

# **GAYDON PARISH COUNCIL**

## **Cemetery Fees** as of 1<sup>st</sup> April 2021

Set by a meeting of the Council on the 2<sup>nd</sup> March 2021

All graves within the cemetery are single graves in consecrated/ non-consecrated areas

Please note the below fees apply to Gaydon Parish residents only according to the eligibility criteria. Non-residents, at the discretion of the Council, will be at double rate.

### **Purchase of Exclusive rights**

Single plot        £170

Cremation Plot   £115

### **Interment**

Single grave of adult 18+   £170

Single grave age 6 -17       £70

Single grave 5 and under    Free

Cremated remains in own plot        £60

Cremated remains placed in existing grave   £60

### **MEMORIALS**

Please note that before choosing a Memorial Mason, the Council will only accept applications to install any memorial where the work is carried out according to BS8415 by a member of BRAMM (British Register of Memorial Masons) or similar organisation.

Single Headstone Adult   £150

   Child   £50

Cremation Plaque        £105

Vase                                £30

Further inscription on any memorial £50

Records search fee £10/search

THIS STATEMENT OF FEES IS PART OF THE POLICY DOCUMENT FOR GAYDON CEMETERY AND SHOULD BE READ IN CONJUNCTION WITH THAT DOCUMENT.

# GAYDON PARISH COUNCIL

## GAYDON CEMETERY

### POLICY DOCUMENT

1<sup>ST</sup> April 2021

Adopted at the meeting of the Council on the 2<sup>nd</sup> March 2021

Gaydon Cemetery, located on the Banbury Rd, is administered by Gaydon Parish Council, (GPC) under The Local Authorities Cemeteries Order 1977. The authorised officer for the Cemetery is the GPC Clerk, OR, if unavailable, any authorised Councillor.

**No work may be carried out in the Cemetery without a “Permit of Works” obtained from the Clerk, the exception being the Council Ground Maintenance Contractor.**

The cemetery is in a rural setting with vehicle access in designated areas, is mainly grassland and trees with an area allowed for natural growth of grassland subject to 1 annual cut. There is a gravelled pathway to the graves, and benches for quiet contemplation. The grass in all other areas is under a regular maintenance contract and kept to a reasonable length. The grass around the graves is kept to a reasonable length and has regular strimming/cuts.

#### ELIGIBILITY

Gaydon Cemetery is primarily for the residents of Gaydon and as such non-residents will need the permission of the Council, and the fees would be doubled. This is to reflect that as non-residents they have not contributed to the upkeep of the cemetery. A resident is a person who has been habitually living within the Parish OR can satisfy one of the following criteria.

1. Already own a Deed of Exclusive rights of burial.
2. Previously a resident of the Parish for a minimum of 15 years.
3. Were resident in the Parish until either:- they were admitted to hospital, entered residential care or sheltered accommodation, went to live with relatives or friends who are providing long term care for them owing to age or infirmity.

## BURIALS

Gaydon Cemetery do not employ a resident grave digger and arrangements must be made, usually by the Undertaker. The Council must receive a minimum of **72 hrs** advance notice of the request for a burial to take place. Permission is at the total discretion of the Council and will be given by the Clerk after consultation with the authorised Councillor(s).

If the deceased's Faith, or at the Coroners direction, a shorter time frame is required then the Council will look on this sympathetically and may authorise a fast-track approach.

A time/date will be agreed upon and the relevant party(s) must obtain a "Permit of Works" from the Clerk, giving a minimum of **48hrs** notice before the grave can be excavated. **Non-compliance may mean the cancellation of the burial at the Councils discretion.**

The "Permit" will identify the plot, which will be marked by the Clerk/authorised Councillor, and times/date agreed for the excavation. If the deceased has a Grant of Exclusive Rights, then this must be produced to the Clerk prior to a "Permit" being issued.

If the Grant cannot be produced, then there will be a £10 fee for a search of Cemetery records to establish the existence of an Exclusive Burial Right.

Location of the grave will be at the total discretion of the Council, except where an existing Grant is in place. The Council will take into consideration whether a burial in consecrated ground is requested and will make every effort to comply with that request.

After the burial, the area must be left clean and tidy. **All excess soil must be removed from the Cemetery, unless stated otherwise in the Permit.**

## EXCLUSIVE RIGHT OF BURIAL

The ownership of a Grant of Exclusive Right of Burial, not exceeding 100yrs, within a plot not only conveys certain rights upon the owner but also impose several requirements and responsibilities.

The following guidance notes briefly describe your rights and responsibilities. If you require clarification on any of the information provided, or you require any further information relating to cemetery matters, please do not hesitate to contact the Clerk or authorised Councillor. Who will be more than happy to assist you.

### Burial Rights

The grant is in the form of a written document (Grave Deed) which is issued by the council on payment of an appropriate fee. The grant conveys the right for a single burial only in the plot space. The period for which any rights apply is stated on the document. During this period, the person registered with the council as being the owner of the grant has the sole right to decide who may be interred within the grave. At the end of the stated period, unless the owner has renewed the grant, all rights cease to exist.

### **Please Note**

**The grant does not convey any ownership of the land itself, as this will remain in the ownership of Gaydon Parish Council.**

### Memorial Rights

The Exclusive Right of Burial does not have the right to have a memorial installed on the grave.

Grant owners are required to apply for permission if they wish to have a memorial erected upon a grave. This will be granted for a set period, which can be extended on application. Normally, the application will be completed and submitted to the Clerk, on behalf of the grant owner, by the funeral director or memorial stonemason contracted by the owner to carry out the work.

There are restrictions upon the design of a memorial, the material used in its construction and the method used for fixing (**must comply with BS8415**).

**Any memorial stonemason engaged to work in Gaydon Cemetery must be a member of BRAMM or equivalent organisation.** This will be detailed in the "Permit to Work"

In all cases the owner of the grant will be required to get permission for any inscription, any additional inscription, or any refurbishment works carried out to the memorial placed on the grave.

#### **PLEASE NOTE**

**Memorials placed upon graves which have not been authorised, do not comply with memorial regulations or where a memorial is considered to be a danger to other visitors, will be removed by the council.**

#### Assignment of Grant

At the time of interment or purchase, the grant will be registered with the council in the name of the person given on the application form. Where the original owner of the grave rights has died and the person holding the deed document has inherited the estate of the deceased, the possessor of the deed will need to prove legal entitlement to the grant for a transfer of ownership to be recognised by the council.

#### Maintenance of Grave Area

To ensure continual access and ease of maintenance of all grave areas, owners are permitted to place any memorials, flower containers etc. only on the memorial foundation area at the head of the grave.

In the period following an interment, the grave surface will be subject to settlement. The initial settlement lasts for 4 – 6 months. Once this initial settlement has taken place, the surface will be grassed over. Over future years the grave will continue to settle and may require re-instating from time to time, which will be carried out periodically by the council. (This does not apply to Headstones, see separate heading)

In old traditional areas of the cemetery there are some enclosed grave surfaces. It is the responsibility of the grant owner to arrange for these enclosed grave surfaces to be maintained. If no owner can be found and the council deems the areas either unsafe or untidy, then the council will take remedial action.

### Memorial Maintenance

Grant owners will need to arrange for their memorial supplier to install foundations/fixings suitable for the purpose of ensuring the future stability comparable with soil type and in line with BS8415. The memorial installer shall need to prove membership of BRAMM or equivalent to the council prior to work. Non-compliance will mean a permit to work will not be issued.

**ALL WORKS MUST HAVE A "PERMIT TO WORK" FROM THE CLERK BEFORE WORK CAN COMMENCE.**

Regular risk assessments will be carried out (at least every 5 years) and every memorial deemed unsafe by the council will have an advisement notice issued to the Grantee and/or affixed to the headstone. If considered high risk, the council will attempt to contact the grantee immediately and either make the memorial safe (ie. Lay down) or cordon off.

Any remedial work required will be at the expense of the grantee in consultation with the council. Where there is no grantee or Exclusive Right has expired then the council will take remedial action to make safe as they think fit, which may mean removal of the memorial.

# **GAYDON PARISH COUNCIL**

## **GAYDON CEMETERY**

### **RULES**

**1<sup>ST</sup> April 2021**

**Adopted at the meeting of the Council on the 2<sup>nd</sup> March 2021**

1. Except for the council ground maintenance contractor, no works may be carried out within the boundaries of the cemetery without a "Permit to Work" obtained from the Clerk
2. However, family members may maintain their own graves, except for work relating to the headstones/memorials, (with the exception of cleaning)
3. Once a burial plot has been grassed over, then any flowers/vases/planting must be kept to the site of the headstone/foundation. This is to enable free access for our contractor when grass cutting.
4. When looking to place new memorials, the Clerk must be consulted, and the council must approve the size and inscription of the memorial so that it fits in with the ambiance of the cemetery and the inscription would not cause upset to others. The council will treat all requests with compassion and understanding.
5. All memorial masons engaged to work in the cemetery must hold membership of an approved organisation, have sufficient insurance cover, and comply with the current BS8415 standards on the fixing of the memorial.
6. At completion of works, the council maintain the right to inspect, and if non-compliant, or damage caused in any way, the memorial mason must correct at their expense.
7. Memorials must be maintained by the grantee of the exclusive right at their own cost and maintained in a safe condition.
8. Any memorial failing a risk assessment will have a notice of improvement issued, by affixing to the memorial and where an owner is known by post to their last known address.
9. The notice of improvement will give a 10 -30 day compliance order, (depending on risk level). Within that time the grantee must have the memorial repaired to the current standard.
10. Failure to comply, or the memorial is considered to be of high risk, the council maintain the right to lay the memorial down. Any cost involved will be invoiced to the grantee.
11. If a memorial is found at risk and no grantee can be found then the council, at its own expense will, make the memorial safe by laying down.

12.If that is not sufficient to make safe then the council retain the right to remove the memorial.