

*Monk Hesleden
Parish Council*



*Rules of management for
Blackhall & Hesleden Cemeteries*

Monk Hesleden Parish Council
is responsible for
the running and maintenance
of two cemeteries:
Blackhall Cemetery
&
Hesleden Cemetery

Cemetery Information

All enquiries should, in the first instance, be addressed to the
Cemetery Supervisor, Mr Anthony Peace.

Telephone number 07956211518

OR

Monk Hesleden Parish Council

The Resource Centre

Blackhall

TS27 4EA

Telephone 0191 5184900

www.monkhesledenparishcouncil.gov.uk

Appendix 1

Service Fees from 1 September 2011 to 31 August 2012

Exclusive Rights of Burial	Resident	Non-resident
Single Plot	£80	£500
Burials		
Adult	£150	£250
Cremated Remains	£60	£120
Under 12 years	no fee	no fee
Memorials		
Headstones	£60	£90
Plaques/vases	£40	£70
Added Inscription	£20	£40

Saturday burials are subject to agreement.

A fixed fee of £50.00 is currently charged.

Grave Searches

Monk Hesleden Parish Council maintain the statutory burial records for both cemeteries, and receive many enquiries from members of the public wishing to locate the place of burial of their relatives.

If you wish to locate a member of your family, please contact either the Cemetery Supervisor or Monk Hesleden Parish Council .

A fee of £10 is charged to cover administration costs to a maximum of one hour, any additional cost required will be negotiated with the enquirer. The Register of Burials is available for families to make personal searches by appointment at the Council office.

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Flower Holders

Vases and flower holders may be placed on purchased graves without specific approval subject to the following conditions:

- The holder must be placed at the head of the grave so as not to impede grass cutting.
- The holder must not be made of glass or pottery.
- It must not be affixed to the grave or any memorial thereon.
- The holder is placed on the grave at the owners risk and the Council will not be liable in the event of its loss or damage however caused.
- Any vase or flower holder not complying with the Council's conditions will be treated as any other memorial for the purposes of the regulations.

It is suggested that the grave number is marked on the base of the flower holder so that if it is displaced it can be repositioned on the correct grave.

Renewal of Exclusive Right of Burial

When the period of exclusive right of burial expires, the next of kin should contact the Cemetery Supervisor if they wish to renew the exclusive right so that the appropriate application can be made.

The fee will be determined on the date of completion of the new right of burial.

Maintaining Memorials

Grave owners are responsible for maintaining and repairing any damage to memorials. Monk Hesleden Parish Council strongly advises that insurance cover is taken out to cover accidental damage or vandalism. Please contact a Stonemason who should be able to advise you about this matter.

Monk Hesleden Parish Council will exercise due care and attention whilst undertaking grounds maintenance in the cemeteries, they will however, not be held responsible for any damage to memorial, plaques or vases.

Memorials within the Cemeteries are constantly monitored for safety reasons. If a memorial is found to be in a dangerous condition, Monk Hesleden Parish Council will place a warning sticker on the memorial for notification.

If a memorial becomes dangerous or is damaged, Monk Hesleden Parish Council will try to contact the owner of the grave at the last known address. It is therefore important that you notify us of any change of address as soon as possible.

If the repairs are not carried out in a reasonable time, the Council may have to take one of the following courses of action:

1. Remove and store the memorial or,
2. Dismantle the memorial, lay the headstone flush with the ground or
3. Remove and dispose of the memorial, if it is beyond repair.

If the owner of the grave space cannot be traced, or after notice fails to repair the memorial, Monk Hesleden Parish Council may carry out necessary repairs to the memorial and may recover the cost thereof from the owner.

GENERAL REGULATIONS WHICH APPLY

Access Time

1. Cemetery Grounds will be opened to the public from 8.30 am until dusk.
2. The Council may temporarily close the whole or any part of the Cemetery Grounds as often as, in the opinion of the Council, such closure is desirable.

Conduct in the Cemetery

Whilst in the Cemetery all persons shall comply with any directions given by the Cemetery Supervisor or his staff.

- Children under 14 years of age will not be allowed in the Cemetery Grounds unless accompanied by an adult.
- Any person who wilfully destroys or damages or defaces any building or property in the Cemetery Grounds or causes disturbance or nuisance is liable to prosecution.
- No person shall enter or remain in the Cemetery when it is closed to the public.
- No dogs, except guide dogs, may be taken into or allowed to enter the Cemetery.
- No vehicles shall be allowed in the cemetery, excepting for funeral directors, contractors, stone masons. Disabled access will be given subject to reasonable request.

Any person who contravenes these regulations may be required to leave the Cemetery grounds and may be excluded from re-admission for such period as the Council may determine. In the case of Funeral Directors or Stonemasons the exclusion may extend to their employees in connection with any work or duty within the Cemetery.

Fees and Charges

All fees and charges must be paid in advance to the Cemetery Supervisor, except where special arrangements are made; a table of fees and services is located in appendix A.

Acceptance of Interment

The body of any deceased person will not be accepted for interment unless it is enclosed within a coffin, casket or container of a type and style approved by the Council.

The name of the deceased must be suitably inscribed on the coffin, casket or container.

A coffin, casket or container or any part thereof shall not be removed from the Cemetery after a body has been conveyed there for burial.

Cemetery Records

Plans of the Cemetery showing the various sections and individual grave spaces, together with the Burial Registers are available for inspection by contacting the Cemetery Supervisor.

No interment shall take place in any part of the Cemetery except in a space marked on the plans.

Burial Arrangements

At least two complete working days notice (not counting Saturdays, Sundays or public holidays) of any proposed interment must be given to the Cemetery Supervisor in writing on the form prescribed by the Council.

No burial will be allowed to take place unless the appropriate Registrar or Coroners' Disposal Certificate has first been given to the Cemetery Supervisor.

Memorial Specifications

All Stonemasons carrying out memorial work in the Council's Cemeteries must adhere to the code of working practice issued by the National Association of Memorial Masons.

Vaults, walled graves, flat stones are not permitted in the Cemetery.

All memorials must be constructed of the best natural quarried stone. Any other material, including artificial stone, is not permitted and may be removed by the Council.

No memorial or foundation will be permitted which exceeds:

- 3ft 6inches
- Is less than 3 inches thick
- The width of the grave

All memorials must be supported on such stone or other foundations as the Cemetery Supervisor considers necessary. All foundations shall be constructed to the satisfaction of the Cemetery Supervisor.

All headstones should be dowelled to the foundation slab and be supported on a minimum of 6 inches (150mm) of concrete.

The name of the Monumental Mason may be inscribed at the bottom left hand side of the memorial provided that the lettering is not more than 1/2 an inch (15mm) in height.

Kerbstones are permitted at the headstone but not more than 18 inches (450mm) out from the face of the headstone and not more than the width of the grave and must be laid to the satisfaction of the Cemetery Supervisor. Any other materials other than kerbstones (i.e. plastic or wooden fencing etc) are not permitted.

- A copy of the inscription to be placed on the memorial.
- If the inscription is in a language other than English, a translation in English verified and signed by a responsible person who speaks the other language.
- The appropriate fee.

At least two complete working days notice must be given to the Cemetery Supervisor before any monumental work is carried out.

Any memorial erected in contravention of these regulations may be removed and the cost of removal charged to the person who erected it. Monumental work will only be permitted during normal working hours and must be supervised by a Council employee.

Mats, boards and other suitable protective materials for grass, plants and other memorials must be used at all times whilst the works are undertaken. The site of the work shall be left in a clean and tidy state and all surplus materials and refuse must be removed at the end of each working day and immediately upon the completion of the works.

No memorial of part thereof shall be removed from the Cemetery except with the prior approval of the Cemetery Supervisor. Memorial Masons must be properly insured for any undertaking of work in a Cemetery.

The owner must keep any memorial erected on a grave in good order, repair and condition. When a monument falls into disrepair and the owner cannot be traced, or after notice fails to repair the memorial, the Council may carry out all necessary repairs and may recover the cost of such repairs from the owner. The Council may refuse to permit further interments in such a grave until the cost of carrying out the works has been paid.

In respect of burials in a public grave, the written consent of the nearest surviving relative of the deceased or the person legally responsible for the burial, to the burial taking place in such a grave must be submitted with the Notice of Interment.

Interments shall normally take place during the following hours:

Monday - Thursday	11.30am - 3.30pm
Friday	9.30am - 2.30pm
Saturday	9.00am - 12 noon

An additional fee will be payable for Saturday interments.

Interments at other times may be permitted at the discretion of the Cemetery Supervisor.

The person arranging the funeral must supply sufficient bearers to convey the coffin from the hearse to the graveside.

Where an Exclusive Right of Burial in a grave space has been purchased no grave will be opened for an interment, or the burial or the scattering of cremated remains without the written consent of the owner of the right. If the owner is deceased an indemnity in the form prescribed by the Council must be completed by the assignee of the right or the personal representative of the deceased.

Selection and Purchase of Graves

Whilst every effort is made to comply with a request, the selection of grave spaces is subject to the approval of the Cemetery Supervisor. The maximum number of graves which can be purchased is restricted to two, however the Council will give consideration to exceptional circumstances. The Council will sell the Exclusive Right of Burial of a grave in accordance with the scales of fees fixed by the Council.

A resident is a person who resides or has resided in the Parish of Monk Hesleden during the previous 12 months.

A member of the armed forces will be deemed a resident if their permanent address is within the Parish.

A person who was a resident in the Parish and has left for reasons of care will be deemed a resident

The Council reserves the right to require proof of residency for example a Council Tax Bill or Electoral Roll entry.

No purchaser of an Exclusive Right of Burial in a grave shall convey, assign or transfer such right without the written consent of the Council.

The Council may on request agree to the re-purchasing from the owner of an Exclusive Rights of Burial in respect of any grave space in which an interment has taken place, or where the remains have been removed and no cremated remains have been scattered thereon.

Upon repurchase by the Council a Deed of Surrender by the registered owner and the original Deed of Grant should be handed to the Council, the Council will pay the registered owner one half of the current price for that particular class.

Where a person is buried in a non-purchased grave no further interment other than a member of that person's family will be permitted in that grave for such period as the Council shall determine.

Works

All graves will be dug by a Council employee. The Council shall determine the depth of grave and only one adult body may be buried in any grave space.

Lawn Graves and Un-purchased Graves

The grave surface will be turfed flat with an area for the memorial to be erected (Please note that graves must be purchased for a memorial to be erected).

No earth mound will be permitted and no flowers, shrubs, plants or trees will be allowed. The turfed area must not be cut to format a flowerbed. The Council may remove without notice items, which have been placed on a grave in contravention of these regulations. The turfed area shall be maintained solely by the Council.

Permanent Memorials

All memorials and inscriptions are subject to the approval of the Cemetery Supervisor and no work shall be carried out before this approval is obtained. The following is required:

- No Memorial will be permitted until a period of six months following the Interment or at the discretion of the Cemetery Supervisor.
- An application on the prescribed form signed by the owner and the person who is to carry out the works.
- A drawing of the memorial showing its dimensions and foundations.