

TWYFORD PARISH COUNCIL RULES AND REGULATIONS

relating to the

MANAGEMENT OF THE BURIAL GROUND

situated at St Mary's Church, Twyford, Buckinghamshire

1. "The Burial Ground" means the Cemetery provided by the Council and situated at St Mary's Church, Twyford, Buckinghamshire.
2. The whole of the ground and the interments therein are placed under the care of the Clerk to the Council, whose duty it is to preserve order at all times and especially when an interment takes place.
3. Applications for burials may be made to the Parish Clerk Monday to Friday between 10.00 hrs and 16.00 hrs with the exception of Christmas Day, Good Friday and Bank Holidays.
4. Plans showing all the graves and their respective classes and divisions are kept by the Parish Clerk and may be inspected by arrangement, free of charge, by all parties making application for grave space.
5. Applications for the purchase of grave spaces for a term of 99 years and notice of every intended interment shall be made or given at least two clear days prior to the interment.
6. The Certificate of the Registrar of Deaths (or when an inquest has been held: the Certificate of the Coroner) must be produced.
7. The selection of any grave space, whether for interment or advance purchase, will be subject to the approval of the Council.
8. The depth of the grave will, on every occasion, be subject to the regulations of the Council and the number of interments within the grave must be determined before the first interment.
9. The Exclusive Right of Burial in any grave space must be purchased at the time of the selection or first interment, whichever is the earlier.
10. No graves shall be dug or excavated without the Clerk's prior authorisation.
11. All excavations to be carried out by a Council appointed contractor. Any excess spoil remaining after the completion of the burial shall be carried away from the Burial ground by the contractor who shall also be responsible for

ensuring that all paths are cleared of mud, spoil or debris remaining from the burial.

12. Coffins permitted will normally be of wood construction. However, alternative requests may be made to the Clerk for consideration by the Council, whose decision will be final.

13. The time for arrival of funerals at the Cemetery shall be as agreed by the Clerk in consultation with the Undertaker. The time agreed will be the time the funeral procession is to arrive at the entrance gate of the Cemetery.

14. Interment may take place between 10.00 hrs and 15.30 hrs. Burials are not permitted on Saturday, Sunday, Good Friday, Christmas Day or Bank Holidays, except with the express permission of the Clerk, clergy or Chairman of PCC or as directed by a medical officer.

15. All Ministers presiding at an interment shall bless the grave itself, according to the rite of their Church.

16. A register of all burials at this Cemetery will be kept by the Parish Clerk where searches may be made.

17. This is a lawned burial ground and in order to facilitate regular maintenance for the benefit of all: wreaths, flowers and decorations placed on the graves are to be removed to the rubbish bin provided no later than six weeks after burial. Thereafter, flowers or plants (in plastic pots) can be placed at the memorial end (head) of the grave. **Flowers or pot plants may be placed on the plinth, at the owner's responsibility but not on the surrounding grass or any other area of the burial ground. Any other items made of glass, ceramic, china, clay or metal are not permitted and will be removed.** The Council also reserves the right to remove any item which, in the opinion of the Clerk, presents a health and safety risk. Such items will be removed but retained for collection.

18. The planting of trees, shrubs, bushes or plants is the sole responsibility of the Council.

19. All graves will be levelled after approximately six months. It is recommended that levelling work is completed before memorials are erected.

20. No memorial may be erected or placed on any grave except by the holder of the exclusive right of burial.

21. A drawing of the memorial, indicating design, dimensions and wording must be submitted, on the appropriate form, to the Clerk for approval. No memorial can be admitted into the Cemetery without the written approval of the Council.

22. No inscription shall be placed on any memorial unless and until the same has been approved by the Clerk. Permission must be sought, as detailed in item 21.

23. No hewing or dressing of stone will be permitted within the Cemetery and all materials for memorials shall be conveyed into the Cemetery by hand or in such manner as agreed by the Clerk. Mats, planks, boards or canvas are to be used, as may be directed, to preserve the grass and paths from damage by such works. No vehicles will be permitted inside the Churchyard gates.

24. No work on graves, such as the erection of memorials, will be permitted on Saturdays, Sundays, Christmas Day, Good Friday or Bank Holidays.

25. No mason or other person shall, within the Cemetery, be permitted to tout for or solicit orders, exhibit designs, advertise, distribute business cards, ask for, or attempt to obtain from an employee, either directly or indirectly, information as to grave owners or take measurements or copy any memorial, unless the written permission of the owner can be produced to the Clerk.

26. The responsibility to maintain a good and safe state of repair of all memorials remains with the owner, as does the responsibility to maintain the grave in a fit and tidy state, unless a special agreement has been entered into with the Council. If repairs are considered necessary, notice will be sent to the owner or their representative (at their last known address) and if repairs are not executed within three months, the Council reserves the right to arrange removal of the memorial.

27. The Council reserves the right from time to time to make any alteration or addition to these regulations or the schedule of fees and does not hold itself responsible for any accident or damage to any gravestone or monument for any reason. The burial regulations can be viewed at any suitable time by appointment with the Clerk.

Guidance relating to the dimensions and material of proposed monuments

1. No monument other than a headstone not exceeding 900mm (3 feet) in height and 760mm (2 ft 6 ins) in width, not less than 75mm (3 ins.) thick or more than 450mm (1 ft 6 ins) in length from the head, shall be erected over a grave. Each monument must be of a suitable stone, of simple design and be firmly secured on a concrete slab foundation below ground level, which should measure not more than 760mm x 450mm x 150mm (2 ft 6 ins x 1 ft 6 ins x 6 ins) and should contain a central socket 65mm (2½ ins) deep to hold the headstone firmly in position.