

Highworth



Town Council

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HIGHWORTH CEMETERY – RULES & REGULATIONS

1. In these rules and regulations, unless the context requires, the words:

“The Council” means “The Town Council of Highworth”.

“The Town Clerk” means the Clerk to the Council and any person appointed by the Council to act on his behalf.

“The Caretaker” means the “Groundsman” appointed by the Council to take care of the Cemetery.

The “Cemetery” means the Council Cemetery known as “Highworth Cemetery, Cricklade Road, Highworth”.

“Purchased Grave” means a grave space in respect of which an exclusive right of burial has been granted.

“Public Grave” means any grave wherein no exclusive right of burial has been granted.

2. Two clear days notice must be given to the Town Clerk for an interment in an earthen grave.

Such notices exclude Saturday, Sunday, Christmas Day and any other day set apart as a Bank Holiday or Special Public Holiday.

3. (i) Notice of interment will be accepted by telephone but must be confirmed on a printed form obtained from the Town Clerk.
(ii) Notice of interment shall be given to the Council Offices, Highworth between 9.00 am and 5.00 pm Monday to Thursday and 9.00 am to 1.00 pm on Fridays excluding Public Holidays, and all fees and charges shall then be paid.
(iii) The Council will not accept responsibility for the consequences arising from the loss or delay of any notice order or order document sent by post.
4. All fees and charges for interments must be paid prior to the funeral. All other fees must be paid in advance. The charge for interment in a public grave does not include any right of privilege other than the right to make a single interment in a grave selected by the Caretaker.
5. The Cemetery shall be open for interments Monday to Thursday 9.00am. to 3.00 pm. (winter closing 2.00 pm.), Fridays 9.00 am to 10.30 am (Burials) or 9.00am. to 11.00am. (Interment of Ashes). Excluding Public Holidays.
6. Interments are not permitted on any Saturday, Sunday, Good Friday, Christmas Bank Holiday, Special Public Holiday or Spring or Late Summer Holidays.
7. Funerals will be received in strict rotation according to the fixed time of commencement, and the time of a funeral which arrives late or is delayed in the cemetery will be re-arranged at the discretion of the Town Clerk.
8. The arrangement for any ceremonies of a special or unusual nature shall be subject to the prior approval in writing of the Town Clerk.
9. A certificate of disposal issued by a Registrar or Deputy Registrar of Births and Deaths or a Coroners Order for burial shall be delivered to the Town Clerk or his Deputy on arrival at the Cemetery. Any persons procuring a burial who fails to deliver such certificate or order shall be required to make a written declaration in the prescribed form in accordance with the Births and Deaths Registration Act 1926. A person failing to comply with these requirements shall be liable to prosecution. A certificate issued by the appropriate cremation authority will be required for the disposal of cremated remains.
10. (i) The person making funeral arrangements shall notify the Town Clerk in all cases where the deceased suffered from an infectious disease or was exposed to radiation.
(ii) If, in the interest of public health, the Town Clerk so decides and directs, a body shall be taken direct to the grave.

11. The conduct of any funeral in the cemetery shall be subject to the control and supervision of the Town Clerk.

12. The person arranging a burial shall be responsible for the attendance of a minister to officiate at the burial service.
13. A body shall not be accepted for interment unless it is enclosed in a coffin or container normally accepted by the Council and approved by the Town Clerk. Coffins shall be used in all graves and must bear a name plate establishing the identity of the body contained therein.
14. The sites of all graves will be determined by the Town Clerk.
15. A grant of exclusive right of burial in a purchased grave for a period of one hundred years will be issued to the purchaser and such person will be registered in the records of the cemetery as the owner of the right in that grave space. The full name and address of the purchaser must be supplied to the Town Clerk at the time of purchase.
16. A purchaser or owner for the time being of the exclusive right of burial in a grave shall not dispose of such right without the consent of the Council, and every transfer of such right shall be prepared by the Council at the expense of the applicant.
17. In the case of a purchased grave to be re-opened, the grant of right to burial must be produced, or other authority of the owner to open given, in the prescribed form.
18.
 - (i) No grave or grave space shall be raised above the level of the ground immediately adjoining the grave or grave space.
 - (ii) The owner of the grave space shall not set out and plant the grave space, but this prohibition shall not apply where permission was granted prior to the coming into operation of these regulations.
 - (iii) The Council reserve the right to cut back or remove any tree, plant or shrub or other form of decoration planted in or placed on any grave space.
 - (iv) The Council reserves the right to remove any unsightly plants or ornaments, be they artificial or not.
19. Shrubs, plants, flowers and wreaths must not be taken out of the cemetery without the consent of the Town Clerk.
20. No article placed upon a grave may be taken from the cemetery without the consent of the Town Clerk.
21. All dead flowers and wreaths, garden refuse and litter must be conveyed to the nearest waste disposal bin.
22.
 - (i) No memorial shall be erected or placed on a grave until the owner of the grave space has been granted permission to do so. Such permission shall not be granted until the requisite fees and charges have been paid. The period during which the permission applies shall coincide with the period of the right of burial and the two periods shall expire simultaneously. The Council shall require the removal of a memorial when the period of the grant of permission expires, unless the grant is renewed by the Council.
 - (ii) Application for permission to erect or place a memorial on a grave space shall be made to the Town Clerk accompanied by the requisite fee. Drawings and specifications of all memorials or alterations thereto and any inscription thereon shall be submitted at the time of application.
23. The purchase of a grave space in the new lawn section is conditional upon the acceptance by the purchaser of:-
 - (i) the principle of the maintenance of the grave area as a lawn-cemetery including the use of mechanical mowers and other apparatus or treatment over the grass of the grave areas. With the exception of a soil border at the memorial end of the grave for planting and /or the erection of a memorial, the remainder of the grave space will be turfed flat and will be maintained by mechanical apparatus or otherwise and
 - (ii) flowers and shrubs may be planted in the soil border at the memorial end of the grave space. Planting of flowers or shrubs in the remainder of the grave space is not permitted.
 - (iii) The Council reserves the right to operate its own maintenance programme which includes the right of the Council to remove dead flowers from graves where in the opinion of the Caretaker, they are unsightly. Wreathes and any other Christmas decorations will be removed by the Caretaker from graves after one month has elapsed from Christmas Day.
24. A vase placed on a grave space bearing an inscription together with the name of the deceased person shall be charged the same fee as that to erect a headstone.
25. Memorials, any vases and bases associated with them must be natural quarried material and all dowels shall be of copper or galvanised iron. Memorials may not be of wood, metal, concrete or synthetic material and shall not be painted.
26. Memorials and vases of natural quarried stone shall have the number of the grave space cut conspicuously thereon in a position approved by the Caretaker, the expense being borne by the applicant.

27. Memorials will be admitted into the cemetery during normal working hours on the production of a receipt showing that prescribed fees have been paid. Twenty four hours prior notice must be given to the Caretaker before fixing a memorial.
28. Applications for permission to place photographs on headstones must be made to the Town Clerk together with a copy of the intended photograph. Two photographs only are allowed on a headstone.
29. No hewing or dressing of memorials will be permitted within the cemetery and all materials shall be conveyed in such a manner as will avoid annoyance to persons or damage to the grounds and walks. Monumental masons must remove to a place directed by the Caretaker, all surplus earth, refuse and materials after fixing a memorial leaving everything in a clean and tidy condition.
30. All memorials shall be kept in repair by the owner and if not so kept may be repaired or removed by the Council at its discretion and at the expense of the owner.
31. Where it is necessary to remove a headstone or memorial on a purchased grave where such a grave is to be re-opened, arrangements shall be made with a monumental mason who shall remove it from the cemetery. The owner of the grave will be liable for the expense incurred, and will also be responsible for the replacement of the memorial at his/her own expense.
32. The Council will exercise proper care during maintenance operations, but will not accept responsibility for any damage which these operations may cause.
33. The permission of the Caretaker must be obtained before photographing a funeral procession or graveside proceedings in the cemetery. No photographing for commercial purposes may be carried out.
34. All vehicles and bicycles must be left near the entrance gates and whilst so left will be at the owners' risk. Visitors must keep to the drives and paths provided when visiting a grave and must refrain from touching shrubs, plants and flowers.
35. All dogs must remain on a lead at all times while within the Cemetery. Owners are responsible for picking up and disposing of any dog waste.
36. All persons visiting a cemetery must conduct themselves in a quiet and orderly manner and no inebriated person will be allowed within a cemetery. The playing of radios or other means of playing recorded sound is not permitted.
37. No person shall canvas or solicit 'orders' in a cemetery.
38. No person employed by the Council is allowed to receive a gratuity.
39. All persons entering the cemetery do so at their own risk and the Council will not accept any liability for any injuries or damage sustained by any person whatsoever.
40. A register of burials shall be kept by the Town Clerk at this office, where searches may be made and certified extracts obtained on payment of the prescribed fees.
41. No more than two grave spaces may be selected and purchased at one time without the consent of the Council.
42. The grave spaces in the Older Part of the Cemetery are to be restricted to the following sizes: Length from Headstone to foot of grave space 6 Feet, width 2 Feet 6 Inches and a maximum of 6 Inches beyond the Headstone. Planting of shrubs and flowers or the erection of any memorial outside these limits is not permitted..
43. Any Rules and Regulations previously in force in respect of the cemetery are hereby superseded. The Council may from time to time make alterations in the foregoing Rules and Regulations and any Right of interment in a grave will be subject to these Rules and Regulations and any others that may be made by the Council or any other Authority and subject also to any present or future statutory Regulations.



David Lane
Town Clerk
13 July 2020