

Regulations made by Twyford Parish Council in respect of the management of the Burial Ground known as Twyford Burial Ground.

1.		General Regulations
	1.1	The burial ground is reserved specifically for Twyford residents or someone with a close proven link to Twyford.
	1.2	All funeral arrangements must be made through a recognised funeral director. The Parish Council does not permit burials arranged privately.
	1.4	The consumption of alcohol and smoking are prohibited in the Burial Ground.
	1.5	Scattering of ashes is not allowed.
	1.6	Interment of animal remains/scattering of ashes is not permitted.
2.		Administration & Payment of Fees and Charges
	2.1	The Parish Council is responsible for the administration and ongoing maintenance of the Burial Ground.
	2.2	All funeral / interment bookings and general enquiries must be made to the Parish Clerk.
	2.3	A Register of Burials and a Register of Graves is kept by the Parish Clerk. A digitalised version can be found here: https://www.twyfordparishcouncil.gov.uk/facilities/burial-ground/
	2.4	Fees are reviewed annually and can be viewed on the website: www.twyfordparishcouncil.gov.uk/facilities/burial-ground/
	2.5	All fees for interments and memorial works must be paid in full to the Parish Council in advance unless there is prior written agreement.
	2.6	Records are kept of all plots for the 'Exclusive Right of Burial' and a certificate of right of ownership will be issued by the Parish Clerk on receipt of the relevant fee.
	2.7	Plots for the 'Exclusive Right of Burial' are available for 100 years, after which all rights revert to the Parish Council with no refund of any fee paid.
	2.8	An owner of an 'Exclusive Right of Burial' cannot transfer such rights to anyone without the consent of the Parish Council which is not unreasonably withheld.
	2.9	If a grave is to be reopened e.g., for the interment of ashes, written permission from the registered grave owner must be given, except where the burial is that of the registered grave owner. Cremation caskets may be placed in ashes plots or burial plots.
	2.10	Coffins and urns/cremation caskets for burial must be made from bio-degradable materials e.g., wood, wicker etc
	2.11	Burial Plots must be excavated, prepared and filled by contractors appointed in accordance with the provisions of the Local Authorities Cemeteries Order 1977. Surplus soil must be removed.
	2.12	Any mound on a grave must be removed, leaving the ground level, within 6 months of the date of burial (usually within 12 months).
	2.13	No grave may be dug without the authority of the Parish Council.
	2.14	Several sets of cremated remains may be interred in a single ashes plot provided that a Certificate for Burial of Ashes for each is given, payment made and previously deposited remains are not disturbed.
	2.15	The Council will allow two full interments. Any number of cremation caskets (children or immediate family) may also be interred with the permission of the grave owner, Council and subject to the ground conditions.
	2.16	Biodegradable receptacles must be used for cremated remains.

3.		Interment
	3.1	Times of interment must be booked by the Funeral Director with the Parish Council. The funeral director must make their own arrangements for a grave digger.
	3.1	Arrangements for the attendance of a Minister of Religion (if required) must be made by the relatives or the funeral director.
	3.2	The Parish Council accepts no responsibility in connection with the above arrangements.
	3.3	Notice of any interment shall be given to the Parish Clerk at least two full working days before the time of the proposed interment with the exception of death from an infectious disease which must be dealt with according to the medical or coroner's certificates.
	3.4	The Certificate of the Registrar of Deaths, or Certificate of the Coroner (in the case of an inquest) or, in the case of a still born child, certificate from a Surgeon/Registered/certified Midwife must be received by the Parish Council prior to the interment taking place.
	3.5	The Certificate for Burial of Ashes issued by the Registrar of the Crematorium must be produced to Dignity, Cremation & Memorial Group before an interment takes place.
	3.6	A signed copy of this agreement must be returned to the Clerk prior to interment.
4.		Memorials on purchased graves
	4.1	No monument, gravestone, tablet or inscribed vase will be allowed over any grave in which the exclusive right of burial has not been purchased.
	4.2	The temporary grave marker installed by the funeral director should be removed within 6 months from date of burial or on the installation of a memorial whichever is sooner.
	4.3	Memorial – Full grave sizes & dimensions. No kerbs, railings or loose stones are permitted. Only a flat stone not exceeding the dimension of the grave and sunk flush with the level of the surrounding ground is allowed. On this there may be placed a raised book type memorial not exceeding 380mm long by 460mm wide. The height at the maximum point must not exceed 250mm. The raised section must be firmly secured to the flat stone and must have a gap of at least 75mm between it and the edges of the flat stone.
	4.4	Memorial – Cremated Remains grave sizes & dimensions. No monuments will be permitted on a grave space other than one in the form of a flat memorial, not exceeding 18" X 18" and sunk flush with the ground in the centre of the grave space.
		Application for Permission for all memorials
	4.5	Before any memorial is commissioned, erected or works undertaken to an existing memorial, an application must, without exception be submitted to the Parish Clerk for approval by the Parish Clerk on behalf of the Parish Council. Additional inscriptions must be approved, and the fee paid before execution. Loose figures are not permitted.
	4.6	The application must include the memorial design, including the material, colour, size and inscription. The Parish Council reserves the right to reject an application for any memorial that it deems unsuitable.
	4.7	On approval by the Parish Council, authorisation will be issued to the responsible memorial mason and the current fee must be paid to the Parish Council before erection.
	4.8	The Parish Council has the right to remove any headstone/memorial for which approval has not been sought or where once erected it does not accord with the approval. In this event it will be removed to

		safe storage and disposed of after 12 months if it remains uncollected after that time.
	4.9	Further work by any memorial stonemason whose actions do not comply with and result in the circumstances at point 4.8 above may be declined until concerns are remedied.
	4.10	All memorials are at the sole risk of the owner. The Parish Council will not be responsible for any damage or breakage that may occur.
	4.11	No memorial may be removed from the burial ground without the prior approval of the Parish Council.
	4.12	Any memorial removed in the process of opening a grave is at the risk and expense of the person requiring the grave to be opened.
	4.13	All memorial inscriptions, whether covered by the guidelines below or not, must be approved by the Parish Council prior to instructing the stone mason. The decision of the Parish Council is final.
	4.14	No monumental mason shall inscribe or cause or allow to be inscribed on any monument, gravestone, tablet, vase, kerb or railing any inscription relating to his name, trade or business.
	4.15	Receptacles for flowers etc. No permanent article of pottery, glass, metalware or artificial wreath (British Legion wreaths excepted), unless deemed suitable by the Council for the purpose, shall be placed upon any grave.
5.0		Ongoing Care and Maintenance of the Burial Ground, Graves and Memorials
	5.1	The Parish Council is responsible for the upkeep of the lawns, paths, hedges and trees including the turf over the burial plots i.e., the grave surface.
	5.2	Whilst all reasonable care will be taken in the maintenance of the burial ground the Parish Council cannot be held responsible for any damage or injury whatsoever to or caused by any memorial or associated ornamentation.
	5.3	No responsibility is accepted by contractors to the Parish Council for damage to any item on a grave.
	5.4	The maintenance of memorial is the responsibility of the grave owner or family of the deceased
		For guidance:
	5.5	Floral tributes placed on top of the grave following interment and backfilling can remain in situ for 14 days before being cleared.
	5.6	Small ornaments/tributes are permitted for a period of three months after interment or earlier if their condition deteriorates or detracts from the visual aspect of the burial ground. Any items left on graves and cremation plots are at the owners' risk.
	5.7	Except for those immediately following an interment no ornamentation whatsoever is allowed on the graves.
	5.8	Vases are permitted. Vases must be made of non-breakable material and firmly anchored.
	5.9	No unauthorised trees, shrubs or flowers may be planted within the burial ground or on graves. These and any planting which interferes with the maintenance of the burial ground will be removed.
	5.10	Fresh flowers/pot plants/artificial flowers should be in good condition and removed when dead or their condition has deteriorated.
	5.11	No personal fencing/edging/kerbing of any plot is allowed.
	5.12	All graves must be kept in a neat and tidy condition.

	5.13	The Parish Council may remove any items from a grave plot, including those in existence before this review of the rules and regulations that are likely to cause risk, damage or offence to other visitors, any which have become worn and in poor condition and/or interfere with the maintenance of the burial ground.
6.0		Extraordinary Funerals are not permitted without consent
		No extraordinary funeral procession will be permitted to enter the Burial Ground, except by the special permission of the Council, on notice and application for the purpose, and the Council may, by their officers, exclude from the Burial Ground, on the occasion of any funeral, any person or persons not being mourners, or officially connected with such funeral.
		Issue April 2024

The Parish Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

The decision of the Parish Council will be final in all cases.

The following declaration must be agreed by the Partys indicated before permission is granted.

I understand and agree to the above terms and conditions:

	Print name & company	Signature	Date
Family			
Undertaker			
Monumental Stonemason			