



Carterton Town Council

Black Bourton Cemetery

Regulations

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1. Introduction

- 1.1. These regulations apply to the sections of Black Bourton Cemetery owned by Carterton Town Council.

2. Contact Details

- 2.1. All funeral bookings, general enquiries and comments regarding the Cemetery should be directed to:

Stella Catt, Admin Officer, Carterton Town Council, Town Hall, 19 Alvescot Road, Carterton, Oxon, OX18 3JL. Email: scatt@carterton-tc.gov.uk, Tel: 01993 842156

The offices are open from 09.30 to 16.30 Monday to Friday.

- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Cemetery

- 3.1. The Cemetery is open to visitors every day of the year and is accessed through the churchyard of St Mary's Church.
- 3.2. The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, rollerblades or similar are allowed in the cemetery. No consumption of alcohol or drugs may take place within the burial grounds, and anybody under the effects of such substances may be asked to leave.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the Cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 14 are welcome in the Cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the Cemetery.
- 3.5. Dogs are permitted in the Cemetery but must be kept on a lead. Dog owners must clean up after their dog and dispose of in the general waste bins provided.
- 3.6. Vehicles may be parked on the parking area outside the Cemetery entrance, but drivers should avoid parking so as to cause a nuisance to residents or other users. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst at the Cemetery.

4. General Regulations

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the Cemetery either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for interments or memorial works must be paid in full to the Council in advance.
- 4.4. The Council will publish a scale of fees and charges annually. Residents of the area will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of the area, or who lived in the area for over ten years and moved away for health or welfare reasons, such as moving into a care home, and in the case of a stillborn child when one of the parents is such an inhabitant. This applies to fees for interment and purchase of the Exclusive Right of Burial.
- 4.5. The Council must be notified of any change of address as soon as possible so that appropriate records can be updated.
- 4.6. These regulations are not exhaustive and where matters arise that are not specifically covered, the Council is authorised to make such decisions as it considers reasonable and necessary for the day to day management and control of the Cemetery. Should any difference or dispute arise as to the real intent, meaning or interpretation of these regulations, the decision of the Council shall be final. (move up with 4.6)
- 4.7. The Council reserves the right to amend these regulations from time to time and to deal with any circumstances or contingency not provided for in the regulations as necessary.

5. Graves

- 5.1. Graves are available in the cemetery, which consists of consecrated and unconsecrated sections. The selection of grave spaces shall be on a next in line basis and at the final discretion of the Council.
- 5.2. Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 50 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.

- 5.4. The Exclusive Right of Burial cannot be purchased in advance of need, ie graves cannot be pre-purchased or reserved, although the Council reserves the right to grant permission in exceptional circumstances. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the Council.
- 5.5. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.6. The types of graves available are Traditional Graves, Cremated Remains Graves and Children's Graves. Traditional Graves can accommodate full memorials, including kerbsets and ledgers, and can be planted over the length of the grave; Cremated Remains Graves are for the burial of cremated remains only; Children's Graves are reserved for the burial of children under 16.
- 5.7 All graves will be excavated and prepared for interment by the Funeral Director's appointed contractors only. No other person or company will be allowed to undertake any excavation within the cemetery, except with the express permission of the Town Clerk. The depth of each grave will be determined by the Funeral Directors' contractors in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.8 When a second burial takes place in an existing grave, the soil removed during grave digging will need to be temporarily stored immediately next to the grave being dug. Where this affects an adjacent grave, a tarpaulin or similar will be used to protect the grave. This is unavoidable and will be dealt with as quickly as possible.
- 5.9 Following an interment, the grave will be leveled by the Funeral Director's contractor. Any graves that appear sunken over time may be topped up by the contractor as necessary.

6. Coffins/Ashes Caskets

- 6.1. All bodies for interment are to be contained within a sealed container such as a coffin or ashes casket. Such containers are to bear the identity of the person contained therein. Coffins and ashes caskets for burial should be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo or cardboard whenever possible.

7. Booking of Interments

- 7.1. A provisional booking for a funeral should be made to the Council via the Funeral Director.
- 7.2. The provisional booking will be followed up by the submission of a completed Notice of Interment by the Funeral Director to the Council offices at least 48 working hours in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Interment form will act as confirmation of the provisional booking.

- 7.3. In respect of private graves, the deed of grant for the Exclusive Right of Burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.
- 7.4. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.
- 7.5. It is the responsibility of the Funeral Director to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.
- 7.6. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices prior to the funeral.
- 7.7. The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance.

8. Interments

- 8.1. Funerals will normally be permitted Monday to Friday 09.30 – 15.00 for most of the year, but up to 16.00 in the summer months (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times. Please contact the Town Clerk if a time outside of the permitted hours is required.
- 8.2. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 8.3. Any floral tributes from the funeral will be placed on top of the grave following backfilling and may remain in situ for up to three months before being cleared by Council staff (unless already removed by family).

9. Memorials

- 9.1. Headstones will be inspected for safety at regular intervals. Plot owners are responsible for making repairs where headstones have become loose. If owners cannot be contacted, the Council reserves the right to make headstones safe by laying them flat.
- 9.2. Headstones must be approved on an individual basis by the Council. White marble or white stone memorials are not allowed under a covenant on the land. Headstones in the shape of animals or toys are only allowed in the children's section of the cemetery.
- 9.3. Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.

- 9.4. Benches, trees or any other type of memorial must be approved by the Council before installation at the Cemetery.
- 9.5. Memorials other than those fixed by a BRAMM or NAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined other than through planting of suitable plants or the installation of proper kerbsets by a BRAMM or NAMM accredited memorial mason.
- 9.6. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 9.7. The maximum dimensions for memorials are as follows:

Graves - Headstone	Height 3'6 x Width 2'6 x Depth 12" (minimum of 3" thick)
Graves – Kerbset/Ledger	Height 3'6 x Width 3'0 x Length 7'0
Ashes Plots	Flat/sloping tablet – size varies depending on location
Family Ashes	Full size headstone and flat/sloping tablet for further inscriptions (as above)

- 9.8. All memorials shall bear the grave/plot number in good legible lettering not more than 12mm (½ inch) in height. The name of the mason without address may be inscribed on a memorial on the reverse of the headstone towards its base. On kerbsets, the grave number and mason's name should be inscribed on the right-hand side of the foot kerb - lettering to be a maximum of 12mm by 150mm (½ inch by 6 inches).
- 9.9. Graves may have one upright headstone and one flat or sloping tablet for further inscriptions.

10. Care of Graves and Memorials

- 10.1. All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of six months from the date of the letter to affect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.

- 10.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site. Dead flowers, grass clippings and other forms of vegetation must be removed and placed in the appropriate bins provided. Faded silk flowers should also be removed. All rubbish must be placed in the correct bin.
- 10.3. All flower holders or other items left on graves should preferably be made of non-breakable material. Any items left on graves are at the owner's risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site.
- 10.4. Due to the rural location, rabbits and other wildlife have been seen in the Cemetery and therefore any planting on graves is at risk of damage.
- 10.5. No trees or shrubs may be planted on graves. Only suitable planting such as annual bedding will be permitted on graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.
- 10.6. Plot owners are asked to maintain their plot in such a way as not to encroach on neighbouring plots or to interfere with the maintenance of the burial ground. The Council reserves the right to require plot owners to tidy graves when necessary. If owners cannot be traced, the Council will arrange for plots to be cleared.

April 2021