

Charmouth Parish Council

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CHARMOUTH PARISH COUNCIL MINUTES OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE MEETING HELD AT 18:30 ON TUESDAY 18TH DECEMBER 2018 AT THE ELMS

In attendance: Cllrs Graham Bender; Judy Fellingham; Martin Sayers (Chairman); Peter Noel; Deputy Clerk, Melissa Kirkby

PCS13.1 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were no members of the public present.

PCS13.2 APOLOGIES FOR ABSENCE

Cllrs David Clifford, away. Cllr Gerry Bearpark, personal.

PCS13.3 DISPENSATIONS

None were received.

PCS13.4 DISCLOSURE OF INTERESTS

There were no disclosures.

PCS13.5 MINUTES

RESOLVED that the minutes of the meeting of the Playing Field, Cemetery and Street Management Committee held on the 30th October 2018 and circulated to members were agreed and signed by the Chair.

PCS13.6 PROGRESS REPORTS

a. Footpaths –

- i) Footpaths – Cllr Sayers updated the members on the meeting that had been held with the County Council's Footpaths Department and the decision taken at Full Council. A 50% Community Access Improvement Grant is available for replacement of the footpath gates to make them more accessible. It had been decided to replace the two stiles at the top of the village and also three stiles around the playing field area.

- ii) Footpath 12 – Cllr Sayers informed the members of the information given at the meeting with Dorset County Council's representative, that they would be taking action regarding the multiple encroachments onto Footpath 12 in the new year.

- b. Old Lyme Road parking problems – It was noted that the Deputy Clerk had asked a representative from the emergency services to email the office with their opinion on access to Old Lyme Road. The representative said that they would take the Fire Engine up to the road in question and see where the problems were and report back. This information would then be sent to DCC Highways Department, as requested by them. Cllr Fellingham had also spoken to another resident of the road and asked their opinion on the matter. They also agreed that yellow lines should be extended on the west side to make the road passable.

- c. Barney's Close Parking Problems – Cllr Sayers informed the members that white lines had been installed and the problem appeared to be resolved.

- d. Cemetery Documents – The members discussed at length the Burial and Cemetery Rules. It was agreed that the document that had been circulated to members and amended at the meeting (attached) would be proposed for approval at Full Council.

- e. Speeding at the Lower End of The Street – Cllr Sayers told the members that the County Council Highways Department had been contacted but they would not make any changes and that any speeding issues are dealt with by the Police. They also said that village residents could get involved with a Speed Watch scheme if they were concerned. The Committee agreed they did not know what more they could do.

PCS13.7 DISCUSSION ITEMS

- a. Wesley Close – It was reported that Cllr Turner had been contacted by a member of the fire service to say that the appliance was having difficulty getting through Wesley Close. Particularly at times the village hall and youth club were being used. It was agreed to put this with the Old Lyme Road parking problems and send any information from the fire service to the County Highways Department.

- b. Zurich Insurance – The Deputy Clerk read the Playground Inspection Summary from Zurich Insurance to the members. There was one issue to note which advised replacing any missing or rotting edging timbers.

- c. Pavilion Toilet – The Facilities Manager had requested permission to repaint the Pavilion toilets using the Council staff which was agreed.

- d. Dog Bins – Cllr Bender said that he had been asked about providing dog bins at the Cemetery end of the village. It was agreed that the extra dog bins were not needed at this time.

PCS13.8 CORRESPONDENCE AND COMMUNICATIONS

- a. A modification to the Definitive Map (Part of Footpath 14) had been received and noted.

PCS13.9 IN COMMITTEE

RESOLVED that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

- a. New Path in Cemetery – Four quotes were received and discussed. It was

RESOLVED to accept the quote of £2495.00 plus VAT from Martin’s Excavations. The total amount being paid by Section 106 money awarded.

- b. Scout Hut path lighting - Four quotes were received and discussed. It was

RESOLVED to accept the quote of £1524.33 plus VAT from Sparkbrights Ltd. This would be mostly paid by the Section 106 money award of £1477.20. The remaining £47.13 to be paid from PF General Maintenance.

Meeting closed at 7.28pm

Signed

Dated

Proposals to Full Committee

To approve the document “Charmouth Parish Burial and Cemetery Rules”.

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CHARMOUTH PARISH BURIAL AND CEMETERY RULES

1. INTRODUCTION

Charmouth Parish Council is the 'Burial Authority'. Every care is taken to log the identity of each grave space, and keep Cemetery plans and registers up to date.

2. FEES

Fees are reviewed annually and charges apply for:

- The purchase of Exclusive Right of Burial
- Each individual interment
- The reservation of a specific plot
- The right to erect a memorial
- The right to add an additional inscription to a memorial
- The transfer/renewal of Exclusive Right of Burial
- Searches in registers

Parishioners

Fees apply when the person to be interred is, or immediately before his/her death was, an inhabitant or parishioner of Charmouth or, in the case of a stillborn child, where the parents (or one of them) are, or at the time of internment were, such inhabitants or parishioners.

Non-parishioners

Non-parishioners are charged at a rate double the charge made to parishioners.

Waiver

The Clerk has discretion to waive the increased fees for non-parishioners in the case of parishioners of long standing who have been obliged to reside outside the parish during their declining years in order to receive nursing or other residential care.

3. GRAVES

A grave is 9ft long x 4ft wide, and may contain a maximum of two internments. A grave in which there have been 2 internments may be re-opened for the burial of cremated remains at the Council's discretion. For internments of coffins larger than 6ft 6ins long. x 2ft 4ins. wide two single plots, side by side, must be purchased, at the appropriate fee. A cremation plot measures 2ft. long x 2ft. wide and may contain a maximum of two caskets, side by side.

An Exclusive Right of Burial in a grave or cremation plot will be granted for a period of 100 years from the date of the last interment. A grant of Exclusive Right of Burial will be issued to the person purchasing such right and that person will be registered in the Council's records as the owner of the grave space.

No assignment of the Exclusive Right of Burial will be recognised by the Council unless a Transfer of Deed Ownership has been completed and has been received by the Clerk of the Council with the appropriate fee. When notice is given of the first interment in a private grave the person responsible for making the arrangements shall indicate whether the grave will be required for one or two persons. No further interments other than the number specified at the first interment will be permitted in a private grave.

A grave space is permitted to have a maximum of 2 interments and up to 4 contained cremated remains. A cremation plot is permitted to have a maximum of 2 contained cremated remains.

4. EXCLUSIVE RIGHT OF BURIAL

A Deed of the Grant of Exclusive Right of Burial is issued by the Burial Authority in respect of every exclusive right purchased. Any person who purchases the Exclusive Right of Burial for a grave space/cremation plot, shall not convey, assign or transfer such right without the consent of the Burial Authority. The Grant can be registered to a maximum of four owners.

Purchase of Exclusive Right of Burial

Exclusive Rights of Burial give an exclusive right to burial in the ground for a period of 100 years, which may be extended for a further period not exceeding 25 years. This confirms with the purchaser their rights to burial within a defined grave space within the cemetery. The land itself remains the property of Charmouth Parish Council. Upon the expiry date the ownership of the grave space will revert to the Council if the owner of the Exclusive Right of Burial has expressed no desire to extend the grant period. Families will have the option of extending this grant for a further period of time with an additional payment of a fee.

The payment of a single fee in the case of a parishioner does not automatically mean that only single fees will be charged upon interment and/or other services if the purchaser becomes a non-parishioner in the intervening years.

Pre-purchase

Graves and cremation plots may be purchased in advance, at the price set at the time of purchase. This would be double for non-parishioners.

5. INTERMENTS

Charmouth Cemetery offers new plots only in consecrated ground. Notice of every interment shall be given to the office of the Clerk before the interment at which time all fees and charges shall then be paid to the Clerk.

- Notice of Interment will be accepted by telephone but is subject to confirmation in writing to the Clerk immediately thereafter.
- Notice of Interment shall be given on the printed forms as may be supplied by the Council, on which all requested information shall be clearly stated; responsibility for any error or omission rests with the person submitting the Notice.
- If an Exclusive Right of Burial has already been granted in respect of a grave space to be used for the interment, the Deeds must be produced to the Funeral Director who will sign the Interment Notice to the effect that they have been produced, OR an Indemnity for Lost Deeds form signed by the owner or legal successor of the owner will be forwarded to the Burial Authority (Charmouth Parish Council).
- A Certificate of Disposal issued by the Registrar of Births and Deaths or a Coroner's Order for burial shall be delivered to the office of the Clerk.
- A Certificate of Disposal issued by the Registrar of Births and Deaths or a Coroner's Order in respect of a stillborn child shall be delivered to the office of the Clerk.

- Not less than seventy-two hours' notice shall be given to the Clerk for an interment, excluding Saturday, Sundays, Statutory Holidays and Extra Statutory holidays.

The Council accepts no liability for the consequences arising from the loss or delay in delivery of any Notice, Order or other document sent to the Council by post.

Times of Interment

Burials may take place on weekdays only, not including Bank Holidays, between the hours of 10am and 5pm between 1st April and 30th September; or between 10am and 4pm between 1st October and 31st March, unless special permission has been given by the Clerk.

Interment of Caskets

Deed-holders must be aware that some disruption may occur to the surface of a grave if an adjacent grave is opened. This may be unavoidable. Disruption will be kept to a minimum and the grave will be tidied afterwards, as much as possible.

Interment of Cremated Remains

Ashes are usually, though not necessarily, interred in small caskets or urns.

Scattering of Ashes

Ashes are allowed to be scattered on top of a grave but please contact the Clerk so that a record can be made.

Exhumation

After interment, no body or casket containing the ashes of a body, shall be removed from the grave without the production to the Clerk at the Clerk's office of the appropriate order or licence for exhumation in accordance with the statutory requirements.

6. MEMORIALS

All memorials will be in line. Plans and inscriptions for memorials must be submitted to the Clerk to the Council for approval before the memorial is sited.

Memorials (monuments) may only be placed on graves/cremation plots for which an Exclusive Right of Burial has been granted and only by the purchaser of that Right. The fee incurred will be dependent on whether or not the deceased was a Charmouth parishioner; it is not dependent on the address of the purchaser of the Burial Right. This will apply to any additional inscription also.

Only one memorial is allowed per grave/cremation plot. Memorials remain the property of the purchaser. The Council is not liable for damage, however caused, and it is the purchaser's responsibility to organise insurance, if required.

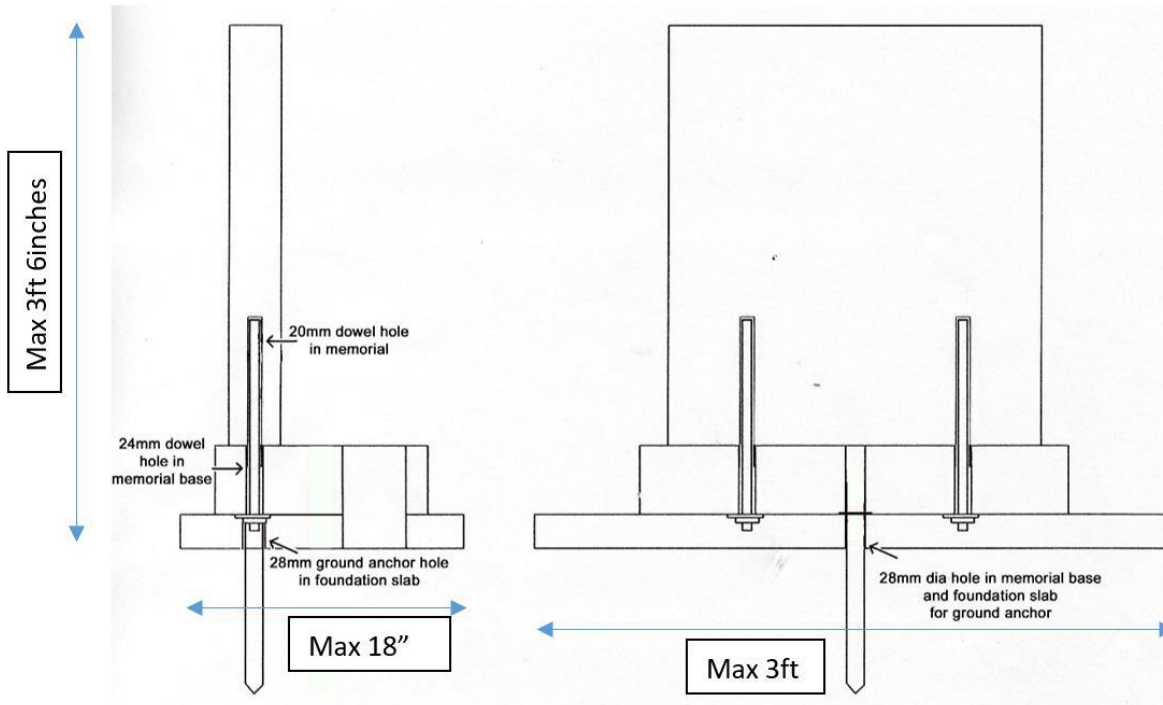
All memorials erected have to be provided by properly qualified people who are fully insured to carry out the work. Any memorial shall be securely fixed and must conform to NAMM (National Association of Memorial Masons) or BRAMM (British Register of Accredited Memorial Masons) approved method of fixing in accordance with BS8415.

Maintenance of the memorial is the grave owner's responsibility and should be carried out on a regular basis following installation. All memorials will be subject to a minimum five-yearly inspection by the Council and any defects reported with regard to stability should be corrected by the owners within 6 months. If not then they may be laid flat, repaired, or removed by the Council at the expense of the owner.

Temporary markers and memorials, including wooden crosses will be removed 12 months after the burial. Temporary markers must not exceed 3ft in height above ground.

Burial Plots

A headstone shall be no more than 3 ft. 6 ins. in height and a maximum width of 3ft ins.



Cremation Plots

Smaller memorials are allowed on cremation plots. These must be: a maximum length of 2 ft. and a maximum width of 2 ft.

8. UPKEEP OF GRAVES

The Burial Authority cuts the grass on a regular basis and generally attempts to maintain the Cemetery to a high standard. The Council will make up ground on grassed graves if sinking occurs, with top soil. Small stones, gravel, chippings or pebbles must be contained within the grave surround.

No item may be pinned on, attached to or hung from trees. Anything that may impact the peace and tranquility of the Cemetery will be removed.

The Council reserves the right to remove unauthorised items.

Flowers/Plants

No planting in the ground is allowed. Vases and pots may only be sited to the front of memorials and must be contained within the plot. If no memorial is present, the same boundaries for the siting of vases/pots must be assumed.

Placing of Ornaments

Bottles, jars and jugs or other unsightly ornaments are only permitted on a temporary basis. Broken bottles, ornaments, etc. will be removed immediately if it is considered that broken edges constitute a danger to users of the Cemetery.

10. BEHAVIOUR OF STAFF AND PUBLIC

All Council employees, at all times, conduct themselves in a discreet and reverent manner whilst engaged in Cemetery duties on behalf of the Burial Authority.

Any person who willfully creates a disturbance, commits a nuisance, willfully interferes with an interment, willfully interferes with any grave or memorial, or any flowers or plants, or plays at any game or sport in the Cemetery, will be liable to prosecution under Article 14 1) of the Local Authorities Cemeteries Order 1974.

No dogs or pets are allowed in the Cemetery, with the exception of clearly identified Guide Dogs.

11. DONATIONS OF SEATS/TREES

The Council will consider any reasonable donation when the offer has been made in writing to the Clerk, for the siting of donated trees, seats, etc. Any acceptance is made at the Council's discretion.

12. NEXT OF KIN DETAILS

Following an interment, the next of kin contact details must be provided to the Clerk and these details must be kept up to date. If the next of kin details are not kept up to date, and the next of kin cannot be traced by using all reasonable means, the Council reserves the right to remove any memorial from the relevant grave. In such circumstances the Council will not be held responsible for any damage which may occur.

13. FOR FUNERAL DIRECTORS

Code of Safe Working Practice for the Cemetery

Refer to Charmouth Parish Council's Health & Safety Policy.

Digging and Reinstatement of Graves

It will be the responsibility of the funeral directors to arrange the digging of graves and ashes plots. A body shall not be interred in a grave in such a manner that any part of the coffin is at a depth less than three feet below the level of the surface of the ground of the grave space, nor shall the cremated remains of a body be interred in a grave in such a manner that any part of the casket is at a depth of less than one foot below the level of the ground of the grave space. The minimum depth of a grave shall be seven feet for two interments. N.B. It should be noted that the above-mentioned depth is liable to be checked after digging and if found to be insufficient the interment will not be permitted to take place. This may particularly affect second burials if it is found that the original grave was not dug to a sufficient depth. In such cases a fresh grave may be allocated.

Mechanical diggers may only be used when authorised by the Clerk. Reinstatement must be to the satisfaction of the Parish Council. Turf is to be carefully lifted and stacked and topsoil to be piled. On reinstatement subsoil is to be compacted as hard as possible with topsoil and turf replaced so that the finished result is a level grassed burial ground after settlement.

Conveyance and Removal of Materials

All tools and equipment required for the digging, erection or reinstatement of graves or memorials shall be conveyed to the site in such a manner as to ensure that a minimal amount of damage is caused to the surroundings. Care must be taken to avoid damage to roadways, paths or grassed areas in the Burial Ground. All equipment, materials and spoil must be removed from the Burial Ground immediately on completion of work and at no expense to the Council. If after receiving seven days' notice in writing from the Clerk, the person responsible fails to comply with this regulation the Parish Council will clear the site and cost of such clearance will be passed to the person responsible. All work in connection with memorials and reinstatement arising there from shall be carried out to the satisfaction of the Council.

Adopted:

Reviewed: