

# KEYNSHAM CEMETERY

## Rules and Regulations



**Rules and Regulations made by the Council for the Parish of Keynsham,  
amended on 17<sup>th</sup> February 2014 for the management, regulation and  
control of Keynsham Cemetery**

**15-17 Temple Street  
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# KEYNSHAM CEMETERY RULES AND REGULATIONS

Regulations made by KEYNSHAM TOWN COUNCIL for the management, regulation and control of the Keynsham Cemetery. Pursuant to the local Authorities Cemeteries Order (1977)(204) and Local Government Act 1972 sections 214(3) and 266(2) for the management of its Cemetery.

## INTERPRETATION OF TERMS

1. In the Regulations, unless the context otherwise requires, the following words and expressions shall have the meanings hereinafter respectively assigned to them, that is to say:-

"The Council" means the Keynsham Town Council

"The Cemetery" means the Cemetery provided by the Council, known as the Keynsham Cemetery and situated at Durley Hill, Keynsham and any extensions thereof.

"Town Clerk" shall mean the person for the time being holding the office of Town Clerk or their authorised representative

"Minister" shall mean any person officiating as such at an interment in the Cemetery

"Grave" means a burial place formed in the ground by excavation and without any internal wall of brickwork or stonework or any other artificial /lining.

"Grave Space" shall mean the area of land in which a grave has been or will be excavated

"Memorial" includes any gravestone, headstone, tomb, monument, cross, flatstone, kerbing, vase or other monumental work or any other erection erected, constructed, placed or laid (for the purpose of a Memorial) over or upon any grave space.

"Owner" means the owner of the Exclusive Right of Burial or their agent.

"Parishioner" means a person ordinarily resident in Keynsham for a period of at least 12 months and on the electoral register.

*In the case of an elderly person who has lived in Keynsham for 10 years prior to having to go into a Nursing Home or to be looked after by family outside of Keynsham, the In-Parish burial fee will apply.*

"Exclusive Rights of Burial" are those rights granted by the Council for a maximum of 50 years.

## GENERAL

### Hours of Admission

2. The Cemetery is open to the public weekdays and weekends.

An attendant is usually on duty at the Cemetery Monday-Friday 8.00 a.m. to 4.00 p.m. (3.30 p.m. on Fridays), or appointments can be made via the Town Council office).

### **Office Hours**

3. The Town Council Office is situated at the 15 – 17 Temple Street, Keynsham, and will be open on weekdays from 9.00 a.m. to 4.30 p.m. for the purpose of affording information, receiving applications, fees and charges for grave spaces and notices of interment, except on Saturdays and Sundays and such other days on which the office may be closed.

### **Cemetery Plan**

4. A plan showing the situation of the grave spaces is kept at the Town Council's Office and at the Cemetery and may be inspected, free of charge, by all interested persons.

### **Burial Registers**

5. A Register of Burials is kept by the Town Council in which the name and age of the person buried, the date of the burial and the grave number where buried is registered. Searches in this Register may be made and certified extracts obtained therefrom during office hours.

### **Notices of Interment etc.**

6. All notices of interment and applications for grave spaces and the erection and placing of memorials and inscriptions must be given or made in writing to the Cemetery Administrative Officer at the Town Council office, 15-17 Temple Street, Keynsham, Bristol during office hours 9.00 am to 4.30 pm and must be accompanied by payment of all fees and charges in respect thereof.

The Town Council accepts no liability for the consequences arising from the loss, or delay in delivery of any notice, order or other documents sent by post.

All notices of interment must be given on the printed form supplied by the Council, on which the particulars required must be clearly and completely stated. Responsibility for any error therein must rest with the person signing the notice.

When the exclusive right of burial for a grave etc. is purchased, the full name and address of the person to be registered as the owner thereof shall be supplied.

Notices of interment will be accepted if sent by post, but the Council will not be responsible for any loss or delay which may occur if such notices do not reach the Clerk's Office in time. Notices of interment will also be accepted by telephone provided immediate confirmation is made in writing, and payment of the prescribed fees and charges must be made before the interment takes place.

Notice of any interment must be received in the Town Council office as follows:-

For interments in graves, or vaults already built - 3 clear working days (exclusive of Saturdays, Sundays and Bank Holidays).

Interments at shorter notice will, when possible, be arranged in exceptional cases on payment of an additional charge.

Where a grave has to be re-opened the undertaker shall ensure that two clear working days shall elapse between the taking down of any monument and the day of the interment.

### **Hours of Interment**

7. The Cemetery will be open for interments from 10 a.m. to 3 p.m. Monday to Thursdays (1.00 pm on Fridays) but interments may take place at other reasonable hours subject to special arrangements being made with the Clerk and to the payment of an additional fee. No interments shall be allowed on Sundays or public holidays except on production of a special medical certificate. All funeral processions must be at the Cemetery within the time fixed, to prevent inconvenience, or one funeral interfering with another.

### **Certificates Required**

- 8.(a) The Certificate of the Registrar of Births and Deaths of the registration of death, or, in cases where a Coroner's Inquest has been held, the Coroner's Order must be produced at the time of interment to the Cemetery Attendant, as required by Section 1 of the Births and Deaths Registration Act, 1926, as amended by sections 11 and 24 of the Births and Deaths Registration Act 1953.
- (b) For the burial of a body of a stillborn child there will be required the certificate of the Registrar of Births and Deaths, or an Order of the Coroner, as required by Section 5 of the Births and Deaths Registration Act, 1926, as amended by section 11 of the Births and Deaths Registration Act, 1953.
- (c) A Disposal of Cremated Remains form is required for the interment of ashes. In the case of foetal remains a certificate must be received from an appropriate health professional to confirm the burial as being a foetus of less than 24 weeks gestation.

### **Consent of Owner for Interment in Private Grave**

9. No grave or vault, in which the exclusive right of burial has been purchased, shall be opened without the production of the deed of grant and the written consent of the owner (if required) or of his or her legal representative, PROVIDED ALWAYS that in cases where the deed of grant has been lost or mislaid, or where the consent of the owner cannot be conveniently obtained, the grave will be opened on the application of any person whom the Council shall consider entitled thereto on such person giving an indemnity to the Council.

### **Alteration of Arrangements**

10. If any alteration be made in the day or hour previously fixed for an interment to take place, notice thereof shall be given to the Cemetery Administrative Officer not later than 10 a.m. on the day of the interment.

Any additional expenses incurred by the Council as the result of such alteration of arrangements, shall be paid by the person making such alteration at the time of notification.

11. The Clerk or other officer in charge shall be entitled to fix the time of a funeral should another funeral already have been arranged for the hour desired.

### **Officiating Minister**

12. For all burial services the relatives of the deceased person must arrange their own Minister, or suitably qualified person.

### **Obstruction or employment of Cemetery Workmen**

13. No person shall wilfully impede, obstruct, disturb or interrupt any officer or workman of the Council in the proper discharge of his duties and shall not employ them to plant or maintain graves or to execute any private work whatsoever within the Cemetery.

### **Gratuities**

14. The Council forbid any gratuity being received by any of their servants. The receipt or demand of a gratuity, fee or unauthorised charge by any officer or servant of the Council will render such offender liable to immediate dismissal.

### **Complaints**

15. All complaints about the Cemetery staff should be made to the Town Clerk in writing and an appeal against any decision may also be made to the Town Clerk in writing.

### **Offences**

16. (a) No person shall -
  - (1) wilfully create any disturbance in the Cemetery;
  - (2) commit any nuisance in the Cemetery;
  - (3) wilfully interfere with any funeral taking place in the Cemetery;
  - (4) wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants or any such matter; or
  - (5) play any game or sport in the Cemetery.
- (b) No person not being an officer or servant of the Council or another person so authorised by or on behalf of the Council shall enter or remain in the Cemetery at any hour when it is closed to the public.
- (c) No person shall be permitted to enter or leave the Cemetery except by the proper entrance gates.

## **CONTROL OF FUNERALS**

### **Exhumation**

17. After interment, no body shall be removed from a grave without the production at the Town Council offices of the faculty or licence, in accordance with statutory requirements.

### **Funerals attended by large numbers**

18. In any case in which the burial is one at which a number of persons may be expected to assemble, the fact must be notified to the Cemetery Administrative Officer at least one clear day before the funeral, so that arrangements may be made accordingly.

## **GRAVE SPACES**

### **Burial Rights**

19. The Exclusive Right of Burial in a grave shall be for a period of 50 years.

NO pre-purchasing of grave spaces is allowed. The Cemetery Attendant will allocate the next available plot in the Lawn or Kerb Section of the New Extension. There are no plots left in any other areas of the Cemetery.

A grant of Exclusive Right of Burial shall be issued to the owner of the right and that person shall be registered in the Town Council's records of the Cemetery as the owner of the right.

Any transfer of a grant of Exclusive Right of Burial shall be registered in the Town Council's Cemetery records and application for the transfer shall be produced and accepted by the Town Council before the grave can be reopened.

### **Digging/Re-opening of Graves**

20. All graves shall be dug by the Town Council's grounds staff.

A single burial in new graves will be dug at 6ft.

If it is desired to re-open a grave, the grant of Exclusive Right of Burial shall be produced, or other authority of the owner for the opening shall be given in the form prescribed by the Town Clerk.

### **LAWN SECTIONS IN THE CEMETERY**

21. In designated Lawn Sections at the Cemetery the following conditions will apply:

The purchase of a grave space at Keynsham Cemetery shall be conditional upon the acceptance by the purchaser and his successors in title, of the principle of the treatment and maintenance of the grave area in the manner prescribed for a Lawn Section and the specifications relating to memorials and the regulations governing their erection thereon. This will include the use of mechanical mowers and other apparatus or treatment over the grass of the grave area.

With the exception of a 3ft. wide x 2ft. depth soil border at the head of the grave for planting and/or the erection of a memorial, no other memorial or flower receptacle or any other article or plant whatsoever shall be placed on or in the turf other than the memorial already referred to, as the remainder of the grave space will be turfed flat all over as a lawn.

Only plants with an anticipated height on maturity not exceeding 0.6 m (2') are permitted.

22. The Lawn Section of the Cemetery will be seeded and maintained by the Town Council to facilitate good maintenance. The selection of any grave space, whether for purchase of Exclusive Right of Burial or not, shall be subject to the approval of the Town Council and shall be consistent with the general plan.

The Town Council may remove any plants or shrubs which appear to be neglected and/or which extend beyond the edges of a grave space or which is not being cultivated in accordance with these regulations.

The Town Council will not remove any plants or turf over any grave space without sending at least 28 days in advance by post, notice in writing of its intention so to do, to the person named as responsible for maintaining the grave at the last known address of that person.

**Dimensions of Memorials in Lawn Section (not to be exceeded).**

23. All memorials shall consist of a Headstone with Base and shall be erected upon a reinforced concrete slab of approved construction which shall be of the following measurements:-

Reinforced concrete slab –

**Width – 3ft (91.5 cm); Depth – 2ft. (61cm); Thickness (not less than 2” (5cm)**

and which when placed in position to receive the memorial shall not protrude above ground level.

**Headstone - overall height (including 5 ins. base) (12.5cm) 3ft.3ins. (99 cm)**

**Thickness: 4” (10cm); width: 2ft. 6” (76cm)**

**Base - height: 5 ins. (12.5cm); depth: 12ins (30.5 cm); width: 2ft.10 ins (86 cms)**

24. The Headstone shall be securely fixed to the centre of the base so as to give a 4 ins (10 cms) clearance all round. The setting of memorials to be erected on graves in the lawn section section section will be by single rows and the line up shall be the rear face of the base.

**KERB SECTIONS IN THE CEMETERY**

**Dimensions of Memorials in Kerb Section (not to be exceeded).**

A flat stone not exceeding 6ft 6” x 3 ft.

A headstone or footstone not exceeding 4ft. 6” x 3 ft.

A kerbstone or border stones, enclosing a space not exceeding 6ft 6” x 3ft.

**(ii) Fixings**

All memorial fixings to be made to National Association of Memorial Masons (NAMM) specifications (attached).

**Interment of Caskets containing Ashes**

25. The interment in a grave of ashes within a casket or any other container must be the responsibility of the Funeral Director or Undertaker and in the event of relatives attending the interment of ashes in a grave, the Funeral Director or Undertaker must be responsible for the arrangements and carrying out the interment.

**Excavation of Graves**

26. All work in connection with the excavation and refilling of graves will be executed by persons approved by the Council. Where however the work of excavation and re-

filling involves the removal and replacement of a memorial such removal and replacement shall be carried out by the owner or by arrangement by the Council at the expense of the owner.

27. Where it is permitted to erect a memorial and such memorial comprises a headstone exceeding three feet in height above ground level, a foundation shall be provided consisting of brickwork, stonework or other such material forming a base at least nine inches in depth, eighteen inches width and three feet six inches in length. All work must be carried out by a registered Memorial Mason.

### **Size of Grave Spaces**

28. All grave spaces are approximately 8ft by 4ft and will be dug to such depth as the Council may think fit, but in no case will a grave be dug to a greater depth than the subsoil drains, or the nature of the ground will allow, and no grave will be allowed to be deepened after the first interment.

### **Transfer of Ownership**

29. On the transfer of ownership of a grave or vault (owing to death or otherwise) such transfer should be registered with the Clerk on payment of the prescribed fee and the deed of grant produced for endorsement (or new deed prepared).

### **Coffins etc.**

30. No body shall be buried in any unwallied grave within two feet of the ordinary level of the ground. A person shall not in the Cemetery cause a body to be buried in a grave in which an interment has already taken place unless the coffin containing the body is effectually separated from any other coffin already placed and remaining in the grave by means of a layer of earth not less than six inches in thickness.

Where, in the Cemetery, any grave in which an interment has already taken place is re-opened for the purpose of making another interment therein, a person shall not disturb any human remains interred therein or remove therefrom any soil which is offensive.

### **Maintenance of Graves**

31. In areas designated as Kerb Sections plants and flowers may be planted over any private grave and flowers only may be placed over any common or public grave. No trees or shrubs of any description may be planted over any grave without the consent of the Council being first obtained.

In areas designated as Lawn Sections with the exception of a 3ft wide x 2ft depth soil border at the head of the grave for planting and/or the erection of a headstone, no other memorial or flower receptacle or any other article or plant whatsoever shall be placed on or in the turf other than the memorial already referred to, as the remainder of the grave space will be seeded all over as a lawn.

The Town Council reserve the right to prune, cut down, dig up and remove any such trees, shrubs, plants or flowers at any time.

All grave spaces should be kept in a neat and orderly condition and the Council may carry out any necessary work should the owners neglect to do so. The cost of the



work shall be repaid to the Council and no grave or vault will be re-opened upon which any such cost remains unpaid.

### **Flowers, Vases, Flower Holders etc in Cemetery and Garden of Remembrance**

32. Flower holders, other than glass, of an ornamental character may be placed on a grave at the risk of the owner, but glass holders, jars, bottles or other unsightly articles will not be allowed. The groundsman shall be at liberty to remove from any grave any movable articles etc., which he considers should for any reason whatsoever be removed.

In the **Lawn Section** one vase only will be permitted to be placed on each grave and must be made of natural quarried material and must not exceed 12 inches (30.5 cm) in any dimension, such measurement to include any base upon which the vase may be placed.

In the **Garden of Remembrance**, flowers including artificial flowers are allowed to be placed in officially approved vases (granite, marble and natural quarried materials) and must not exceed 12 inches (30.5 cm) in height. **No glass or plastic vases are allowed.**

When any flowers show sign of deterioration they will be removed from the Garden of Remembrance so as not to detract from the general appearance of the Garden.

No toys, ornaments or other memorabilia are permitted in the Garden of Remembrance or in the new extension.

### **REGULATIONS AS TO MEMORIALS, ETC.**

#### **Form of Memorials**

33. No memorial other than a headstone will be permitted in those areas designated lawn sections.

#### **Design of Memorials**

34. All permitted memorials and all inscriptions are subject to the approval of the Town Council. Drawings of every memorial showing the form dimensions, accompanied by a specification on a form to be supplied by the Council and a copy of every intended inscription must be delivered to the Cemetery Administrative Officer for approval.

To allow adequate time for settlement, no memorial shall be installed until at least six months after interment in a grave space. A six month settlement period is not required following the interment of ashes. All memorials to have a visible number identifying the grave space.

All Headstones must be fitted to N.A.M.M. (National Association of Memorial Masons) standards.

After approval a permit will be issued by the Administrative Officer, and no memorial or inscription shall be allowed to be erected or placed within the Cemetery until the permit is issued and the prescribed fee paid.

Temporary Grave Markers may be erected. The Marker shall be firmly fixed and maintained by the owner of the Exclusive Right of Burial and the Town Council reserve the right to remove any Marker that becomes unstable or poorly maintained.

### **Owners responsible for Memorials**

35. All memorials of whatever description admitted to the Cemetery or permitted to be erected therein, shall be so erected and remain at the sole risk of the owner thereof, and the Council shall not be held responsible for any damage or breakage which may occur to the same through any cause whatever.

If a memorial has to be removed by Cemetery staff on the occasion of the opening of a nearby grave the owner of the grave will be contacted (if current records held) and the headstone will be replaced immediately after the burial has taken place.

### **Materials for and work on Memorials**

36. All permitted memorials must be of the best materials, and no stones will be admitted to the Cemetery which will not bear continued exposure.

All memorials must be completely worked before they are admitted to the Cemetery and no work of any kind thereon beyond that of fixing shall be allowed within the Cemetery, except the cutting of an inscription which cannot be made prior to the erection of such memorial within the Cemetery, and the Council reserve the right to exclude any memorials not executed in a workmanlike manner or that would in any way disfigure the Cemetery.

### **Erection of Memorials on Private Graves**

37. Memorials are only allowed to be erected upon graves or vaults in which the exclusive right of burial has been purchased.

### **Alteration of Memorials**

38. No memorial shall be altered or interfered with after it has been erected in the Cemetery according to the design submitted to and approved by the Council, nor shall any additional inscription be cut thereon without the consent of the Council notified in writing by Cemetery Administrative Officer.

A copy of every additional inscription must be submitted to the Council and the prescribed fees paid and the official permit obtained before the work is commenced.

### **Unauthorised Memorials**

39. The Council shall have power to remove, at the expense of the owner, any memorial which shall have been placed within the Cemetery without the necessary authority, and at the like expense to delete any unauthorised inscription appearing on any memorial within the Cemetery.

### **Removal of Memorials**

40. No memorials shall be removed from the Cemetery without the consent of the Council, and until all fees are paid in respect of such memorial.

### **Memorials to be kept in good repair**

41. All permitted memorials shall be kept in repair and good condition by the owner and in case of failure to do so the Council shall have the right to require the owner upon written notice forwarded to his last known place of abode to remove or replace forthwith any memorial which, in their opinion, has become unsafe, dilapidated or unsightly, and in the event of such notice not being complied with, the Council may thereupon remove any such memorial and recover the expenses thereof from the owner, except in the cases referred to in Schedule 3 to the Local Authorities' Cemeteries Order, 1977. The Council will regularly check the safety of Memorials.

### **Floral Tributes**

42. Dead or withered flowers must be promptly removed and placed in the receptacles provided for the purpose. Jars, tins, bottles and such articles are not permitted on any grave space and will be removed.

### **Outside Measurements of Areas to be Enclosed**

43. The outside area of a single grave space allowed to be enclosed by a memorial in the Cemetery shall be 6ft 6ins x 3ft on all spaces. In double grave spaces the outside dimensions shall be 6ft 6ins x 7ft.

### **Conveyance of Materials etc.**

44. If any damage is caused in the Cemetery by the bringing in of any materials for memorials, the person or persons causing such damage will be required to make good the same forthwith, to the satisfaction of the Council.

### **Fixing of Memorials**

45. Masons employed in fixing memorials will be required to remove all spare soil or other material and to leave the ground to the satisfaction of the Cemetery Attendant. They will be held responsible for any damage done by them or their workmen either to the grounds or to the memorials. Masons must provide their own tools, planks etc., required for fixing.

### **Mason's names of memorials**

46. A mason carrying out the work of erection may be permitted to have his name inscribed on any memorial. Any such inscription shall be cut on the back of the base of permitted memorials and in letters, the size of which shall not exceed half an inch.

### **Identification of Memorials**

47. Every permitted memorial shall have cut upon it the section or plot and the number(s) of the grave(s) over which it is erected.

### **Taking down Memorials**

48. The Council reserves the right temporarily to take down any permitted memorial without a permanent foundation which may be rendered unsafe or dangerous during the excavations of an adjoining grave.

**Iron Kerbing etc.**

- 49. No iron kerbing, rails, chains or palisades will be allowed to be erected within the Cemetery.

**Soliciting Orders Prohibited**

- 50. No mason or other person shall, within the Cemetery, be permitted by himself or by any agent, to solicit orders, exhibit designs, distribute business cards, ask of or attempt to obtain from any employee, either directly or indirectly, information as to grave owners.

**Marble or Other Chippings**

- 51. Where marble or other chippings constituting a permitted memorial, are used they must be laid upon a slate or stone bed sufficient soil being first carefully removed.

**Non-compliance with Memorial Regulations**

- 52. Any person offending against these Regulations may, be prohibited from entering or working within the Cemetery in any manner whatsoever, and for such period as the Council may in each instance from time to time determine.

**Amendment to Regulations**

- 53. The Council reserves the right to make alterations in the foregoing rules and regulations consistent with the appropriate Burial Acts, and all burial rights are sold, and memorials erected, subject to these rules and regulations and any others that may be made by the Council, and subject also to the present or future regulations issued or to be issued by the relevant Secretary of State or other duly authorised authority.

**Fees and Charges**

- 54. The Town Council shall review the fees and charges annually. Details are available from the Town Council office and on the Town Council's website [www.keynsham-tc.gov.uk](http://www.keynsham-tc.gov.uk)

The foregoing Regulations were adopted by Keynsham Town Council on 17<sup>th</sup> February 2014

Signed: .....

JO SWIFT, TOWN CLERK