

Our Ref: MD

20 September 2012

To: All Members of the Burial Grounds Committee
(Councillors Bradbury, Mrs Brettell, Heath, Mrs Rigby and Taylor)

Copy: B Cooper, Senior Administrative Assistant

Dear Councillor

BURIAL GROUNDS COMMITTEE

The Burial Grounds Committee will meet in the **Meeting Room, rear of Burntwood Library, Sankeys Corner on Wednesday 26 September 2012 at 6.00 p.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

To approve the Minutes of a Meeting of the Burial Grounds Sub-Committee held on 14 June 2012 (Minute Nos. 1 - 6) (presented at the 12 July 2012 meeting of the Town Council) (**ENCLOSURE NO. 1**).

4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

To receive the Senior Administrative Assistant's report (**ENCLOSURE NO. 2**)

5. BURNTWOOD CEMETERY: RULES AND REGULATIONS – PROPOSED REVISION (FINAL DRAFT)

Members are requested to consider the final draft of the proposed revision to the Burntwood Cemetery Rules and Regulations (**ENCLOSURE NO. 3**) and recommend that the Town Council approve and implement them at its November 2012 meeting.

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 14 JUNE 2012 COMMENCING AT 6.00 P.M.**

Present

Councillor Taylor (in the Chair)
Councillors Bradbury, Mrs Brettell, Heath and Mrs Rigby

In attendance

Mrs M Danby, Town Clerk
D Haslam, Principal Ecologist, Staffordshire Ecological Services Ltd

1. APOLOGIES

None, all Members were present at the meeting.

2. DECLARATIONS OF INTEREST

None declared.

3. MINUTES

RESOLVED That the Minutes of a Meeting of the Burial Grounds Committee held on 05 January 2012 (Minute Nos. 10 – 18) be approved as a correct record.

4. COULTER LAND BURIAL GROUND

David Haslam, Principal Ecologist, Staffordshire Ecological Services Ltd (SES) presented two landscaping options for the Coulter Lane Burial Ground:

Option A	Wild flower
Option B	Woodland

Mr Haslam confirmed that SES would be able to undertake the necessary works to see the ground prepared and the preferred planting option completed. He also mentioned that the Council provide improved access to the site by instructing its grounds maintenance contractor to mow and maintain a circular path.

Members agreed that Option A was their preferred landscaping scheme and Mr Haslam was requested to provide a quotation by end June 2012 for presentation to the next Town Council meeting.

RECOMMENDATION Members **AGREED** to recommend to the Full Council that Option A be commissioned and that a quotation for the necessary ground preparation and planting be presented to Members at the July Council meeting.

5. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

RESOLVED That:

- a) The Senior Administrative Assistant’s report be received and noted.
- b) A quantity of sharp sand be purchased and stored in the compound at Burntwood Cemetery to level minor depressions on grave plots as necessary.

6. BURNTWOOD CEMETERY: RULES AND REGULATIONS – PROPOSED REVISIONS (FINAL DRAFT)

Members were given a copy of the proposed revisions to the Burntwood Cemetery Rules and Regulations and they were requested to inform the Town Clerk and/or the Senior Administrative Assistant as soon as possible of any amendments they wished to see incorporated. The revised document would be presented to the Town Council in due course for formal consideration, adoption and implementation.

(The Meeting closed at 6.40 p.m.)

Signed

Date

BURNTWOOD CEMETERY

Interments

Since the first interment in Burntwood Cemetery in 2007 there have been a total of 91 new adult grave plots purchased as well as 5 re-openings of these graves. There have also been 66 cremated remains plots and 6 child grave plots purchased. In 2012/13 there have been 7 new adult grave plots, 4 cremated remains plots and 1 child grave purchased.

Opening and closing of Gates

A local resident continues to open and close the cemetery gates each day at the designated times.

Maintenance

Lichfield District Council DSO is responsible for the grass cutting of the areas where there are no graves, the area between the cemetery fence and the main road and the open space in Sister Dora Avenue. The grass cutting commenced in the third week of March 2012 and due to the inclement weather has continued at irregular intervals to date.

Mr Wilson, who also acts as the Council's handyperson, is responsible for the regular grass cutting of the grave areas and for any general tidying and minor maintenance of the cemetery. The cutting of the grass on the graves started at the same time as the Lichfield DC DSO. As was previously reported, Mr Wilson has been hospitalised this year but the grass cutting of the grave areas has been maintained without problems.

All the grassed areas will be sprayed with a selective weed killer by the Lichfield District Council DSO in the next month as there are large numbers of weeds appearing in these areas. They will also spray the internal and external borders of the compound. An internal border of approximately one foot will be dug out, lined with a plastic membrane and covered in pea gravel to prevent the weeds reappearing.

The District Council have also been instructed to cut back several of the shrub beds, top feed with fertiliser the two problem areas of laurel bushes along the fence adjoining the open space in Sister Dora Avenue and arrange for the road sweeper to clear the large amounts of moss that are clogging certain of the pathways.

The benches will be removed from the cemetery in October, cleaned, varnished and returned

Memorials

A list of the graves and cremated remains plots where no application for a memorial has yet been received is attached.

Several of these graves and cremated remains plots are over or approaching a year old and it is recommended that the Council write to these deed holders asking if they want memorial plaques placed on the concrete plinths as either a temporary or permanent measure. Once the Council has received the necessary responses prices can be sought from masons to provide and fix the plaques.

COULTER LANE

Maintenance

Lichfield District Council DSO is responsible for the mowing of the site and the first cut this year was carried out in July 2012.

The badger is still in residence and the mowing provides a wide berth to the sett.

Staffordshire Ecological Services Ltd (SES) was engaged to create a Wildflower Meadow on the site and the work was commenced in August this year. It is now "work in progress" with a completion date set for end December this year.

This mowing by Lichfield District Council DSO will need to be re-evaluated next year after the completion of the Wildflower Meadow. SES will provide the necessary guidance.

NO MEMORIAL

12 MONTHS

APPLICATION MADE

		INTERMENT DATE
SECTION 1 Adult Graves		
D 38	BREEZE S.	26/03/2010
D 41	FRANCES H.	01/09/2010
D 45	WOOD A.	08/04/2011
D 50	ROWLEY E.	30/11/2011
D 51	PARRY J.	09/12/2011
D 52	MEEK D.	13/03/2012
SECTION 2 Adult Graves		
D 36	YOUNG A.	29/05/2012
D 38	JOHNSON B.	22/08/2012
D 39	GOULD I.	14/09/2012
SECTION 3 Cremated Remains		
C 60	THOMAS Y.	04/10/2011
C 64	ALLPORT	05/04/2012
C 66	WALTERS A.	31/08/2012
SECTION 4 Child Graves		
A 5	LOWE H.	10/09/2010
A 6	BISHOP B.	20/06/2012



BURNTWOOD TOWN COUNCIL

BURNTWOOD CEMETERY

RULES AND REGULATIONS (DRAFT)

In these Rules

'The Council' means Burntwood Town Council.

'Cemetery' means Burntwood Cemetery situated on St Matthews Road, Burntwood, Staffordshire.

'Grave' means a burial place formed in the ground by excavation and without any internal walls or artificial lining.

'Private Grave' means a grave or cremated remains plot to which the Council grants a deed conferring on the purchaser an exclusive right of burial.

An adult grave is 1.5 metres wide and 2.5 metres long and one, two, or three persons may be interred subject to the initial interment.

A child grave is 1.5 metres wide and 1.5 metres long and is for a single child.

A cremated remains plot is 1 metre wide and 1 metre long and up to four caskets may be interred.

'Deed' granting to a purchaser an exclusive right of burial in a private grave.

'Resident' means a person who was at the time of his or her decease a permanent resident within the Burntwood Town Council boundaries or whose last normal place of residence before confinement elsewhere due to ill health or age was within Burntwood Town Council boundaries. In the case of a deceased child the residential qualifications of the parents will be the deciding factor.

'Memorial' Permanent memorials will be either, 'Lawn Type' for adult and child graves or 'Desk Top' for cremated remains plots. See Memorial Appendix 1 for details of shape and size.

1. **General Arrangement of the Cemetery**

Only human remains can be interred or scattered in the cemetery.

The first interment in a private grave must be a person who was at the time of his or her decease a resident of Burntwood Town Council. No private grave can be pre-purchased.

Burntwood Cemetery is designated as a "Lawned Cemetery" with concrete plinths to which memorials may be fitted. Private Graves may only be excavated at right angles to the concrete plinth. The concrete plinth remains in the ownership of the Town Council in perpetuity. Private Graves will be turfed at ground level as soon as possible after an interment.

2. **Management and Maintenance**

The management of the Cemetery will be undertaken by the Council and will include the maintenance of all lawns, trees and shrubs. The Council also reserves the right to decline, at its absolute discretion, to grant rights of burial whenever it thinks it proper to do so.

The Council reserves the right, after reasonable notice to the Exclusive Right Deed Holder and failure on their part to take any necessary action, to remove or alter any works or other things which may be infringements of these Rules or which may, in its opinion, be in a state of disrepair or be a health and safety hazard.

The Council also reserves the right to exclude the public from the Cemetery whenever it may consider this to be reasonable and proper. The Council will exercise proper care in its maintenance operations but will not accept responsibility for any damage which these operations may cause.

3 **Rights of Burial – Exercise of Rights**

3.1 No interment shall take place, no cremated human remains shall be scattered and no memorial shall be placed in, removed from or altered in the Cemetery without the permission of the Council's Proper Officer and without a Council Officer being in attendance.

3.2 The first interment in a private grave must be a person who was at the time of his or her decease a permanent resident within the boundaries of Burntwood Town Council or whose last normal place of residence before confinement elsewhere in a hospital, hospice or a residential care home due to ill health or age was within Burntwood Town Council boundaries. In the case of a deceased child the residential qualifications of the parents will be the deciding factor.

3.3 No body shall be buried in a grave where any part of the coffin is less than 90cm (3 feet) below the level of the ground adjoining the grave.

3.4 No body shall be buried in a grave unless the coffin is separated from a coffin previously interred in the grave by a layer of earth not less than 15cm (6 inches) thick.

- 3.5 When a grave is reopened for another burial, no person shall disturb any human remains previously interred.

4. Rights of Burial – Registration and Proof

- 4.1 When a Deed is granted conferring exclusive right of burial in a private grave, the details are registered in the Council Cemetery Records. Prior to any additional interment in a private grave, the Deed must be produced to the Proper Officer at the Council Offices.
- 4.2. If the Deed has been lost or mislaid, or the consent of the Deed holder cannot be conveniently obtained, the grave may be reopened if the Council approves an application made by a person whom the Council consider entitled to make such an application.

That person must, at their own expense, make a Statutory Declaration giving an Indemnity to the Council.

5. Administration and Office Hours

The Council's Offices are situated at Unit 1 Lambourne House, Bridge Cross Road, Burntwood, Staffordshire WS7 2BX and are open for the transaction of business on weekdays Monday to Friday 9.30 a.m. to 3.00 p.m. The Office will not be open on Saturdays, Sundays, public or bank holidays and any other day set aside by the Council as a holiday.

6. Notice of Interment

- 6.1 A Funeral Director requiring an interment in the Cemetery, must, in the first instance, contact the Council by telephone. Once a mutually acceptable date and time for the interment has been agreed between both parties, the necessary paperwork must be completed by the Funeral Director and delivered to the Council offices.
- 6.2 All Notices of Interment must be given on the printed forms supplied by the Council on which the details required must be clearly and completely stated. Responsibility for any error rests with the persons signing the Notice. These documents together with a Certificate of Disposal issued by the Registrar of Deaths in accordance with the Births and Deaths Registration Act 1926 or the Coroners Order, together with a Certified Copy of the Registration of Death (or a photocopy) must be delivered to the Council Offices. For the burial of stillborn child and a non viable foetus, a certificate in accordance with the Births and Deaths Registration Act 1926 will be required. The dimensions of the coffin must be supplied at the time the notice of interment is given. The documents must be received by the Council a minimum of three clear working days prior to the interment.

7. Hours of Interment

All interments shall take place between the hours of 9.30 a.m. to 3.30 p.m. on Tuesday to Thursday and between the hours of 9.30 a.m. to 2.30 p.m. on Friday.

No interments will be allowed on Mondays, Saturdays, Sundays, or other public or bank holiday and any other day set aside by the Council as a holiday.

In urgent cases, on the production of a registered medical practitioner's certificate stating that the burial must take place quickly, the arrangements for the interment will be at the discretion of the Proper Officer.

8. Interments

- 8.1 All graves will be excavated by persons appointed by the Council.
- 8.2 No grave space shall be deepened after the first burial.
- 8.3 Coffins shall be made of wood or bio-degradable materials.

9. Removal of Remains

No buried human remains may be removed or disturbed, including relocating coffins in the same grave without a licence from the appropriate Secretary of State.

10. Conduct

- 10.1 No person shall do anything likely to cause offence to other persons lawfully using the Cemetery.
- 10.2 All visitors shall keep to the paths walks where possible and shall conduct themselves in a quiet and orderly manner. No person shall commit a nuisance within the Cemetery.
- 10.3 Children under ten years of age will not be admitted unless accompanied by a responsible person.
- 10.4 Dogs are not permitted in any part of the Cemetery unless they are a guide dog for a person with sight or hearing impairments attending a funeral or a grave.
- 10.5 No person in the Cemetery shall smoke or be in possession of alcohol or any illegal substance.
- 10.6 No vehicle (except a vehicle in attendance upon a funeral or a grave) is allowed to enter the Cemetery unless the permission of the Council is first obtained. At all times a one way system will be in operation and any speed must not exceed five (5) miles per hour.
- 10.7 No band or music will be allowed to play in the Cemetery unless at a military funeral or by special consent of the Council.
- 10.8 Visitors or persons attending funerals shall not interrupt the Council's workmen or employees at their duties.
- 10.9 No person shall distribute any business card, advertisement or literature of any kind within the Cemetery.

- 10.10 No person shall leave any litter or refuse in any part of the Cemetery except in the trade refuse bins provided by the Council.
- 10.11 No person shall cut or interfere with any turf, trees, shrubs, plants, flowers or lawns within the Cemetery.

11. **Admission of Public**

The Cemetery will be open to the public for visiting daily as follows:

9.00 a.m. until 4.00 p.m. 01 October – 31 March
9.00 a.m. until 6.00 p.m. 01 April – 30 September

12. **Memorials**

- 12.1 Memorials may be erected on the concrete plinth at the head of a private grave subject to the permission of the Proper Officer being granted to an approved memorial mason. Approved memorial masons are those who have signed up to the Council's Memorial Registration Scheme.

The right to erect a memorial rests with the Exclusive Right Deed Holder, their successor in title or next of kin or executor, and will be for the unexpired portion of the Grant of Exclusive Right of Burial. An application must be made to the Proper Officer and approval received, before carrying out any work. The Council may remove memorials from a grave space or cremated remains plot when the period of the right of burial has expired.

No grave mound, kerbing or other surround will be permitted in any section of the Cemetery and private graves will be turfed at ground level as soon as possible after an interment.

- 12.2 Prior to the production of a new memorial, or an alteration to an existing one, an application shall be submitted to the Council by post or in person. The application shall be made on headed paper showing the name and address of the mason, consist of two drawings detailing the specifications and showing the dimensions and shape of the base and headstone and the text of any inscription. The Council will have five clear working days from the date of receipt to consider the application. On approval, a signed copy of the drawing will be returned to the applicant as a permit. If the mason commences work on the memorial prior to receiving the Council's permission it will be at their own risk.
- 12.3 All memorials shall be constructed of granite, marble, slate or other hard natural stone of durable and sound quality as approved by the Council, and shall have the number of the grave space cut conspicuously on the side of the memorial or the base. Trade inscriptions other than the supplier's or mason's name will not be permitted.
- 12.4 Only lawn type headstones may be erected on Adult or Child Graves. They must be fixed centrally to the grave space and abutting the inner edge of the concrete plinth edging kerb.

The headpiece shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze as part of the design or inscription and shall not exceed 90cm (36 inches) in height, 90cm (36 inches) in width or be less than 7.5cm (3 inches) in thickness.

The base must also be constructed of a single piece of stone.

The base of the memorial may be drilled to accommodate up to three (3) metal vases which do not protrude more than 2.5cm (1 inch) above the base.

The headpiece must be fixed to the base by the approved method complying with BS 8415.

The headpiece and base must be fixed to the concrete plinth by the approved method complying with BS 8415.

The overall height of the headpiece and base must not exceed 90cm (36 inches). The headpiece and base or any part thereof shall not protrude beyond the inner edge of the kerb (edging stone) and shall not be greater than 37.5cm (15 inches) in depth.

12.5 The text on any memorial shall be subject to the approval of the Council.

12.6 Only Desk Top style memorials may be positioned on Cremated Remains Plots. They must be fixed centrally to the Cremated Remains plot and abutting the inner edge of the concrete plinth edging kerb.

They shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze as part of the design or inscription and shall not exceed 22.5cm (9 inches) or be less than 5.0cm (2 inches) in height, 60cm (24 inches) in width.

The memorial or any part thereof shall not protrude beyond the inner edge of the kerb (edging stone) and shall not be greater than 45cm (18 inches) in depth. The memorial may be drilled to accommodate up to three (3) metal vases which do not protrude more than 2.5cm (1 inch) above the memorial.

12.7 Subject to the permission of the Proper Officer, photographs of the deceased may be affixed to memorials provided that such photographs are of an approved material and do not exceed an overall size of 10cm by 7.5cm (4 inches by 3 inches) and not exceed one per interment.

12.8 Memorials of metal, pottery, plastic, glass or fibre glass are forbidden and may be removed without notice.

12.9 All workmen employed, on behalf of the owner of the exclusive right of burial to erect any monument shall carry out their work strictly under the direction of the Council and shall:

(a) At the cost of the owner, fill up and level the ground, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work.

- (b) Perform the work during the normal opening hours of the Cemetery with a Council Officer in attendance.

13. **Execution of Works**

- 13.1 Works may not be commenced at the Cemetery until any fees payable to the Council have been paid and any required permission has been granted.
- 13.2 Stonemasons will only be admitted into the Cemetery to install, remove or alter a memorial after an application is made to the Council and permission is granted. The application must be made a minimum of five clear working days before the mason wishes to carry out the work. A mutually acceptable date and time for any work to be undertaken must be agreed between both parties. No application to fix a memorial can be made until the Council has agreed and returned to the mason the original memorial design application permit. A Council Officer or representative must be on site when the work is commenced. All refuse, surplus soil, rubbish and materials shall be removed at the completion of the work to the satisfaction of the Council. No works may be executed on Saturdays, Sundays or other public or bank holiday and any other day set apart by the Council as a holiday.
- 14. The removal and re-erection of a monument to facilitate the re-opening of a private grave or to level such grave shall be at the expense of the grave owner.
- 15. Any memorial removed from a grave to facilitate an interment shall be replaced as soon as possible, but in any case, no later than the first anniversary of the last interment.
- 16. Any unauthorised memorial shall be removed at the expense of the private grave owner.
- 17. Any memorial erected in the Cemetery remains the property and responsibility of the private grave owner. It remains in the Cemetery at the sole risk of the owner and must be kept in a good state of repair.
- 18. The Council shall not be held responsible for any damage or breakage which may occur to any memorial through any cause whatsoever.
- 19. Cut flowers and evergreens may be placed in approved vases prior to the placing of a memorial or for a period not exceeding 12 months from the date of interment.
- 20. No more than two vases per grave or cremated remains plot will be allowed. The vases must be made of stone or pottery and measure no more than 22.5cm (9 inches) high or wide. The Council will remove a vase made of any other material.

After a memorial is fixed no other vase, etc shall be placed on the grave or concrete plinth.

The Council reserves the right to remove flowers for maintenance purposes and to remove them permanently when they are withered.

No artificial flowers, ornaments, windmills, lanterns, wind chimes, balloons, solar lights are to be placed on or around the grave space or cremated remains plot or on the concrete plinth.

Temporary grave markers with nameplates may be installed for a period not exceeding 12 months or until a memorial is erected or the grave or cremated remains plot is lawned.

CHARGES

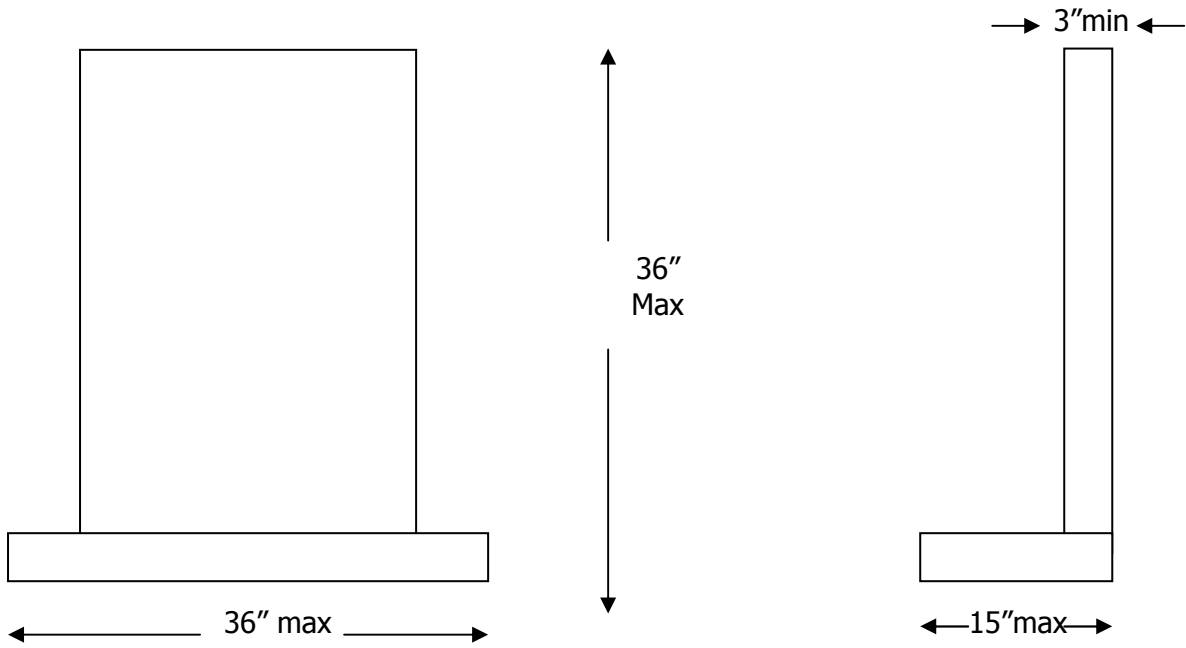
The charges fixed by the Council for the granting of various rights connected with the Cemetery are available by contacting The Council. All charges are payable at the Council Office.

The Council may from time to time make alterations to the Rules and Regulations and any Rights of Interment in a private grave will be subject to these Rules and any others that may be made by the Council as well as any present or future Statutory Regulations.

Any rules and regulations previously in force in respect of Burntwood Cemetery are hereby superseded.

BURNTWOOD CEMETERY MEMORIALS

BURIALS – LAWN TYPE



ASHES - DESKTOP

