



MAWNAN PARISH COUNCIL
OLD CHURCH ROAD GRAVEYARD

BURIAL INFORMATION
AND
REGULATIONS

Amended Sept 2019

Mawnan Community Graveyard is a lawn type, where the area is grassed for ease of maintenance, and maintained at the Council's expense.

INTRODUCTION

This is a general document designed to help you understand the way in which the Council's graveyard is run and the current charges. We would be extremely grateful to Funeral Directors in ensuring that this document is passed onto those arranging a funeral in its entirety as it explains many of the questions posed to us later.

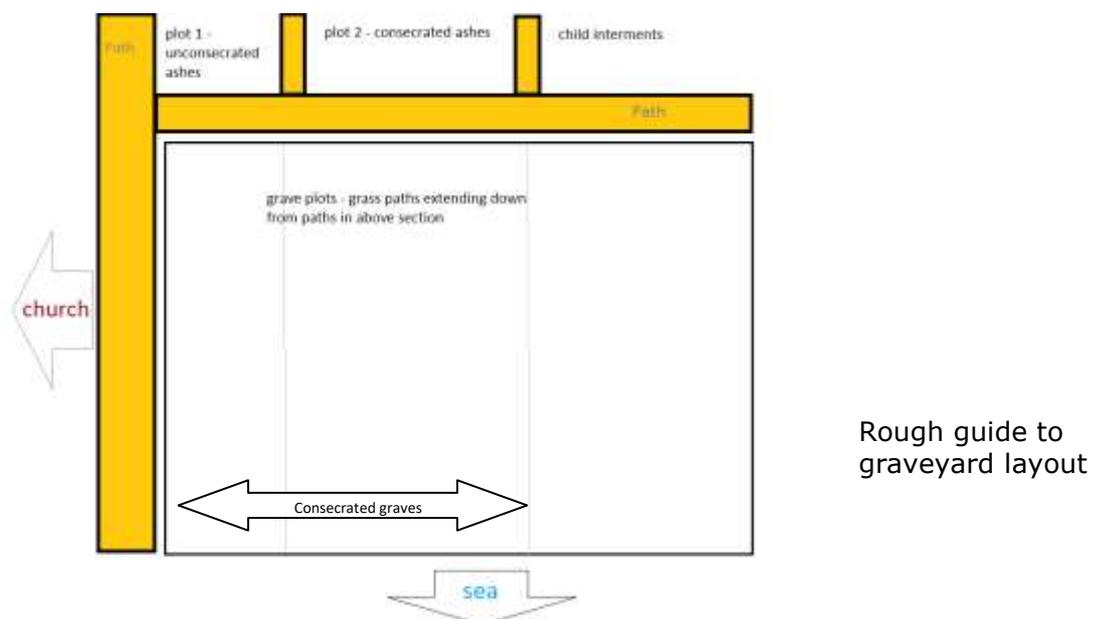
The Graveyard has been purchased through the Parish Precept. The Council recognises that whilst the village is now furnished with sufficient burial plots for an estimated 100 years, ground is still at a premium. Any requests for the burial of *Non Parishioners*, whilst being given sympathetic consideration, will only be granted in exceptional circumstances. *(This does not include long term residents who have gone into a nursing home or similar outside the Parish)*

Under normal circumstances, the Funeral Director will make all the necessary practical arrangements and complete paperwork for all aspects of a burial or interment of cremated remains. They will liaise with the Council's Burials Officer on your behalf. **All inquiries and applications should be made through Mawnan Parish Council Office on 01326 251022 or burials@mawnan.org.uk**

Mawnan Community Graveyard is open 24 hours a day. The Council reserves the right to make closures as may be necessary for repairs or in the interests of public safety at any time. There are also occasions when restrictions to the site may be imposed to facilitate pre-arranged services and/or events. We would appreciate it if the visiting public would treat the site with respect and be considerate to the feelings of others when attending the area.

The intention is for the graveyard to be partially consecrated (initially the first 7 rows across from the entrance), along with the area set aside for Children's burials, leaving some space for those not wishing to be buried in consecrated ground.

A section of the graveyard will be set aside specifically for the interment of cremated remains. Plot 1 will remain unconsecrated, Plot 2 will be consecrated. As we have no specific 'Garden of Remembrance' planned memorial stones, without the interment of ashes, are also accepted within this area. Only small upright headstones (no greater than 18" high, 12" wide & 4" thick) are allowed in this area.



Registers of Burials and Graves and Graveyard plans are kept at Mawnan Parish Council Offices on 01326 251022. The Burials Officer will be happy to provide assistance in tracing a grave or with general inquiries, however please note that checking for historical information (prior to June 2015) may take some time as records will need to be obtained from other sources.

1. Grant of 'Exclusive Rights of Burial' (Deed of Grant)

Authorities may grant under Article 10(1) of the Local Authorities Cemeteries Order 1977, on such terms and subject to such conditions as they think proper, the Exclusive Rights of Burial in a grave. The said rights subsist for the specified period of the grant, which starts from the date of the grant and must not exceed 100 years. The grant may be renewed, but only up to a maximum of 100 years at any one time. Should the grant not be extended, the Exclusive Rights of Burial will revert to Mawnan Parish Council or its agents. It is important that this document be kept safe as the owner of the Deed of Grant will be to produce this document when and if subsequent interments are to take place.

Exclusive Rights of Burial are subject to Mawnan Parish Council Graveyard Regulations. When a grave is 'purchased' this refers to the 'Exclusive Rights of Burial' for that grave space and **NOT** the purchase of the actual land.

Owners of the Grant of Exclusive Right of Burial are responsible for notifying the Burials Officer should any change take place to their contact details. Any person wishing to transfer the ownership of the Grant of Exclusive Right of Burial should contact the Burials Officer to obtain the necessary forms. Two interments of cremated remains are permitted for each cremation plot owing to the size of the plot and the memorial.

This document includes the current Graveyard Management Regulations. Any changes made to the Graveyard Management Regulations will not result in a reissue, but the latest version will always be available on the Parish Website. If anyone requires a paper copy, this can be requested from the Burials Officer.

It is the responsibility of the Owner of the Grant of Exclusive Right of Burial to manage the grave in accordance with the latest version of the Graveyard Management Instruction.

2. How many burials can take place in the grave?

The 'Exclusive Rights of Burial' will be for a pre-determined number of interments. Our standard depth will be for 2 coffin interments but, if agreed at the time of the first interment, it may be possible to dig for the interment of up to 3 coffins. After this, sets of cremated remains may also be interred in the grave. Mawnan Parish Council or its agents will determine the number of burials (this includes cremated remains). It is not possible to inter additional coffins if cremated remains have already been placed in the plot.

Purchasing the 'Exclusive Rights of Burial' means that the grave may not be opened and no one may be buried there without the **owner's permission**. Cremation plots are usually dug to accommodate multiple sets of remains, but we would be grateful if you could let us know if this is likely to be more than the standard 2 interments for our site.

Please note: the parish council has an agreement with **TIM LUGG** to act as gravedigger and would request that all request for interments go to him directly. His contact number is 0136 251066.

3. Who owns Exclusive Rights of Burial?

a. The Exclusive Rights of Burial may be owned by a single or multiple owner/s. The maximum number allowed by Mawnan Parish Council is four. Ownership does not necessarily confer the right to burial and depends on the available space. If there are, for example four owners and one remaining place in a grave, only the first person to die who wishes to exercise their rights could be buried in the grave.

b. Transferring Exclusive Rights of Burial

Once the owner(s) of the Exclusive Rights of Burial die, the grant becomes part of their estate. Whilst they have the right to be buried in this plot, until the Exclusive Rights of Burial are transferred and new ownership is established no changes can be made to existing memorials.

Information explaining the transfer process is usually sent out by the Burials Officer along with the original Exclusive Right of Burial. Do not hesitate to make contact to discuss this process if you are in any doubt.

4. Can I purchase a grave ahead of time?

Purchases in advance are not permitted. The allocation of grave spaces is at the discretion of the Council, but specific requests with regards to location will be considered sympathetically.

5. GENERAL INFORMATION

a. No burial shall take place, no cremated human remains shall be scattered, no headstones shall be placed in the Cemetery, and no additional inscription shall be made on any headstone without the permission of Mawnan Parish Council or its agents. Please do not ask your memorial mason to start any works until they have been agreed and authorised by the Parish Council.

b. If you wish to place a headstone upon a grave you must first purchase the Exclusive Right of Burial and any works should conform to the Code of Working Practice issued by the National Association of Memorial Masons (NAMM). You must then obtain the "Right to Erect a Memorial". Normally your memorial mason will do this for you.

The Right will be granted for a specific headstone and for the specified time period of **50 years**. Only memorial masons approved by the Council may erect headstones in the Council's cemetery.

For specific information regarding gravestones/ markers please refer to page 7 of this document.

Your mason should be able to advise you of the Council's requirements so that your chosen design is acceptable.

c. All applications should be made by a Council approved Memorial Mason and submitted to the Council together with a drawing showing dimensions, method of construction, proposed inscriptions, method of fixing and description of the type of materials to be used and shall be in accordance with the National Association of Memorial Masons specification for the construction and fixing of memorials.

- d.** Owners must keep all headstones or other memorials in good repair. If a memorial becomes dangerous for want of maintenance or repair, the Council may serve Notice requiring the owner(s) to repair or remove it. If, after expiration of the Notice, the owner(s) fail to do so, or if the Council is unable to trace the owner(s), the Council may remove the memorial. The Council will not be liable to compensate the owner(s) in such a case. (Powers under Article 16(2) and Schedule 3 of the Local Authorities Cemeteries Order 1977).

e. Reopening of Graves

Please be aware that we may need to excavate the plot at the side or foot of the one that you have purchased in the future. Usually we require boards or cloths be placed over the adjacent graves to prevent any surface damages. Please be assured that we only do this where necessary and all soil etc. will be removed as quickly as possible after interment.

f. Floral Tributes, Receptacles & Planting

Anything placed on any grave other than a memorial becomes the property of the Council and may be removed and disposed of at the Council's discretion. Any proceeds from disposal would go towards maintenance of the site.

Floral decorations may be placed on any grave. When these are seen to be deteriorating it would be appreciated if they could be removed and non-compostable elements disposed of. The Council reserves the right to remove and dispose of them if the owner fails to do so. In the case of artificial or faux flowers it will be if they become badly damaged or show significant signs of deterioration.

The Council reserves the right to remove without prior notice, any receptacle for flowers, damaged wreaths, ornaments (including solar lights, etc. which it considers unsuitable or broken. Glass containers (jars) are strictly prohibited.

Materials used to secure wreaths to the ground must be of natural materials or they should be secured to the headstone to prevent them blowing away. Any objects such as metal pins/hooks are prohibited and will be removed without notice.

We request that no-one plants directly onto graves or surrounding areas. You are welcome to place potted plants or flowers at the head of graves, on or near the headstone if secured. Any pots must be kept in good order and removed if plants fail to thrive.

g. Access Paths

Two main gravel paths have been laid within the Community Graveyard and these are routinely maintained by the Parish Council. Provisions for grassed paths are included within the management plans of the sites. These will be maintained to a suitable level by the Council. No supplementary pathways or rights of way are to be marked out without prior consent of the Council.

Due to the nature of the sites, paths are of a variable standard and may become slippery depending on the prevailing weather conditions. We ask that all persons using both the new Community and the old Parish Church Graveyards take care walking round to avoid accidents.

h. Topping Up

Gradually, over the years, the earth on used grave spaces compacts. This causes the ground level to sink slightly. The Council has provided soil for topping up and would ask you use this where necessary.

Please replace the existing turf on top to keep the ground level for ease of maintenance.

i. General & Compostable Waste

We do have small composters on site – these are only for GREEN WASTE only and we would appreciate it if cellophane, basketry, oasis, ribbons & plastic fixings were not put into them as they do not compost.

The bin in the Community Graveyard and the one outside of the Lychgate are for general, dry waste only (this goes to landfill, so if you can retain recyclables to dispose of at home it would be greatly appreciated).

j. Dogs in Cemetery

Dogs are welcome, but owners are asked to clean up after them and take any waste home for disposal.

k. Payment of Fees.

Fees for purchases and interments arranged by a Funeral Director will be included in the account that they will send to you.

l. Seating

Seating may be purchased in memory of loved ones. The Council will provide details of the design and manufacturer. Once in situ, the seats will become the property of the Council. The number of seats allowed will be at the discretion of the Council.

6. Please advise us if you change your address.

This is most important to enable us to keep our records up to date. As owner of the Rights to a grave you are responsible for informing the Council of any change of address.

If a problem occurs with the grave or the monument and we cannot contact you, we have the right to take whatever action is necessary to rectify the problem. If this involves a cost to the Council, this may be levied against the grave, and must be paid before any more interments can take place.

7. YOU ALSO HAVE THE RIGHT TO BE BURIED IN AN UNPURCHASED GRAVE.

An unpurchased grave represents the least expensive burial option; all you pay for is the interment. The grave itself remains the property of Mawnan Parish Council and we could use it to bury other people who want an unpurchased grave (please refer to Item 2 to see how many other interments could be expected per plot).

No memorial will be allowed over any grave in which the Exclusive Right of Burial has not been purchased. You should not expect to be able to bury another relative in the same grave.

BURIAL REGULATIONS

Regulations made by Mawnan Parish Council to take immediate effect with regard to the erection of headstones and the provision of flower vases in the Community Graveyard at Old Church Road, Mawnan Smith.

Headstones are only allowed at the head of each grave or plot. No planting will be undertaken within the grave space or the grave space altered in any way. Items such as ceramic flower pots are permitted, but must be positioned at the head of the grave. Solar lights, toys and similar ornaments are strictly forbidden.

The Council reserves the right to re-locate these if they are not in the correct position. The Council will not undertake to keep clean or maintain memorials, which will remain the responsibility of the owner. We will however try to keep detritus from grass cutting to a minimum.

1. No headstone shall exceed an overall height of 4 feet or below 2 feet six inches above ground level. The width shall not be greater than three feet or below one foot eight inches and to be constructed of granite or slate.
2. No headstone shall exceed 6 inches in thickness or below 2 inches.
3. The plinth or base of the headstone shall not exceed 3 feet in width and 1 foot in thickness.
4. Memorials within the area set aside for cremations shall upright memorials of no greater size than 18 inches high, 15 inches wide, 4 inches thick. Memorial stones, without the interment of ashes, are also accepted within this area.
5. To permit the Graveyard to be laid out and maintained on a lawn type principle there shall be no kerbstones, nor planting of flowers or shrubs or any other ornamentation in front of the plinth on the graves.
6. All graves should be refilled level with the existing ground and excess soil be removed from the Graveyard. Mawnan Parish Council has nominated a local gravedigger as sole contractor. Your Funeral Director will be fully aware of this.
7. Where cremation plots are dug BY HAND by a funeral director (with agreement from the Burials Officer only) they must be dug to agreed depths and the turf & ground level reinstated after interment.
8. No planting of flowers or shrubs shall be carried out in the Graveyard without the prior approval of the Parish Council.
9. No receptacles other than flower vases especially designed for the purpose may be placed on grave spaces and then only within the immediate confines of the headstone plinth.
10. The design, the colour of designs and wording on all headstones must first be approved by Mawnan Parish Council's Burials Officer and be submitted by Council approved masons working to NAMM specifications.
11. All waste associated with setting memorials in the ground MUST be removed by the contractor responsible.

FEES AND PAYMENTS AS FIXED BY MAWNAN PARISH COUNCIL 2018/19

The fees, payments and sums as set out below apply where the person to be interred is, or immediately before his or her death was, an inhabitant or parishioner of the Parish of Mawnan, or in the case of an infant under 1 month, where the parents (or one of them) are, or at the time of interment, were such inhabitants or parishioners. In all other cases the fees, payments and sums will be as indicated below. The fees indicated **EXCLUDE** the cost of digging graves, Minister's fees and the funeral directors fees.

First interment fees include the Exclusive Rights of Burial unless stated otherwise. For details on unpurchased interment fees please contact the Burials Officer.

	Parishioner £	Non-Parishioner £
First Interment – Burial		
Person over 12 years at time of death	500	1250
Person under 12 years at time of death	0	150
Infants under the age of 1 month	0	On request
Subsequent Interments - Burial		
Person over 12 years at time of death	200	500
Person under 12 years at time of death	0	150
First Interment - Cremation plot (2' Deep)	150	300
Subsequent interments Cremation		
In grave space – person over 12 years (full depth)	100	300
In grave space - person under 12 years (full depth)	50	250
In cremation plot (or grave space at 2' depth)	75	150
Erection of Memorials and Monuments including gravestones, tablets, plaques inscriptions etc		
Permission to erect a headstone/ remembrance plaque (50 Years)	100	300
Vases where there is no headstone (not applicable to cremation plots)	30	90
Second or subsequent inscriptions	25	75
Wooden Cross or similar ornament	60	180
Miscellaneous Charges		
Search for Register of Burials including certified copy of an entry of burial in the register books	20	40
Transfer of Exclusive Rights of Burial	25	50

Cheques made payable to Mawnan Parish Council

**Application for Interment at Mawnan
Community Graveyard**



This application & any fees must be delivered to Mawnan Parish Council Offices, c/o MS Electrical, The Square, Mawnan Smith. TR11 5EP (email burials@mawnan.org.uk) **no later than noon three working days before the burial.** It is essential this form is signed by the next of kin/ executor – it represents our legal agreement.

Name of Funeral director			
Day, date and time of burial			
Full name of deceased			Maiden name
Address (including postcode)			
Date of death		Age	
Place where death occurred			
Was deceased a resident of Mawnan?	YES / NO		
Occupation (before retirement)			

Request for the interment of a coffin / ashes (please give dimensions of coffin if possible)
Name of officiating minister (if any)
Intention for a Memorial Service to take place prior to interment or straight to grave Please do not ask your memorial mason to start any works until they have been agreed and authorised by the Parish
Interment in consecrated / un-consecrated ground required
Planned number of interments in plot (if more than standard number of 2)
Intention for a memorial headstone/marker to be installed at a later date yes/no (please note the additional form ' <i>To Install /Amend a Memorial</i> ' will need to be completed prior to placing.)

<p>How information about you will be used</p> <p>In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held so that you are provided with the best possible support.</p> <p>We only share your information with external organisations or individuals where we have a legal obligation to do so, for example, to prevent and detect fraud and corruption and will sanction the use of your personal information for direct marketing purposes.</p>

Please tick **one** of the following and complete as necessary.

Unpurchased grave

I would like the burial to take place in an unpurchased grave. I understand that if I do not buy the exclusive right of burial to the grave the Council may bury other unrelated people in the grave. I understand that no memorials will be permitted on the grave.

New grave

I would like the burial to take place in a new grave and would like to buy the rights for 100 years. I have been given and have read Mawnan Parish Council's General Information & Regulations document. I have been advised of the location of the next available plot(s).

Cremation Plot

I would like to have cremated remains interred into a designated plot and would like to buy the rights for 100 years.

Previously purchased grave to be reopened

I would like the burial to take place in an existing grave within Mawnan Church/ Mawnan Parish Graveyard and have agreed this with the church officers there
(delete as applicable)

I am the registered owner of the grave/next of kin/executor of the owner (delete as applicable)

If none of the above please state your relationship to the deceased grave owner

Signed _____ **Date** _____

Full name _____
(please print)

Address _____
_____ **Postcode** _____

Email _____ **Telephone number** _____

Relationship to deceased :

N.B. Mawnan Parish Council can only authorise the opening of a purchased grave with the permission of the owner or for burial of the owner. In all other cases ownership must be transferred to someone who can prove that they are entitled to receive the ownership rights. Whilst the Council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter before booking.

Fees paid by CHEQUE or BACS (Account Name: Mawnan Parish Council Sort code: 30-98-57
Account number: 00072434)

Fees		Details of funeral director/arranger
Purchase		
Burial		
Memorial		
Total		
Receipt number		



Application to install/amend a Memorial in Mawnan Community Graveyard

This application must be delivered to Mawnan Parish Council Offices, c/o MS Electrical, The Square, Mawnan Smith. TR11 5EP (email burials@mawnan.org.uk) and agreed to before any permanent memorial is situated. Please do not ask your memorial mason to start any works until they have been agreed and authorised by the Parish Council.

Please see Mawnan Parish Council's General Information & Regulations for specific fees. For guidelines the normal parishioner fee for first headstone is £100, with £25 for subsequent inscriptions. Stand-alone Memorials for a parishioner are £60.

It is essential this form is signed by the next of kin/ executor – it represents our legal agreement.

Full name of deceased	
Date of burial	
Grave number if known	
Details of Funeral Director/ Memorial Mason	

Please tick **one** of the following and complete as necessary. We urge you to have read Mawnan Parish Council's General Information & Regulations document before ordering your memorial.

Only persons holding the Exclusive Right of Burial may authorise placement or amendment of memorials where there have been interments. A copy of this will need to be affixed before permission is granted.

New memorial (marking an interment)

I would like a new memorial to be placed on the interment site of _____ and would like to buy the rights for **50 years**.

New Memorial (no interment)

I would like a memorial to be placed within the designated area and would like to buy the rights for **50 years**. I understand that no Exclusive Right of Burial goes with this request.

Amendment to a current memorial

I would like the current memorial for _____ to be amended to include further details

I am the registered owner of the grave/next of kin/executor of the owner (delete as applicable)

Signed _____ Date _____

Full name _____

Address _____

Postcode _____

Email _____ Tel. number _____

Relationship to deceased :

Details of New Memorial:

This memorial would be for: a full burial, interment of cremated remains, memorial purposes only
 (please delete as applicable)

Material to be used & intended finish:

(please include a rough sketch showing intended inscription and dimensions below)

Overall Size: _____ (h) _____ (w) _____ (d)

Base: included/ additional to above by _____ (h) _____ (w)

Inscription: (please write clearly)

How information about you will be used

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held so that you are provided with the best possible support.

We only share your information with external organisations or individuals where we have a legal obligation to do so, for example, to prevent and detect fraud and corruption and will sanction the use of your personal information for direct marketing purposes.

Please note: if there are any issues with a memorial application we will only hold an uncompleted application form for 60 days from receipt. After this point a new application form must be submitted.

Fees paid by CHEQUE or BACS (Account Name: Mawnan Parish Council Sort code: 30-98-57
 Account number: 00072434)

Official Use only:		
Received:		Receipt number:
Approval Granted	Yes/ No / More info required	
Approved by:		Dated: