

LLANDDERFEL COMMUNITY COUNCIL CEMETERY RULES

Introduction:

Llandderfel Community Council is responsible for three cemeteries:-

- (a) The New Cemetery, Llandderfel
- (b) St Mor & Deiniol Cemetery, Llanfor
- (c) St Mark Cemetery, Frongoch

The Cemetery Officer carries out all the administrative duties for the three cemeteries on behalf of the Community Council, and looks after the statutory records. The records can be viewed by arrangement. There will be a fee for providing copies. The Council keeps the right to review the rules and fees as necessary. The management of the Cemeteries is operated in accordance with the Local Government Act 1972 as well as any order provided by the Welsh Government.

The Cemetery Officer is:-

Mrs Bethan Jones, Hafod y Bryn, Cwmtirmynach, Bala, LL23 7ED. 01678 520 632

For the attention of the Deceased Family (or the Family through the Undertaker):

Arrangements prior to internment:

1. Notice shall be given to the Cemetery Officer at least three days before the internment (including the burial of ashes). Scattering of ashes is not allowed in the cemetery.
2. Burials are not allowed on Sundays or on a statutory holiday.
3. It is a requirement when a grave is re-opened (or in the case of opening a grave for the first time where the burial right has been pre-purchased), that the notice to the Cemetery Officer includes the written consent of the current holder of the burial right.
4. All appropriate fees should be paid to the Cemetery Officer (or the Undertaker) on submission of the Burial Notice, or with a request to place a memorial. The Council reserves the right to review fees as necessary.
 - 4.1 If the deceased dies within 5 years of leaving the community, the community fee will apply (this is also the case when the inevitable circumstances of illness have forced them to reside outside the community for more than five years).

4.2 A partner will be buried for the community fee - whichever place of their residence.

Plots and memorials:

1. Purchasing prior right of burial is not permitted; a grave must not be prepared unless it is required for use within three days.
2. No monument may be installed without the prior written consent of the Council / Officer.
3. Responsibility for the memorial falls on the representatives of the buried persons.
4. Owners of memorials are responsible for maintaining them in good condition.
 - 4.1 The Council will inspect the memorials annually and public notices will be placed on the cemetery gates and in the local newspaper if maintenance is required. Unless they are repaired within a specific time, the Council can take action to make the memorials safe (The right has been granted under the Local Authority Cemeteries Directive 1977).
 - 4.2 The Council may act immediately in the case of a memorial that it believes will create significant health and safety risk. This means acting without giving formal advance notice.
5. No digging is allowed in the environs of a grave and no planting is allowed. The Council reserves the right to remove and dispose any such plants.
6. Features are not allowed on the ground in front of a stone or monument (except for a child's grave). The Council reserves the right to remove and dispose any such features.
7. No herbicides should be used by the public within the boundaries of the cemetery.
8. Dogs are prohibited from the cemetery (except for guide dogs).

Funeral Directors, Stonemasons and Contractors:

Graves:

1. The grave opening works must comply with the Construction Regulations 1961 and 1966.
2. Every contractor who opens a grave is responsible for tidying up after themselves. If this is not done the Council can do the work and recover the costs from the contractor.
3. JCB excavator's and any machinery of similar size is prohibited within the cemeteries. Only mini-diggers are allowed.
4. Whilst a grave is open it must be sufficiently covered..

5. Every plot will measure 2.44 metre (8 foot) of length, 1.22 metre (4 foot) of width and 2.44 metre (8 foot) of depth, this is a new grave for 3 burials.
6. At least 0.6 meters (2ft) of soil must be allowed above the last part of the surface.
7. After filling the grave, the contractor is required to press the soil down every 6 inches by trampling the soil to try to reduce the impact of soil soil sinking and re-levelling costs. The grave will be covered by the contractor with suitable turf and leave it tidy. The contractor must move any remaining soil from the area to a designated site, and place the flowers and curtains tidy on the grave.
8. Anyone who opens or closes a grave will be responsible for any damage caused to a third party's property in carrying out the work.

Memorials

1. No memorial may be placed without formal approval by the Council.
2. The memorial must comply with the Council's policy regarding size, form and installation methods.

Memorial measurements should not exceed:-

Stone: 27 height x 21 width x 3 inches thick

Plinth: 3 height x 24 width x 12 inches thick

Total height off the ground: no more than 30 inches

3. Each new plot will be a lawn memorial. Curbs are not permitted or enforcements around the grave site
4. Memorials may not be repaired inside the cemetery (except to stone reset). All materials and memorial must be transported from the graveyard when preparing for a burial, ensuring that other graves or anything within the boundary of the cemetery are not damaged.

Health and safety

1. Due to different Legislatures Llandderfel Community Council exercises the ultimate duty of care. It therefore sets and implements a policy relating to its burial grounds that will refer to health and safety and the work done by undertakers regardless of who employs them.
2. Llandderfel Community Council must receive a risk assessment and a copy of a safe working method by the contractor or funeral director, and the Council must formally approve it in order to have the right to carry out grave opening works in the Council's cemeteries. It is expected that stonemasons follow the NAMM and BRAMM guidelines.

3. As part of this work, the Council will expect the contractor to use appropriate materials - in particular appropriate shoring equipment - to support the ground and prevent the grave collapsing when excavating, and to protect the health and safety of the contractor when doing his work, the mourners, the clergy, and the funeral director's staff during the burial service.
4. Llandderfel Community Council will also expect, annually, a copy of the funeral director's public liability insurance that applies to any work done in this Council's cemeteries.
5. During any period when the contractor / funeral director is not on site after the excavation has been carried out, a temporary barrier must be placed around the grave, or ensure that the grave is covered safely.
6. Members of the Council, occasionally, will monitor the work of Undertakers and those members are authorised to suspend the work if an Undertaker does not comply with this policy.
7. Llandderfel Community Council will inspect the memorials for public and employee safety. If a stone or memorial is loose, 28 days will be given for the safeguarding work to be carried out. If repairs are not carried out within the specified time or if there is a safety threat requiring an urgent response, Llandderfel Community Council will act immediately to make the site safe; this can mean that the stone is put rest down on the ground or moved.

Cemetery Officer
Llandderfel Community Council
Reviewed November 2018 *

* (Rules to be reviewed when necessary)