

# RAUNDS TOWN COUNCIL

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**Regulations for the Management of**  
**Raunds Cemetery, London Road,**  
**Raunds**



# **Rules and Regulations** **Raunds Cemetery, London Road**

In exercise of their powers under article 18 of the Local Authorities Cemeteries Order 1977 made under Section 214(3) of the Local Government Act 1972, the Council of Raunds make the following Rules and Regulations for the proper management, regulation and control of the London Road Cemetery, Raunds.

These Rules and Regulations shall come into force on the 14 June 2016 and may be cited as "Raunds Town Council's Rules and Regulations, Raunds Cemetery, London Road, Raunds."

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## **INTERPRETATION**

In these Rules and Regulations, except so far as the context otherwise requires, the following expressions have the meanings hereby assigned to them, that is to say:-

- (a) "The Council" means Raunds Town Council
- (b) "The Cemetery" means the cemetery provided by the Council and situate at London Road, Raunds.
- (c) "Grave" means a burial place formed in the ground by excavation and without an internal wall of brickwork or stonework or any other artificial lining.
- (d) "Vault" includes underground burial places of every description except graves as interpreted aforesaid.
- (e) "The Clerk" means the Clerk of the Council for the time being.
- (f) "Supervisor" means the person for the time being appointed by the Council and under the control of the Clerk to be in charge of the Cemetery.
- (g) "Memorial" means any monument, tomb, gravestone, tablet, flatstone, headstone, kerbstone, border stone, rail, chain, palisade, vase or other memorial; and includes any monumental inscription placed thereon.

## 12. TABLE OF FEES

A current Table of Fees, Payments and Sum for any interment, exclusive right of burial, erection of a headstone/vase, or other matter may be seen at the Council Offices, The Hall, Raunds, NN9 6LT. These fees may be varied from time to time.

## 13. RECORDS

- 13.1 Plans showing the location of each grave are kept at the Council Offices, The Hall, Raunds, NN9 6LT.
- 13.2 Registers of Purchased Graves and Burials are maintained by the Clerk, Raunds Town Council, The Hall, Raunds, NN9 6LT.

## 1. ADMINISTRATION

- 1.1 Notice of any interment shall be given, on the prescribed form and signed by the person giving the same, to the Clerk, five working days prior to the time of the proposed interment (exclusive of Saturdays, Sundays and public holidays), except in cases of death from infectious disease or other interments required immediately upon medical or Coroner's certificates.
- 1.2 The scale of fees will be approved by the Council on a periodic basis and will be available from the Clerk.
- 1.3 All fees and charges due to the Council shall be paid to the Clerk at the time of giving notice of interment.
- 1.4 The Certificate of the Registrar of Deaths, or in cases when an inquest has been held the Certificate of the Coroner, shall be produced, and in cases of stillborn children, a Certificate from a Surgeon, or Registered or certified midwife will be required on the prescribed form. These certificates shall be handed to the Council's contractor before the interment takes place.
- 1.5 An interment of any person who is not an inhabitant or parishioner of Raunds will incur an additional cost as determined by the Council.

## 2. BURIAL DETAILS

- 2.1 The allocation of graves whether for ordinary interment or the purchase of exclusive right of burial will be subject to the approval of the Council and issued by the Clerk.
- 2.2 The office of the Clerk shall identify the burial plots on a plan of the appropriate section of the cemetery.
- 2.3 Cremated remains caskets can be placed in cremated remains plots or grave plots and exclusive rights of burial must be purchased at the appropriate fee.
- 2.4 The Clerk shall arrange for the Council's contractor to excavate and fill the grave.
- 2.5 The size of the plots shall be as follows:-

Burial plot	8ft x 4ft	(240cm x 120cm)
Double depth	6ft 6" deep	(200cm)
Single depth grave	6ft deep	(180cm)
Cremated remains plot	2ft x 2ft	(60 cm x 60 cm)
Depth	2ft deep	(60cm)

Re-open grave	4ft 5"	(135cm (this is dependant on previous burial depth).
Childs grave	4ft 5"	(135cm)

- 2.6 All graves shall be dug so that all parts of the coffin shall be at least one metre below ground level.
- 2.7 All graves are to be dug by the contractors authorised by the Council.
- 2.8 If more than one coffin is to be buried in a double depth grave then coffins must be separated by a layer of at least 20cms (8ins) of earth. No grave is to be deepened after the first interment.
- 2.9 No grave shall be dug without the authority of the Council.
- 2.10 Vaults and bricked lined graves will not be permitted.
- 2.11 Only wooden coffins shall be used.

### 3. MEMORIALS

- 3.1 Memorials shall only be allowed where exclusive rights of burial have been purchased.
- 3.2 All memorials and inscriptions and the erection thereof shall be to the prior approval of the Council. The format shall be submitted in duplicate together with the appropriate fee to the Clerk on a form obtainable from the stonemason or the Clerk before permission is granted.
- 3.3 Each grave shall be allowed a simple headstone and/or kerb set which shall conform to the following dimensions and materials: The headstone may stand on a small base of similar material, which can incorporate a removable vase. Kerb sets are permitted onto grave at the discretion of the Town Council and must be applied for in duplicate.

- 9.3 The Council reserves the right to review annually and make any necessary alterations the tables of fees and charges.
- 9.4 These regulations are drawn up by the Council for the proper conduct and operation of the cemetery. Any variation or alteration to these regulations and procedures may only be made with the express agreement of the Council.
- 9.5 The decision of the Council will be final in all cases.

### 10. CONDUCT AND MANAGEMENT

- 10.1 No animals shall be allowed in the cemetery with the exception of assistance dogs.
- 10.2 Children under twelve years of age shall not be admitted except under the care of an adult.
- 10.3 Visitors to the cemetery shall keep to the walks except when visiting a particular grave and shall observe proper decorum in all respects.
- 10.4 All persons entering the cemetery shall conform in all respects to these Regulations.
- 10.5 The sale of goods, plants or articles and the soliciting of orders within the cemetery for the erection or repair of monuments or memorials is strictly forbidden.
- 10.6 No smoking is permitted in the vicinity of the grave whilst a funeral service is in progress.
- 10.7 Use of bicycles, skateboards, roller blades and the like of the playing of any games within the cemetery is strictly prohibited.
- 10.8 No vehicle other than hearses or vehicles authorised by the Council in respect of grave digging, maintenance, repair or improvement works shall be permitted in the cemetery.

### 11. VARIATION

The Council may at any time vary, alter, or revoke, any of the foregoing Rules and Regulations.

## 8. ADDITIONAL RULES AND REGULATIONS FOR THE LAWN CEMETERY

- 8.1 Raunds Town Councils will replace the soil and turf that was removed from the plot, after an interment.
- 8.2 Nothing whatsoever shall be placed or erected upon or about the grassed area of any grave.
- 8.3 On the day of the funeral, flowers and wreaths may be placed on the grave in which the burial takes place and remain there for seven days after which period the contractor shall remove them.
- 8.4 No memorial shall be placed or erected upon or about the unsown area of any grave except such headstones and vases as are permitted by regulation 8.6.
- 8.5 On each grave which has been purchased a memorial not exceeding 762 mm (2'6") in height above the immediately adjoining ground level and 533 mm (1'9") in width and 76 mm (3") in thickness and/or a vase not exceeding 12 inches (304 mm) in diameter and 12 inches (304 mm) in height (including the base or landing on which the vase may be placed) both of an approved material may be erected on the unsown area of the grave in a position and in the manner approved by the Council. A vase may be incorporated with the memorial provided that the total base area does not exceed the prescribed sizes.

## 9. RESPONSIBILITIES OF THE COUNCIL

- 9.1 The Council will be responsible for the proper running, administration and maintenance of the cemetery.
- 9.2 A Register of Burials, a Register of Purchased Graves and a Register of Graves will be kept by the Clerk. Searches, at the appropriate fee may be made by prior appointment.

Headstones shall not exceed:

2ft 6" in height	(79cm) (highest point – ground level)
1ft 9" in width	(58cm)
3" in thickness	(7.5cm)

Headstone base shall not exceed:

2ft 3" in width	(68.5cm)
1ft in depth	(30cm)
1ft 6" in depth in respect of a book headstone	

Kerb Set shall not exceed

2' 10" in width	(86cm) (space permitting)
6' 10" in length	(208cm) (space permitting)

Cremated Remains Headstone

2ft (60cm) in height x 2ft (60cm) in depth

Vase shall not exceed

1ft in diameter and 1ft in height

- 3.4 Each headstone shall contain the number of the grave at the rear of the base. The Mason's name may be discreetly displayed in a similar position. Raunds Town Council expects all new memorials to be fitted in compliance with BS8415.
- 3.5 All memorials admitted to the cemetery or permitted to be placed therein, shall remain at the sole risk of the owner, and the Council will not be responsible for any damage, breakage or injury that may occur.
- 3.6 No memorial or part of a memorial may be removed from the cemetery without the prior approval of the Council. Any memorial removed in the process of opening a grave shall be removed at the risk and expense of the person requiring the grave to be opened.
- 3.7 The Council reserve the right to remove or prevent the erection of any memorial or vase for which no permit has been issued.
- 3.8 Natural wreaths and flowers may be placed on the graves, but on the owner's responsibility and suitable receptacles for flowers may be permitted as long as properly in use. Dead or withered flowers shall be removed and placed in a receptacle provided for the purpose.
- 3.9 The Council will not be responsible for any accident to memorials occasioned by any cause.

#### **4. THE INTERMENT**

- 4.1 Arrangements for the attendance of a Minister of Religion (if required) shall be made by the relatives or the funeral director and the Council accepts no responsibility in connection therein.
- 4.2 The time arranged for an interment shall be the time at which the cortege is to arrive at the cemetery and shall be strictly adhered to.
- 4.3 Interments shall only take place between the hours of 9.30 a.m. – 3:30 p.m. Monday to Fridays during the months of March, April, May, June, July, August, September and October and between the hours of 9.30 a.m. – 2.30 p.m. Monday to Fridays during the months of November, December, January and February.
- 4.4 Within the boundaries of the Cemetery there is space for the hearse and one other car from the cortege. Other vehicles may park in the adjacent lay-by and road.

#### **5. EXCLUSIVE RIGHTS OF BURIAL**

- 5.1 The Council may grant the exclusive right of burial in any grave space or cremated remains space upon submission of any application form provided by the Council together with the appropriate fee to purchase such rights.
- 5.2 The purchase of the exclusive right of burial shall be for 30 years after which all rights shall revert to the Council.
- 5.3 Owners of exclusive rights of burial cannot transfer such rights to anyone without the consent of the Council.
- 5.4 No grave in respect of which the exclusive right of burial has been granted shall be opened without the consent in writing of the owner of the right of burial or his executor or agent.
- 5.5 Plots for the exclusive rights of burial shall be strictly issued on the basis of the next available.
- 5.6 A written record shall be kept of all plots for the exclusive right of burial and a certificate issued by the Clerk as proof of this right.
- 5.7 The Council shall seek indemnity from the funeral directors, undertaker, or other interested party in respect of any burial or interment of cremated remains where original documentation cannot be produced to verify the rights being claimed.

#### **6. CREMATED REMAINS**

- 6.1 Cremated remains plots may be purchased.

- 6.2 Biodegradable receptacles shall be used for cremated remains.

- 6.3 All interments are subject to normal conditions.

- 6.4 The certificate for burial of ashes issued by the Registrar of the Crematorium shall be produced to the Council's contractor before the interment takes place.

- 6.5 Ashes may be scattered at the cemetery with the consent of the Clerk.

#### **7. MAINTENANCE OF GRAVES AND MEMORIALS**

- 7.1 The owner of the memorial, being the person who had it put up, and his successors in title, remain responsible for the memorial.
- 7.2 The owner of the memorial is liable for any injury if a person is injured by the unsafe condition of the gravestone if he does not prevent the stone from causing injury.
- 7.3 If the owner of the Burial Rights elects not to have a grave surface of turf, which would be maintained by the Council, the owner is responsible for the maintenance of the grave surface.
- 7.4 The Council has the power to put and keep in order any unkempt grave. The Council can require the family of the deceased to meet the costs.
- 7.5 After a reasonable time for the subsidence of the sub-soil following an interment the Council will arrange for the surface to be made up to the level of the adjoining ground.
- 7.6 All planting and cultivation on the surface of the grave spaces is subject to the approval of the Council, who reserve the right to prune, cut down, dig up, or remove any trees, shrubs or plants as they may consider necessary or desirable. Raised mounds over graves will not be permitted. No flowers, trees, shrubs or plants of any kind may be taken out of the cemetery.
- 7.7 The Council may undertake at any time, with reasonable notice, an inspection of the cemetery to identify potential dangers.
- 7.8 The Council will exercise its powers under the Local Authorities' Cemeteries Order 1977 to make safe any memorials or kerbs. The Council will follow the procedures specified in Schedule 3 to the Order.
- 7.9 Any memorials that appear likely to cause injury or damage at any moment will be cordoned off and warnings will be placed.
- 7.10 No headstone or kerb set shall be placed onto the grave prior to 6 months from the date of interment in respect of a burial and three months in respect of cremated remains.