

Mr Ricky Neave
Clerk to Uplyme Parish Council

Tel: 07413 947067



55 Shearwater Way
Seaton
Devon
EX12 2FT

Uplyme Parish Council – Uplyme Cemetery Regulations

1. The Clerk of Uplyme Parish Council as the Burial Authority will be open for contact from 10.00 a.m. to 16:00 p.m. from Monday to Thursday except on public and bank holidays when the office will be closed.
 2. The cemetery is open to the public at all times.
 3. Notices of intended interments are to be given in writing to the Clerk of the Council during office hours, not less than 48 hours in advance of the proposed date of interment excluding Saturdays, Sundays or public or bank holidays.
 4. Every such notice of interment must contain the following particulars relating to the deceased:-
(a) Name in full - **(b)** Permanent address prior to death - **(c)** Address at which death occurred - **(d)** Previous address in event of length of stay in district being less than one year - **(e)** Date of death (day of month and year) - **(f)** Age of person (if in years, at last birthday) - **(g)** Day and hour of intended interment - **(h)** Name and address of Celebrant - **(i)** Situation and type of grave required and, if exclusive rights are desired, full name and address of person to be registered owner - **(j)** Name and address of Funeral Director
- NOTE THAT ALL GRAVES FOR INTERMENTS ARE DOUBLE DEPTH. ASHES GRAVES ARE SINGLE DEPTH BUT EACH PLOT TAKES 2 CASKETS.
5. Information may be obtained from the Clerk during the usual office hours.
 6. All fees for burials are payable (preferably by BACS) before the notice of interment is given (On application) and the ground shall not be broken until such fees are paid. All other fees are to be paid before the work is commenced. No receipts will be valid unless duly signed by the Clerk or a member of Council. Please be aware that in addition to the fee charged for the Exclusive Right of Burial, an Interment Fee for opening and closing a grave is charged. The Interment Fee is charged every time that a grave is opened for an interment and the level of the fee depends on the depth to be opened and the scale of charges that applies at the time.
 7. No burial shall take place before 09.00 hrs. Or after 16.00 hrs. Interments are not permitted on a Sunday or on a bank or public holiday other than in exceptional circumstances and only with the approval of the Council (this may be liable for an extra charge).
 8. In all cases the grave space will be allocated by the Clerk or Council.
 9. A certificate of registration of the death, a certificate of cremation or, when an inquest has been held, the coroner's order for burial must be given to the Clerk before the interment. For the burial of a still-born child

a certificate from a qualified medical practitioner (if possible) or a certified midwife, or a coroner's order will be required.

10. Not more than two grave spaces may be purchased by one person without the special permission of the Council.

11. Grave spaces may be purchased at any time whether or not an immediate interment is intended.

12. All graves for the interment of bodies are to be dug and excavated by contractors employed by a Funeral Director or the Clerk. There are times when the Council will need to excavate the grave at the side or foot of the grave you have purchased, for other burials. Boards will be placed over the grave and it may be difficult for you to visit for a short period. Please be prepared for this eventuality and be assured that after the funeral, the grave will be cleared and the area left neat and tidy. Indeed, when a burial next occurs in the grave that you have exclusive rights for; the Council could be covering the adjacent graves and causing a similar problem for other grave owners.

13. The Clerk is responsible for the arrangement of excavating graves for interment of ashes (usually prepared by the Funeral Director) and the payment for this is included in the list of charges.

14. When more than one body is buried in a grave there shall be a layer of earth 12 inches in depth between each coffin and the minimum depth of soil between the upper surface of the second coffin, at least 36" below ground level. In the period following a burial the grave surface will naturally be subject to soil settlement. The initial settlement usually lasts for about six to nine months, during which time the surface will be topped-off by cemetery staff as required. Once the initial settlement has taken place, the surface will be grassed over. Over future years the grave naturally continues to settle and may require re-surfacing from time to time. This work is usually carried out in the late autumn or early winter, but Cemetery staff will be pleased to top-off / resurface a grave when requested by the Exclusive Right holder.

15. If a set of ashes is interred in a double depth interment grave in which a single interment has taken place they must be placed at the head of the grave to enable a second interment to take place if necessary. Any exception to this rule must be referred to the Clerk.

16. Wherever a burial has taken place in a grave over which no monument or stone is to be placed, the surface shall be covered with turf and all surplus soil must be removed to such a place as the Council or their officer shall direct.

17. All memorials together with all inscriptions thereon are to be subject to the approval of the Council and when erected to be kept in repair by and at the expense of the respective owners and if erected without such approval or if not repaired after reasonable notice may be removed by the Council. Uplyme Cemetery request that the standard of all memorials must be fixed to an acceptable level in accordance of the National Association of Memorial Masons (NAMM) regulations.

18. No memorial may be erected on a grave unless an exclusive right of burial has been purchased. No plaques will be permitted in the case of the scattering of ashes.

19. The owners must give notice to the Clerk and arrange for removal of all memorials on the re-opening of private graves and such portions of memorials as are not removed from the cemetery after an interment are

to be replaced by the owners on the grave on the next working day after the interment. In default, the Council or Contractor may do the work and charge the owners of the memorial in the respect thereof. The Council will not be responsible for any damage to memorials whether during removal, replacement or at any other time, through any cause other than their own negligence. Only workmen who have the required public liability insurance and associated insurance are allowed to carry out work in the cemetery.

20. All memorials must comply with the dimensions set out on the fee sheet current at the time of application. A drawing to scale in duplicate of every memorial and a statement as to the description of stone to be used, together with a copy in duplicate of the proposed inscription must be submitted for approval of the Council before erection. A Letter signed by the Clerk, or on his/her behalf, as evidence of such approval will be sent/handed to the person applying for such approval and the other will be retained by the Clerk who shall see that the memorial and inscription respectively are in accordance therewith.

Kerbstones are not permitted.

21. No memorial may be brought into or removed from the cemetery outside the usual hours when burial is permitted without special permission from the Clerk or Council.

22. All memorials must be completed outside the cemetery, except that inscriptions may be added in the cemetery with permission from the Clerk.

23. All work previously met with approval of the Clerk or Council member may give such directions as he/she may think fit to preserve all grass margins, flowers, shrubs and trees in the cemetery. In the case of a full burial there should be a minimum of 6 months before a headstone is reinstated to allow the ground to settle.

24. After the completion of the work all bricks, stones and other materials and spare soil and rubbish shall be moved and the grave with the adjoining ground left in neat and proper condition. Masons, tradesmen and others will be held responsible for all damage done to the cemetery or anything therein by themselves or their workmen.

25. All charges in respect of memorials, etc. must be paid on application before the work is commenced and the written form of authority issued by the Council must be produced to the cemetery Clerk on demand.

26. Masons and other tradesmen must not solicit orders within the cemetery.

27. No objects made from glass are permitted on graves.

28. No grave may be planted with plants of any kind in order to prevent roots from these infringing on adjacent graves or subsequent burials. No objects placed on the grass area. Tributes must be placed on the **base** of the headstone only. Tributes placed elsewhere are liable to be moved if they impede the work of the Groundsman/Clerk in keeping the Cemetery tidy. The surface of each plot will be turfed by the Burial Authority.

29. All refuse from floral tributes and trimming of graves shall at once be removed and deposited in the receptacle provided by the Council for that purpose.

30. Nothing may be removed from the cemetery without the permission of the Council and any person detected stealing plants or flowers will be prosecuted.

31. All persons visiting the cemetery must keep to the paths or roads except while visiting a grave and refrain from touching the memorials or anything growing in the cemetery. Any damage whatever done in the cemetery must be made good by the person causing it.

32. No dogs shall be admitted to the cemetery unless on a lead.

33. No servant of the Council employed in the cemetery may receive a gratuity.

34. The Council reserves the right to make further rules and regulations or any alterations in the foregoing which it may think necessary.

35. All graves and rights therein will be sold subject to the payment of all fees and the observance of all rules and regulations from time to time fixed and made by the Uplyme Parish Council.

The Deed of Grant of Exclusive Right of Burial is an official document which confirms with the purchaser their right to burial within a defined grave space within the cemetery. There is a popular belief that the grave itself is purchased. In fact, only the rights of burial are purchased and not the land itself, which remains the property of Uplyme Parish Council.

Uplyme Parish Council issues new Deeds of Grant of Exclusive Right of 99 years, allowing the purchase of extensions at the end of that period, at 10 year increments up to a maximum of 100 years. Renewing or extending the Deed of Grant of Exclusive Right is strongly recommended. However, with so many Exclusive Rights, the Council is not able to send reminders and it is the Deed holder's responsibility to contact the Council.

These Exclusive Rights of Burial would be for up to two normal interments within the grave plot. However, when the grave plot is full with respect to normal burials, it may still be utilised for the interment of cremated remains.

It is important to retain the Deed in a secure place, as it is the only legal document held by the owner confirming their entitlement to the burial and memorial rights. Copies can be requested with a small fee payable and some evidence of the previous deed.

36. Bearers - Funeral Directors are responsible for arranging sufficient bearers to carry and lower the coffin in a dignified manner. The council understands that family members and mourners will often wish to assist with this and the Council respects that decision. The Council does ask you to be aware that any mourners who do assist with the bearing or lowering of the coffin do so at their own risk.

37. Vandalism in any form will be reported to the appropriate authorities and offenders will be prosecuted.