



**Yarm Town Council**

# **Cemetery Rules and Regulations**

**(updated January 2021)**

**Updated at the meeting of Yarm Town Council on 12th January 2021  
Approved at the meeting of Yarm Town Council on 9<sup>th</sup> July 2019 and  
replacing the previous version dated 2009.**

## **General Regulations**

- i. The burial ground is arranged and kept on a lawned system, maintained by the Council.
- ii. No dogs or other animals may be taken into or allowed to enter the cemetery, unless on a lead.
- iii. The operating of a transistor radio or the playing of any other musical instrument within the cemetery is prohibited, unless by prior arrangement as part of a ceremony.
- iv. The Chapel within the Cemetery Grounds is available for use to support the burial/interment of ashes.
- v. Children under sixteen years of age will not be permitted unless accompanied by a responsible person, all visitors must refrain from stepping on the graves and must observe decorum in all other respects.
- vi. The Town Council cannot take responsibility for the care of items left on a grave or within the Cemetery. The Cemetery is a lawned Cemetery and the care for it as such may, regrettably, from time to time, result in items being dislodged.
- vii. Whilst it is recognised that there are exceptions already in place, and a sensitive approach is required, the installation of “fencing” or other items, on or around, grave space is strongly discouraged.
- viii. Funeral Directors, or similar professionals (including Stonemasons et al) are required to abide by these regulations and bring them to the attention of their clients prior to commissioning of work.
- ix. Eligibility to make use of Yarm Cemetery is based upon residency. Yarm residents are eligible. The Town Council will attempt to sympathetically consider requests for those with links to the Town or with family members previously interred (i.e. those born or baptised in the Parish, grandparents, parents, children or siblings). Finally, out of Parish requests can be considered but no guarantee can be given to approval (see below on fee structure).

## **Grave Spaces and Interment**

- i. A plan of the burial ground, showing various divisions and sections of the grounds with the several spaces thereon, are deposited and may be seen free of charge from the Clerk.
- ii. No interment may take place in any part of the burial ground except in a space marked on the said plan.

- iii. The Council will sell the exclusive right of burial in a grave in accordance with the scale of fees.
- iv. No purchaser of the exclusive right of burial in a grave shall convey, assign or transfer such right without the sanction of the Council.
- v. At least 48 hours' notice of an interment (excluding any hours between 4.00 p.m. on a Friday and midnight on Sunday) must be given to the Clerk, in writing, on the prescribed form.
- vi. Notice of an interment shall be on the form provided by the Council, and the applicant should state the Parish or place in which the death occurred, the date and hour appointed for the interment, the name of the Minister (if any) intending to perform the ceremony and the overall size of the coffin or casket.
- vii. If it is intended that the interment shall take place in a purchased grave, the deed of grant must be produced to the Clerk before the interment shall take place.
- viii. If, after a period of 14 years, no further interment has taken place within an unpurchased grave, the Council reserves the right to use such a grave as may be determined.
- ix. All fees and charges shall be paid to the Clerk before the order for the interment shall be issued.
- x. Selection of the grave space or spaces in all cases, both of general or purchased, shall be subject to the approval of the Council, but wishes will be met as far as possible.
- xi. The depth of graves shall be determined by the Council, and not more than two adult bodies may be buried in any grave space. The top coffin must be at least three feet below the surface.
- xii. A dead body will not be accepted unless it is contained in a coffin of conventional type.
- xiii. Interments shall take place within the following hours:-
  - a. Monday to Friday                      9.30 a.m. to 3.30 p.m.
  - b. Saturday                                      Only by special arrangement.

### **Grave Digging and Interment**

- i. The space allocated to accommodate a new grave is 2.40m x 1.20m. The new grave shall be centrally located within this area to allow a minimum distance between graves of 600mm.
- ii. The depth of a new grave shall be 2.00m to the base which will accommodate two adult coffins, unless a child of up to 5 years is buried first, then an additional 450mm depth may be excavated to allow two adults to be buried at a later date.
- iii. When a second adult burial is to take place within an occupied grave, the minimum depth of soil from ground level to the lid of the new coffin shall be 900mm.
- iv. The dimensions of a grave for cremated remains shall be 300 x 300 x 450mm deep.
- v. Before carrying out any excavation, the contractor shall examine adjacent memorials to ensure that they are in a safe condition. In the event of any memorial being unsafe the contractor shall immediately inform the Town Clerk

**Excavation** No excavation shall commence before the correct location has been identified.

- i. Prior to carrying out any excavation the contractor shall place boards in position to accept the excavated soil.
- ii. The existing turf shall be carefully cut and kept for later use in the final covering.
- iii. In the event of there being insufficient space adjacent to the grave to store the spoil, the contractor shall remove the spoil to a safe and practical position.
- iv. In carrying out his work the contractor shall take steps to ensure that no adjoining or underlying remains are disturbed. If during the excavation the remains of a previous interment are exposed all work shall cease and the Town Clerk shall be informed immediately.
- v. During the excavation the contractor shall ensure that the grave is adequately shored using tools, equipment and materials supplied by the contractor. All shoring equipment must be of a type approved by Yarm Town Council, and all excavation and shoring shall be carried out in accordance with the Health and Safety at Work Act 1974.

- vi. Throughout the excavation of the grave the contractor shall ensure that one other member of his staff is in attendance to act as banksman and to assist as required in the event of any accident.
- vii. On completion of the excavation, the grave shall immediately be covered with boards, provided by the contractor, to remove any element of danger to persons entering the cemetery.
- viii. The following tasks shall be undertaken by the contractor to enable the grave to be fully prepared no less than 30 minutes prior to the arrival of the cortege;
  - a. Remove the safety covering boards, ensuring that the open grave is not left unattended.
  - b. Take adequate precautions to remove any risk of the grave sides collapsing due to the presence of the funeral party adjacent to the grave.
  - c. Clear the area around the grave of all tools, debris and litter, leave in a tidy and presentable condition.
  - d. All coffin bearing and lowering will be carried out by the undertaker's staff.
  - e. Remain in attendance to assist the undertaker if requested to do so.

### **Backfilling**

- i. Immediately after the cortege has left the site the grave shall be backfilled. During backfilling the spoil shall not be allowed to fall onto the coffin in such a manner that it may cause damage. After the first 150mm of backfilling, which must be consolidated, a strip of marker tape shall be laid along the full length of the grave. The remaining depth of backfilling shall be consolidated in 300mm layers. The surface of the grave shall be mounded to produce a uniform and smooth mound which when covered with the previously removed turf will be 250mm proud of the surrounding surface.
- ii. After completion of the backfilling the floral tributes shall be carried from the laying out area and placed on the grave in a careful and attractive manner.
- iii. Remove all boards, shoring equipment, tools and general surplus soil from the cemetery and leave the grave area in a tidy condition.

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## Fees and Charges

### YARM CEMETERY FEES & CHARGES

Burial at Yarm Cemetery is available for a resident or those born or baptised in the Parish. Those with family members previously interred (grandparents, parents, children & siblings) are also considered.

**USE OF YARM CHAPEL:** £200 (please enquire re. total capacity under COVID guidelines)

	<b>BURIAL</b> burial of a coffin	<b>CREMATION</b> burial of ashes
<b>Purchase of Grave / Right of Interment</b>	<u>£750</u>	<u>£125</u>
<b>Interment Record &amp; Registration Fee</b>	<u>£100</u>	<u>£100</u>
<b>TOTAL FEE</b> (for a burial)	<u>£850</u>	<u>£225</u>
<b>Fees for Additional Interment to a Grave</b>		
<b>Fees for Additional Interment to a Grave</b>	<u>£400</u>	<u>£50</u>
<b>Interment Record &amp; Registration</b>	<u>£100</u>	<u>£100</u>
<b>TOTAL FEE</b> (for an additional burial)	<u>£500</u>	<u>£150</u>
<b>Headstone / Monument Fees</b>		
<b>Headstone / Monument Fees</b>	<u>£275</u> (max. = H900mm x W700mm for the inscription area & 75-125mm depth/thickness, set on a plinth)	<u>£140</u> (max. = H450mm x W290mm x 50mm depth/thickness, set on a

	= max. 750 x 350mm footprint)	plinth = max. 300 x 250mm footprint)
<b>Vases</b>	<b>£40</b> (max. = H300mm)	<b>£40</b> (max. = H300mm)
<b>Additional Inscription</b>	<b>£50</b>	<b>£50</b>
<b>Exhumation</b>	<b>£912</b>	<b>£130</b>

**Please Note: The Grave Digging fee is additional arranged via the Funeral Director.**

### **OUT OF PARISH REQUESTS**

- i. In the event that the Town Council grants permission for interment where eligibility criteria is not satisfied then the fee structure would be at an increased rate of 100%

### **USE OF YARM CHAPEL**

- i. The use of Yarm Chapel as part of the Funeral ceremony is most welcome. In addition, access to the Chapel is possible at specific occasions (Christmas Eve, New Year's Eve and by arrangement).
- ii. Fee for use of Chapel: **£200**

### **FEES FOR SEARCHES AND COPIES OF ENTRIES**

Family research (per search) **£25.00**

### **Headstones**

- i. Vaults, walled graves, flat stones and kerb stones are not permitted in the cemetery and it shall not be permissible for any existing kerbstones to be re-fixed onto concrete foundations.
- ii. Headstones and any vases or bases associated with them must be natural stone.
- iii. All headstones and inscriptions shall be subject to the approval of the Council and a drawing of the proposed form, materials and dimensions thereof, together with a copy of the inscriptions to be cut thereon must be sent to the Clerk. In the event of a foreign language, this must be accompanied by a translation in English.

- iv. If it is desired to include the name of the monumental mason, it shall be inscribed or otherwise suitably indicated in not more than half inch lettering at the back of the headstone.
- v. No headstone may be erected nor may any vase be fixed or any inscription cut unless 24 hours' notice, in writing, has been given to the Clerk.
- vi. No monumental work may be commenced until any charges payable to the Council have previously been paid when a receipt will be issued, with a permit for the execution of the work.
- vii. In the erection of a headstone or any authorised work (including repair, replacement or alteration), all stonemasons / contractors must ensure:
  - a) headstones are properly cemented into place;
  - b) fixings of headstones / pre-made products must be in accordance with manufacturer's instructions (users of ground anchor products BS EN ISO/IEC17025 in relation to recommended testing for ground anchor manufacturing) ;
  - c) fabrication and securing of all memorials and headstones must be in accordance with the relevant standards (e.g. BS8415, amended July 2018, BS4449 and the recommended testing, for ground anchor manufacturers, for products to meet BS EN ISO/IEC 17025). All work undertaken must be in accordance with HSWA74. Yarm Town Council does not provide foundations; reference should be made to the latest guidance featured by BRAMM and NAMM;
  - d) failure to comply with these standards may result in a charge being made to the stone mason/contractor in question (N.B. evidenced by the regular survey of headstones that YTC commissions, in compliance with legislation; contractors should also reference guidance issued by the Ministry of Justice e.g. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/326725/safety-burial-grounds.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/326725/safety-burial-grounds.pdf)).
- viii. In the erection of a headstone or any authorised work, all materials unused and all rubbish and refuse must be removed forthwith. The Council may refuse to allow any tradesman or workman to perform any work in the cemetery if he has been guilty of non-compliance with any of the regulations.
- ix. No hewing or dressing of stone will be permitted within the burial ground and approach thereto.



- x. All headstones and existing kerb stones are to be kept in repair by the owners. The Council (YTC) has a responsibility to ensure that all headstones, monuments and memorials are safe and do not present a risk. All memorials are surveyed every three years. At any point, if the Council (YTC) deems a memorial to be unsafe, YTC retains the right to repair or make safe any headstone (including kerb stones), monument or memorial (in accordance with Section 3 and Section 16, LACO 1977). If the Council (YTC) deems it necessary to obtain the right to such headstones, after reasonable enquiry, no such owner can be found to whom notice can be given, then after notice in a local newspaper, the right to such headstones and kerbs shall pass to the Council to be dealt with as shall be deemed fit.
- xi. No headstone or kerb may be taken out of the cemetery for cleaning or any other purpose unless the written authority has previously been given by the Clerk.
- xii. No artificial stonework, metal work, or woodwork may be placed upon a grave space, and the Council reserves the right to remove any such material so placed (excluding temporary marker crosses, which are permissible).

### **Upkeep of Graves**

- i. It is permissible for a family to maintain a grave to an acceptable standard agreed by the burial authority (Yarm Town Council). The Council recommends that permanent planting of any grave space shall not take place until at least six months after a burial has taken place, to allow time for the earth to settle.
- ii. If a planted grave remains untended for longer than 18 months the Council may, at their discretion, remove any plants and grass the area.
- iii. If the grave is grassed, the maintenance will be at the expense of the Council. Suitable small, plants or flowers may be planted over any grave space in which the Exclusive Right of Burial has been granted, but the Council reserves the right to prune, cut down or dig up and remove any such plants or flowers which are of objectionable character or when they have become unsightly, overgrown or impede grave excavation work.
- iv. The Council is authorised to rectify/remove anything which does not comply with these regulations.

### **Disclaimer**

The Council accepts no liability for any fatal injuries or other personal injuries sustained by any person entering the burial ground (in the absence of negligence by the Council or its servant or agents) and the Council accepts no liability (so far as is reasonable) for the loss or damage, whether caused by the negligence or otherwise of the Council or its servants or agents, or to any person entering the burial ground.

Enquiries to:

Town Clerk  
Yarm Town Council  
Town Hall,  
High Street,  
Yarm  
TS15 9AH