

TRIMDON PARISH COUNCIL

Cemetery Information and Regulations

Funeral Directors



Contents	Page
Terms and Expressions used in the Regulations	3
Arrangements for Burials	3
Rights of Burial	4
Times of Funerals	5
Certificates of Burial	5
Coffins	5
Graves	6
Cremated Remains	6
Memorials and Headstones	6
Memorial Safety	7
National Association of Memorial Masons (NAMM)	7
Flowers and Wreaths	7
Kerb Surrounds	7
Municipal Burials	8
Register of Information	8
Wills and Testaments	8
General Cemetery Regulations	8
Contacts for the Bereaved	9

Trimdon Parish Council Cemetery Information and Regulations

Durham County Council's Cemetery Policy is regulated by Article 3 of the Local Authorities Cemeteries Order 1977 (LACO) amended by the Local Authorities' Cemeteries (Amendment) Order 1986 and any further regulations made from time to time by the Secretary of State.

Although these regulations are a necessary requirement for the management of Trimdon Parish Council Cemetery, every effort has been made to avoid restricting the rights and choices of the individual. When preparing these regulations the rights of the individual and the need to ensure that the grounds are safe and tidy have both been taken into consideration (Health and Safety at Work Act 1974).

These rules and regulations are to be observed in Trimdon Parish Council Cemetery. The Parish Clerk and Cemetery Supervisor have the authority to act on behalf of the Council. Anyone visiting the Cemetery should respect these rules and regulations. The Council reserves the right to amend any of the Cemetery rules and regulations or fees and charges at any time.

Terms and Expressions Used in the Regulations

'The Council' means Trimdon Parish Council.

'The Cemetery' means Trimdon Parish Council Cemetery located at Trimdon Grange.

'The Manager' means the Parish Clerk and includes anyone authorised to act on their behalf.

'Burial' means interment of human remains or cremated human remains, the interment of the bodies of still-born children or their cremated remains.

'Grave' means the burial place formed in the ground by excavation and without any internal wall, or brickwork, or stonework or any other artificial lining.

'Grant' means a Grant of the Exclusive Right of Burial whether by deed or otherwise.

'Memorial' includes any monument, tablet, head, foot or flat stone and any other construction or thing for remembering the dead, or marking a place of interment.

Arrangements for Burials

Requests for burials should be made in writing using Trimdon Parish Council's Notice of Interment Form, a copy of which is available from the Parish Council.

48 hours' notice needs to be given for a grave (exclusive of Saturdays, Sundays, Good Friday, Christmas Day and bank holidays).

If notice of burial is given by telephone then a signed copy of the Notice must be received by the Cemetery Supervisor before 12 noon on the day prior to the funeral.

All telephone instructions should be followed up in writing, otherwise the Council cannot accept responsibility for any misunderstandings.

Please note that the Council may not always be in a position to accommodate the requested time or date.

24 hours notice will be needed if any changes are to be made to the time and date of a burial that has already been arranged.

Anyone requesting a burial will need to contact a Minister or whoever is carrying out the funeral to make the necessary arrangements. They will also need to inform them of the day, date and time of the funeral.

All fees and charges due to the Council should be paid to the Cemetery Supervisor. Cheques should be payable to Trimdon Parish Council. Visit www.trimdonparishcouncil.gov.uk for more information about the associated costs of funeral services.

Rights of Burial

All grave rights are purchased for a period of 99 years. An extension can be purchased at any time.

The right of burial is given in the form of a Deed. Please note that a right of burial in that plot is purchased, not the land itself, ownership of which remains with the Council.

The burial rights are subject to the Council's Cemetery Rules and Regulations.

When the registered owner of a 'right' of burial dies, the person organising the burial must provide satisfactory proof of title. At the time of arranging the funeral of the current Deed holder, it is recommended that the Deed be transferred to another family member to assist with the smooth organisation of future burials.

Anyone intending to purchase the exclusive right of burial in a grave space will be allocated the next available plot. Purchase is subject to:

- The approval of the Parish Council.
- The payment of the sum or sums specified by the Council. Visit www.trimdonparishcouncil.gov.uk for more information about the associated costs of funeral services.
- Any further regulations made by the Council.

Times of Funerals

Burials are not normally carried out on Sundays, Good Friday, Christmas Day or public holidays without the permission of Trimdon Parish Council.

The time arranged for a burial is when the cortege arrives at the graveside and it is requested that this time be strictly adhered to in order to prevent inconvenience and one funeral interfering with another. In the event of a funeral arriving late the Funeral Director or person in charge of the funeral must wait as and where directed by the Council. The funeral will proceed as soon as possible under the instructions of the Council.

Certificates of Burial

The relevant Registrar's Certificate for Burial of the person to be buried must be delivered to staff on the day of the burial.

Certificates required:

- Coroner's Order of Burial in cases where an inquest has been held
- Certificate of Cremation for the interment of cremated remains
- Certificate of the Registrar or Births and Deaths for a still born child
- Certificate given by a doctor or midwife for the burial of foetal remains

No interment will be allowed to take place until the relevant certificate has been received.

In the unlikely event that the certificate for burial or cremation has been forgotten then the burial can still take place if a Form 18 is completed by the Funeral Director and the disposal certificate is delivered as soon as possible following the burial.

Coffins

All coffins must bear a nameplate of the deceased on the lid.

Funeral Directors are reminded that they are responsible for the health and safety of everyone involved in the burial. The handling of coffins should have been risk assessed *in accordance with the Manual Handlings Operations 1992*. In particular, Funeral Directors must provide enough bearers to safely carry the coffin or casket from the hearse to the grave and also to lower.

Only coffins of wood or other approved materials may be used.

The removal of any part or parts of a coffin or casket from the Cemetery after burial will not be permitted except for lawful purposes.

Graves

It is the responsibility of the Funeral Director to discuss with the bereaved exactly what type of grave they require and advise the bereaved of the Council's options with regards to choice.

All graves should be dug to single depth.

The digging of all graves will be carried out by workmen appointed by the Council and under the direction of the Council's Parish Clerk.

Cremated Remains

Cremated remains cannot be scattered in the Cemetery even if exclusive rights of burial have been granted.

If you wish to bury cremated remains, you will need permission from the Council. Cremated remains need to be in a biodegradable urn or casket.

Full size grave plots may be used for up to eight interments of cremated remains.

Memorials and Headstones

Memorials and Headstones can be made of:

- Natural granite
- Marble
- Sandstone
- Slate
- Limestone
- Other material approved by Trimdon Parish Council

Memorials may only be placed on a grave space for which the exclusive 'right' of burial has been purchased.

All memorials erected are the sole responsibility of the owner of the grave or their successor in title. They are responsible for the safety and upkeep of the memorial including any repairs needed caused by vandalism, storm, wind, lightning, cracking or subsidence of footings.

A memorial can only be fitted after a minimum of 12 weeks following a burial (unless memorial beams have been installed). This period allows for the ground to settle.

Before any memorials or headstones are erected or works undertaken to any existing memorial, an application must be submitted for approval to the Council.

If any works are carried out without prior approval then the Council may remove the headstone or memorial without notice. This will be at the expense of the owner.

Anyone carrying out works without approval or prior notice may be excluded from further works.

Memorial Safety

The Council will check the safety of memorials on an annual basis.

If a memorial is found to be unsafe, the Council will contact the family accordingly and, if necessary, take temporary action to prevent any injury to staff and other users of the Cemetery. If the Council is unable to contact the owner they may display a public notice in the Cemetery and in local newspapers over two consecutive weeks.

It is the owner's responsibility to ensure that memorials are kept in good repair at their own expense. If a memorial becomes unsafe, the Council may contact the registered owner (or representative) advising that repairs are required.

If the owner does not make the repairs within six months after the issue of a notice, the Council may pocket the memorial or make it safe.

In the event of a memorial being in a dangerous condition, immediate action will be taken by the Council.

National Association of Memorial Masons (NAMM)

All new memorials and cemetery fixtures must be undertaken by suitably qualified memorial masons and erected in accordance with BS8415 and the National Association of Memorial Mason's (NAMM) Code of Practice current at the time of installation.

The Council must mark all graves prior to installation.

All memorial mason companies that work in the Cemetery must be registered with the British Register of Accredited Memorial Masons (BRAMM). At least one member of the fixing team should possess a relevant fixer's licence i.e. City & Guilds, National Vocational Qualification or BRAMM.

Flowers and Wreaths

Flowers and wreaths may be placed on the grave on the day of the funeral. They may be removed by Cemetery staff two weeks after the funeral or earlier if they start to decay.

Wreaths placed on graves at other times may be removed at the discretion of the Cemetery staff.

Kerb Surrounds

Kerb surrounds are not permitted in the Cemetery.

Municipal Burials

Under the provisions of the National Assistance Act 1948 and the Public Health (Control of Disease) Act 1948, the Council has a statutory duty to dispose of a deceased body if the person who has died has no assets or if there are no relatives who can make funeral arrangements. The deceased's wishes will be observed and if a burial is undertaken it will be in an unpurchased or public grave which will be determined by the Council. In this case no headstone can be erected.

If the denomination of the deceased can be ascertained, then a Minister of religion of non-denominational funeral celebrant will be provided to attend the burial.

Register of Information

A Register of Burials is available from the Parish Clerk. You may also view plans showing the locations of all graves. Please note that every effort will be made to provide information from the Council's records. However, where extensive staff time is involved, a charge may be due, notice of which will be given in advance of a search being carried out.

Wills and Testaments

When a person dies without a will the law says they are 'intestate' and their 'estate' is divided among members of the family under strict rules contained in the Administration of Estates Act after all bills are paid. It is always advisable to complete a will. This will ensure that, amongst other things, an executor or other person is nominated to take care of funeral arrangements.

General Cemetery Regulations

The cemetery will be open to the public each day from 8:00 am until 8:00 pm or dusk (whichever is the earlier).

Only cars and vehicles belonging to undertakers and mourners accompanying a funeral or people visiting a grave will be allowed in the Cemetery. Drivers of vehicles must not exceed 10mph.

Visitors are asked:

- Not to obstruct or interfere with employees of the Council in the execution of their duties or to interfere with any burial taking place in the Cemetery.
- Not to access any building or enclosures in the Cemetery, except on lawful business.
- Not to wilfully create any disturbance in the Cemetery or behave in a way that may be a nuisance to others.
- Not to enter or remain in the Cemetery after it has closed to the public. No person is permitted to be in the Cemetery outside of opening hours.
- To enter the Cemetery using the entrance provided.

- Not to pull or cut shrubs or flowers growing within the Cemetery or to interfere with any grave or memorial.
- Not to be under the influence of alcohol or illegal drugs.
- Not to gamble or play games or sports in the Cemetery.
- To keep to footpaths and driveways and generally to respect the Cemetery at all times.
- To keep dogs on a leash at all times. The visitor in control of the dog must remove any dog waste from the Cemetery, with the exception of a guide dog accompanying a blind person.
- Not to bury or scatter ashes of pets in the Cemetery.
- Not to play musical instruments, walkmans or similar sound systems in the Cemetery, without the consent of the Parish Clerk.
- Not to offer Council employees any gifts or gratuity.
- To ensure that no demonstrations of any kind are held in the Cemetery without the consent of the Parish Clerk.

The Council may close the Cemetery, or any part of it, to the public for such time as they may consider necessary.

Register Offices in County Durham

Details of the Register Offices in County Durham are available on the County Council website www.durham.gov.uk or by calling 03000 26 0000

Bereavement Helplines and Counselling Services

Cruse Bereavement Care (Bereavement Counselling)
www.crusebereavementcare.org.uk

Compassionate Friends (Support and Friendship by those Similarly Bereaved)
www.tcf.org.uk

Age UK
www.ageuk.org.uk

Foundation for the Study of Infant Deaths
www.fsid.org.uk

24 Hour Cot Death Helpline
 Telephone 01635 861 117

Stillborn & Neonatal Death Society (SANDS)
www.uk-sands.org

Child Death Helpline
www.childdeathhelpline.org.uk

The Natural Death Centre, London
www.naturaldeath.org.uk