



Buntingford Town Council

Layston Cemetery – Terms & Conditions

Layston Cemetery is located on the Causeway, Buntingford. The Cemetery is controlled and administered by Buntingford Town Council (“the Council”) under the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977.

All enquiries should be addressed to:

The Town Clerk
Buntingford Town Council
21 High Street
Buntingford
Herts
SG9 9AB

Tel: 01763 272222

Email: clerk@buntingford-tc.gov.uk

www.buntingford-tc.gov.uk

The Town Council offices are open as follows:

Monday to Thursday 9.00 am to 5.00pm, Friday 9.00 am to 1.00 pm or as indicated on the main door.

1) OPENING TIMES

- a) The Cemetery shall be open to the public as notified by the Town Council and displayed on the noticeboard at the Cemetery entrance.

2) CONDUCT OF VISITORS

- a) It is an offence while in the Cemetery to:
 - Wilfully create any disturbance
 - Commit any nuisance
 - Wilfully interfere with any interment taking place
 - Wilfully interfere with any plot or memorial, or any flowers or plants.

Any person who commits such an offence shall be liable on summary conviction to a fine not exceeding the limit as stated in the Local Authorities Cemetery Order 1977 as amended from time to time.

- b) Visitors must keep to the surfaced roads and paths except where there is a need to approach a particular plot and must behave in a quiet and orderly manner.
- c) Children under 12 years of age must be accompanied by a responsible adult.
- d) Dogs must be kept on a lead at all times whilst in the Cemetery. Any dog faeces must be picked up and disposed of in the dog bins provided on The Causeway.
- e) Litter must be placed in the bins provided.

- f) Canvassing or soliciting orders is not permitted in the Cemetery and no advertisements must be displayed without the prior approval of the Council.
- g) Council staff and contractors working in the Cemetery are not permitted to accept any gratuities from members of the public and none should be offered to them.
- h) Any person infringing these rules or otherwise causing disturbance to users of the Cemetery will be removed from the Cemetery and proceedings may be taken against them.
- i) The Council may take proceedings against any person found wilfully damaging or removing any memorial or inscription or any flowers, trees or shrubs in the Cemetery.

1) ADMISSION OF VEHICLES, CYCLES ETC.

- a) The Council reserves the right to exclude all vehicles (other than those attending funerals, delivery of memorials or carrying out work for the Council) from all parts of the Cemetery and notices will be displayed on the site to this effect indicating the restricted areas.
- b) All drivers must obey a 5mph speed limit whilst in the Cemetery and should avoid causing any disturbance to funerals. Vehicles must give way to pedestrians.
- c) Vehicles must only use surfaced roads, not footpaths within the Cemetery and must not drive on any grassed or unsurfaced area. All vehicles must be parked in such a way that other vehicles and pedestrians can pass alongside at all times.
- d) Riding of cycles, motorcycles, skateboards and other such equipment will not be allowed in the Cemetery.
- e) The Council will not be held responsible for any damage to vehicles or other property left within the Cemetery.

2) ENTITLEMENT TO BURIAL OR INTERMENT IN LAYSTON CEMETERY

- a) The Council administers the Cemetery in accordance with the Local Government Act 1972 and the Local Authorities Cemeteries order 1977. All burials or interments must comply with this and / or any successor legislation and, subject to this legislation, the following will be entitled to burial or interment in Layston Cemetery:
 - A person who was living in the Parish of Buntingford at the time of death or who resided in the Parish prior to moving to a Hospital, Hospice or Residential Care Home. **(Charge Band A).**
 - A person who was living in the Buntingford Neighbourhood Plan Area at the time of death or who resided in the BNPA prior to moving to a Hospital, Hospice or Residential Care Home . (BNPA = Parishes of Cottered, Hormead, Wyddial, Buckland & Chipping, Aspenden) **(Charge Band B).**
 - A previous resident, a person who lived within the Civil Parish for at least 5 years within 20 years prior to death, but not resident at the time of death **(Charge Band B).**
 - Non resident **(Charge Band C).**

3) REGISTER OF BURIALS AND INTERMENTS

- a) The Council maintains a Register of Interments and Dis-interments. These records are available for consultation at all reasonable times free of charge, or for any such fee as is prescribed under future legislation and adopted by the Council. The Council will, at its discretion, charge a fee for searches and for provision of certified copies of entries in the registers.

4) INTERMENTS

- a) Interments shall take place between the hours of 10 am and 3 pm Monday to Friday unless by special arrangement with the Council.
- b) An Exclusive Right of Burial must be purchased in respect of every plot allocated for an interment or cremated remains. The Exclusive Right of Burial will be sold subject to the payment of all fees relating to the current interment. Any subsequent interment will be subject to the fees in force at that time.
- c) Plots may not be purchased in advance. All burial plots will be selected by Buntingford Town Council, however any requests for a specific plot may be considered
- d) All earth graves shall be dug, excavated, opened and filled or covered by Council staff or others authorised by the Town Council.
- e) Only coffins or caskets of wood, wicker or other easily bio-degradable material will be allowed in an earth grave unless agreed otherwise by the Council.
- f) Coffins must comply with any conditions that may, from time to time, be required by the Council in special circumstances, particularly in relation to health and safety issues.
- g) Caskets in Aster Area (Family cremated remains plots) must be no larger than 30cm (11 ¾") long x 20cm (7 ¾") wide x 15cm (6") deep.
- h) A maximum of four cremated remains caskets / urns may be interred in Aster Area (Family cremated remains plots) in the Cemetery.
- i) A maximum of six cremated remains caskets may be interred in the Bluebell Area of the Cemetery.
- j) The Council reserves the right to restrict the number of interments in each plot.
- k) No coffin / container / shroud shall be accepted at the Cemetery unless the name of the deceased is clearly shown thereon.
- l) The identity shown on the coffin / container / shroud shall be verified at every interment.
- m) Only urns will be acceptable in Snowdrop Area (Single cremated remains plots).

5) NOTICE OF INTERMENT

- a) Notices of interment must be given to the Council office during opening hours and not less than three clear working days before the day of interment, except by special arrangement.
- b) The Notice of Interment must be on the form provided by the Council. Every notice must be properly completed and contain a statement of the full name, occupation or description of the person to be buried (or if a minor, the names of the parents or guardians), and the date of death, age at death, the day and hour of the proposed burial, the coffin size and material and the name of the person who it is proposed shall officiate. No order for an interment or purchase of a new plot will be accepted unless the name and address of the person(s) to be registered as the owner are supplied.
- c) The Registrar's Certificate for Burial or Cremation Certificate must be supplied to the Council prior to the burial.
- d) All fees must be paid upon giving Notice of Interment. The table of current fees is available from the Council.

6) MAINTENANCE OF PLOTS

- a) After a period of time reasonably sufficient for the natural subsidence of earth with which the grave has been filled, the Council will have the grave levelled and turfed or grassed over and maintained with the rest of the grassed areas in the Cemetery.

- b) No form of edging to plots shall be allowed.
- c) No form of covering to the tops of earth graves such as stone, concrete gravel or stone chippings will be permitted.
- d) A concrete raft base will be provided by the Council on all plots for full interment in order to facilitate the safe fixing of memorials. Memorials in the areas for cremated remains in parts of the Cemetery set aside for that purpose will be allowed but these memorials must comply with the councils recommended size and design. No additional planting of flowers, shrubs etc will be permitted around these plots. The exception to this is on the Family plots where a small memorial may be placed and the council may offer a standard rose, tree or shrub from a list of recommended plants. A charge will be made for this service but will include maintenance of the plant for its reasonable life.
- e) To avoid disturbance or annoyance to other visitors to the Cemetery, no bells, chimes or any other adornment shall be left on any interment plot or vegetation in the cemetery.
- f) The Council reserves the right to remove any faded flowers, wreaths, vases, bottles, tins or any object which, in its opinion, are objectionable or unsightly.
- g) If any item(s) on plots are contrary to these Rules and Regulations or likely to cause disturbance or annoyance to other visitors to the Cemetery, the Council will contact the registered owner and ask that they be removed within a reasonable period. Where the Council is of the opinion that the item(s) are potentially dangerous the item may be removed and stored and the registered owner will be advised accordingly and asked to collect or agree to the disposal of the item concerned. The registered owner will be responsible for repayment of any costs.

7) MEMORIALS - GENERAL

- a) All memorials in the Cemetery and inscriptions thereon are subject to the prior approval of the Council before erection. Applicants are advised that decisions will be taken primarily on the need to meet health and safety requirements and the Council will not approve the erection of potentially unstable memorials.
- b) Applications for memorials will only be accepted from the owner of the Exclusive Right of Burial. Transfer of Ownership must be completed if the owner of the Exclusive Right has died.
- c) Written agreement must be obtained from the Council that the submitted application or any amended application has been approved before any orders are placed for work to memorials. The Council will not entertain reimbursement of costs associated with a memorial for whatever reason.
- d) The Council will only accept Memorial Masons who undertake to work in accordance with the NAMM (National Association of Memorial Masons) Code of Practice or BRAMM (British Register of Accredited Memorial Masons) Code of Practice.
- e) Memorials can be erected on earth plots immediately after the date of interment as concrete rafts are supplied.
- f) Memorials can be erected on cremated remains plots immediately after the date of interment.
- g) Kerb stones and cover slabs are not permitted.
- h) All applications for approval of memorial design must be made to the Council and include:
 - Full details of the inscription and wording

- A drawing or image showing the shape, size, material and colour(s) of the memorial, including size and material of any vases and all details of fixings, in accordance with the NAMM or BRAMM Code of Practice.
 - No other adornments such as shrubs or trees, wooden fencing, concrete or other kerbing, wire fencing, windmills, raised or sunken footstones, solar lights, wind chimes, balloons, items made of pottery/tin/plastic/glass/brick or any other similar items as determined by the Council are allowed.
- i) For safety reasons only permanent vases or containers will be permitted and then only if incorporated in the memorial or the base thereof. In particular glass vases will not be permitted.
 - j) The registered owner of each plot will be responsible for repair, maintenance, cleaning and insurance of all memorials. The registered owner will also be responsible for the removal and replacement of all memorials, eg when a further burial or interment takes place in the plot.
 - k) Registered owners are advised that they may be held responsible for any injuries or damages caused by memorials, planting or other items placed on their plot, whether or not the Council has given approval.
 - l) If the Council is of the opinion that memorials are defective, dangerous or potentially unsafe then, subject to any legal requirements, such memorials will be made safe by appropriate means and the registered owner will be advised. The registered owner will be responsible for the repayment of any costs incurred.
 - m) The Council reserves the right to remove any memorials not authorised by the Council. Removed unauthorised memorials will be kept by the Council for 60 days for collection. If not collected within this time they will be disposed of.
 - n) All memorials must be securely and properly fixed in position with an approved concrete foundation which shall not protrude above ground level. All to be in accordance with the NAMM or BRAMM Code of Practice.
 - o) All plots are numbered in accordance with the plan of the Cemetery held by the Council and the number of the grave space must be cut into any memorial at the expense of the person erecting the memorial.
 - p) Memorials will be subject to periodic testing by the Council to ensure that they remain stable. Any memorial failing this test will be made safe temporarily and the owner contacted to arrange repairs. All repairs remain the responsibility of the owner.

8) MEMORIALS – SPECIFICATIONS AND DIMENSIONS

- a) Memorials must be of a hard natural stone or unpolished granite.
- b) Memorials on Full Interment Plots (Bluebell Area)

Memorials on Full Interment Plots shall be in the form of a headstone only and shall comply with the following measurements:

Height -	Minimum 610 mm (2ft) – Maximum 914 mm (3ft)
Width -	Minimum 381 mm (1ft 3”) – Maximum 762 mm (2ft 6”)
Thickness -	Minimum 76 mm (3”) – Maximum 102 mm (4”)

A base will be permitted to the headstone provided it is constructed of the same material as the headstone and with a width equal to the width of the headstone, a depth not exceeding 305 mm (1ft) from front to rear and a thickness of minimum 76 mm (3") and maximum 152 mm (6").

c) Memorials on Family Cremated Remains Plots (Aster Area)

Any memorial must be in the form of a single, flat stone, sloping stone or open book with maximum dimensions of bases 300 mm (1ft) x 300 mm (1ft) by 300mm (1ft) in height and placed, free standing, within the plot boundary. If a different design is required these will be considered on application.

d) Memorials on Single Cremated Remains Plots (Snowdrop Area)

Any Memorial must be in the form of a single, flat stone, sloping stone or open book with maximum dimensions of base, 200mm x 200mm x 150mm and placed, free standing, within the plot boundary. A "cube" style memorial will also be acceptable. If a different design is required these will be considered on application.

9) PLOT SIZES

- a) Plot sizes will be allocated according to the following dimensions:
- Full Interment Plots (Bluebell Area) – 2.74m (9ft) x 1.22m (4ft)
 - Cremated remains plots (Aster Area) – 900 mm (3ft 3") internal Diameter edged with Granite Sets and covered with Grey or Blue slate or Granite Chippings.
 - Cremated remains plots (Snowdrop Area) 200mm (8") in Diameter covered with Grey or Blue slate.

10) MEMORIAL BENCHES

Memorial benches may be purchased from and installed by the Town Council and will be of a Town Council approved design with suitably worded memorial plaque. Placed in a location agreed by the Town Council.

11) RESERVED RIGHTS OF THE COUNCIL

- a) Should any difference or dispute arise as to the real intent, meaning or interpretation of these Regulations or table of fees and charges, the decision of an authorised officer as the designated representative of the Council shall be final.
- b) The Council reserves the right to alter these Regulations or any part of them from time to time as they may see fit and make supplementary regulations to specific sections of the Cemetery.