.
- 5.2 The complainant will have the right to appear in person at the meeting of the panel and may be supported by one other person. At least seven days and no more than twenty-one day's notice of the hearing will be given to the complainant.
- 5.3 The panel will record and report their decision and reasons to the Clerk who will in turn update the complainant as soon as practicable after the panel meeting, but no longer than twenty eight days after the meeting .

6 CEMETERY MAINTENANCE :

- 6.1 Saundersfoot Community Council will maintain the cemetery as a lawned cemetery and ensure that its overall appearance appears aesthetically tidy and regularly mown as per its Terms & Conditions surrounding the maintenance of SCC owned grounds.
- 6.2 In pursuing its policy of maintaining the cemetery Saundersfoot Community Council retains the right to remove dead or unsightly flowers and/or foliage on graves.
- 6.3 The applicant, or their heirs or successors, is responsible for arranging to ensure that the headstone, vase, tablet or other monument is maintained in good condition. In the event that an applicant for a monument cannot be identified, the relatives of the deceased are responsible for its upkeep.

- 6.4 The Clerk, in conjunction with assistance from a relevant professional external body/person will undertake a risk assessment every 2 years of all headstones, vases, tablets and other monuments at the Cemetery. The condition of each headstone, vase, tablet or other monument will be categorised as follows :-
- Unstable - Liable to collapse
 - Very poor - Considerable movement, but not yet liable to collapse
 - Poor - Some movement and/or considerably out of alignment
 - For Monitoring/Remedial Work Required - No movement, but some degradation and some misalignment
 - Good - No degradation, movement or misalignment
- 6.5 Dependant on the condition of the headstone, vase, tablet or other monument the following action will be considered :-
- a. Unstable : The Clerk will arrange to have the relevant person responsible contacted requesting that the relevant repairs are carried out at the earliest opportunity (at the cost of the nominated individual/s). If the monument cannot be repaired it may be removed (if deemed necessary) and any costs incurred by SCC may be sought at a later date.
 - b. Very Poor : The Clerk will contact the person/s responsible for the identified monument and seek repair/restoration within three months of the completion of the risk assessment which first identified its condition as 'Very Poor'. If the person/s responsible do not complete the required work within the designated time scales, SCC will arrange to have the monument either repaired or removed with a view that any costs incurred by SCC may be recovered at a later date.
 - c. Poor : The Clerk will contact the person/s responsible for the monument and seek repair/restoration within twelve months of the completion of the risk assessment which first identified its condition as 'Poor.' If the person/s responsible do not complete the work required within the designated time scales, SCC will arrange to have the monument either repaired or removed with a view that any costs incurred be recovered at a later date.
 - d. For Monitoring/Remedial Work Required : The condition of the monument will be monitored by the Clerk. Any remedial works that may be required in the future will be highlighted.
 - e. Good : No action.
- 6.6 Where appropriate the Clerk will contact the grave owner on any matter relating to the maintenance and safety of the appointed grave. SCC has the right to take appropriate action, at the expense of the grave owner, if it deems that urgent action is required to mitigate any imminent danger.
- 6.7 SCC reserves the right to maintain grounds (buildings) and carry out repairs deemed necessary on SCC owned property. No other person shall be allowed to carry out any work within the grounds or building except by prior consent or direction of the Council.

7 OTHER:

- 7.1 Any person who conducts themselves in a noisy, disorderly or unseemly manner or, who is intoxicated or, uses improper language maybe reported to the relevant authorities with a view that (if appropriate) further action be taken.
- 7.2 No person will be permitted to play any game or sport within the cemetery or wilfully or unlawfully disturb any person assembled for the purpose of attending a burial. Any such activities maybe reported to the relevant authorities with a view that (if appropriate) further action be taken.
- 7.3 No person will be permitted to sit, stand or climb on any memorial, or any gate, fence, wall or building belonging to the cemetery, or throw any missile within the cemetery grounds.
- 7.4 All persons should conduct themselves in a quiet, orderly and decorous manner, and no person should commit any nuisance within the cemetery. The playing of radios or similar equipment is forbidden.

- 7.5 The cemetery is open at all times. Children should be accompanied by a responsible adult. Dogs should be kept on a lead and must not be allowed to foul in the cemetery. Cyclists should dismount when crossing the cemetery and skateboarding is prohibited.
- 7.6 The Clerk and SCC Councillors/employees have the right to exclude or remove any article or object which may cause offence.
- 7.7 In cases of any dispute as to the interpretation of these regulations, the decision as to the interpretation will rest with the Clerk and SCC.
- 7.8 These Regulations are subject to alteration without notification by SCC at anytime as may be considered necessary. All grave spaces and memorials are subject to these regulations and amendments that may be made.
- 7.9 Any person offending against these Regulations will be prohibited from entering, remaining or working within the cemetery.

Signed:

Chair of Saundersfoot Community Council

Dated: