

CYNGOR CYMUNED DINAS POWYS COMMUNITY COUNCIL

ST. ANDREW'S CEMETERY

INFORMATION AND REGULATIONS

Current	Amend to	
The Cemetery is a place for peace and reflection. It is also a workplace. We ask all users of the Cemetery to respect the needs of others and to follow these guidelines.		

For Visitors

The Cemetery is always open to visitors up until dusk via the side gate. No person is permitted to be in the Cemetery after dusk.	The Cemetery is open to visitors up until dusk.	Simplified.
Bicycles and vehicles are not normally permitted beyond the Cemetery gates. All visitors are asked to keep to the footpaths when attending a grave and generally respect the Cemetery at all times. In particular, visitors are requested not to pull or cut shrubs or flowers growing within the Cemetery or to interfere with any grave or memorial.	Bicycles and vehicles are not permitted beyond the Cemetery gates. Visitors are asked to keep to the footpaths and respect the Cemetery at all times. Visitors are requested not to pull up or cut shrubs or flowers growing within the Cemetery or to interfere with any grave or memorial.	shortened
Dogs must be kept on a short leash at all times, and a visitor in control of a dog must remove any waste from the Cemetery.	Dogs only permitted on a short leash and should not be allowed to foul the Cemetery.	Shortened & amended
So as to reflect the needs of others, visitors are asked not to wilfully create any disturbance in the Cemetery or behave in any way that may be a nuisance to others.	Visitors are asked not to create any disturbance in the Cemetery or behave in any way that may be a nuisance to others.	Shortened & amended technology

In particular, the playing of games and sports is not permitted. Mobile telephones, walkman and similar equipment may not be used in the Cemetery in order to avoid disturbance to others. The Council reserves the right to exclude any person from the Cemetery.	The playing of games and sports is not permitted. Mobile telephones, music players and similar equipment may not be used in the Cemetery.	
Children under the age of 10 are not normally permitted in the Cemetery unless they are under the care of a responsible person.	Children under the age of 10 must be under the care of a responsible person	shortened
Visitors with disabilities or other special requirements should contact the Clerk who will be pleased to assist.	Visitors with individual access requirements should contact the Clerk	shortened

Looking After Graves

Grave spaces must be kept in a neat and tidy condition.	Grave spaces must be kept in a neat and tidy	No amendment
Any flower holders must be of non-breakable material and left at the owner's risk. In the interest of public safety, no glass, ceramic vases or other ornaments should be placed on any grave. The Clerk may remove any articles from any grave which are considered to be dangerous or unsightly in any way or which are likely to cause risk of damage or injury.	Any flower holders must be of non-breakable material and left at the owner's risk. No glass, ceramic vases or other ornaments should be placed on any grave. Items which are considered to be dangerous or unsightly or which may create a risk of damage or injury will be removed	shortened
In all cases, dead flowers and other rubbish must be placed in the waste bins provided. No stones or soil must be placed in these bins.	Dead flowers and rubbish must be placed in the waste bins provided. No stones or soil to be placed in these bins.	shortened
Only headstone memorials are allowed and the headstones are to be set in straight lines.	Only headstone memorials are allowed on Full Burial plots. The headstones are to be set in straight lines. Memorials for cremated remains plots must be laid flat and level with the ground (see item 4.1) and these are to be set in straight lines.	Also referenced on item 4.1

No vases, railings, kerbs or other artefacts will be permitted except in an area up to 22cm (9 inches) from the headstone.	No vases, railings, kerbs or other artefacts will be permitted except in an area up to 22cm (9 inches) from the headstone on a Full Burial Plot only.	To clarify this is for Headstones only (not memorial plaques)
Requests to place a bench in the Cemetery must be through the Clerk to the Community Council.	Requests to place a bench in the Cemetery must be through the Clerk to the Community Council.	Do you want to keep this in?

Contact Details

If you need to contact us, the office of the Clerk is located at the front of the Parish Hall and is open each working day Monday to Friday from 9.00 a.m. to 12.30 p.m. and 2.00 p.m. to 4.30 p.m.	If you need to contact us, the office of the Clerk is located at the front of the Parish Hall and is open Monday to Friday from 9.00 a.m. to 12.30 p.m. and 2.00 p.m. to 4.30 p.m. (excluding public holidays)	amended
Or you can write to The Clerk, Dinas Powys Community Council, Parish Hall, Britway Road, Dinas Powys, CF64 4AF. Telephone: (029) 2051 3114 or Email: theclerk@dinaspowys.org.	You can write to The Clerk, Dinas Powys Community Council, Parish Hall, Britway Road, Dinas Powys, CF64 4AF. Telephone: (029) 2051 3114 or Email: theclerk@dinaspowys.org.	No change
A current Register of Burials and plans of the Cemetery are kept by the Clerk at this office. Searches in the Register, or on the plan, may be made during office hours.	A current Register of Burials and plans of the Cemetery are kept by the Clerk at this office. Searches in the Register, or on the plan, may be made during office hours.	No change
Any complaints regarding the Cemetery should be made to the Clerk's office.	Any complaints regarding the Cemetery should be made to the Clerk's office.	No change

REGULATIONS FOR THE MANAGEMENT OF THE CEMETERY

Notice of burial is to be given to the Clerk to the Council on forms provided for that purpose, at least five clear days before the intended burial, or if in a vault or walled grave, then at least 7 clear days' notice – in each case exclusive of Sunday – emergencies excepted.		No change
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The Certificate of the Death of the person to be buried, or the Corner's Certificate (when an inquest has been held), must be delivered to the Clerk to the Council or to the person officiating at such burial (Funeral Directors).		No change
All fees and charges are to be paid to the Clerk to the Council at the time the notice is given.		No change

1. Ownership of Graves

1.1 On purchasing a burial plot, the Council will use the grave owner a Burial Deed granting 'Exclusive Rights of Burial' in a named grave at St Andrews Cemetery, for a period of one hundred years from the date issued. After this period has elapsed a letter of notification will be sent to the last know address named on the Deed. Once the Rights have expired, the ownership reverts to the Council. No further burial can take place until the grave is purchased again. It is important therefore, you inform us of any change of address in writing so that we can amend our records accordingly. Note: Owning the Exclusive Right of Burial does not mean you own the actual land. Ownership of the cemetery land remains with the Council		New
1.2 A grave will not be opened without the owner's consent in writing.	A grave will not be opened without the owner's consent.	shortened

1.3 The purchasers of graves or vaults shall not dispose of their rights, to relations by blood or marriage, without the consent of the Council, and every transfer shall be made by the Council at the expense of the applicant.		No change
1.4 On the transfer of ownership of a grave or vault (owing to death or otherwise) such transfer must be registered, and the deed produced for endorsement before the grave or vault can be reopened or the memorial repaired, etc.		No change
1.5 Any person claiming to be the owner of a grave will be given a certificate of ownership on production of satisfactory evidence of title and payment of the appropriate fee.		No change
1.6 Where no interment has taken place in a pre-purchased grave, the Council may agree to re-purchase the burial rights.		No change
1.7 Brick graves and vaults shall be opened from the top, unless the ground required for entrance was purchased.		
1.8 Burials at St. Andrew's Cemetery are restricted to residents of Dinas Powys. The only concession to this is that if the resident has been in a care home/residential home for their social and medical needs (moving directly there from their home address). Close		No Change

relations by blood or marriage are subject to the consent of the Community Council.		
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2. Grave Spaces:

2.7 The brickwork or masonry in any grave or vault must comply with the regulations of the Community Council.		
2.2 Any person causing damage by bringing in of any materials or monuments will be required to meet the cost of any repair.		
2.3 Special conditions apply to existing walled graves and vaults – please consult the Clerk.		
2.4 No kerbs, border stones, fencing, shrubs, rose bushes or any other obstructions are allowed on the surface of the grave.		Moved from 3.3

Commented [WU1]: Does this apply to the new part of the cemetery only?

3. Types of Graves :

3.1 All graves in the new part of the Cemetery are designated lawn – to facilitate maintenance.		
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4. Regulations Regarding Memorials:

4.1 Only headstone memorials are allowed (with the exception of cremated remains) and the headstones are to be set in straight lines. Cremated remains memorials must be to a maximum size of 18" x 12" x 2" or 46cm X 30cm x 5cm and level with the ground.		

4.2 Memorials are to be constructed of marble, granite, Portland stone or similar materials which shall be supplied and erected by a recognised firm of monumental masons who will be responsible for completing the necessary application forms, drawings and payment of fees.		
4.3 Each headstone must be engraved with the number on the grave		
4.4 Owners of grave deeds or persons exercising title of such deeds shall be responsible for the continuous maintenance of any memorial erected on the grave space and shall, if it becomes dangerous or dilapidated, cause it to be restored to pristine condition or arrange for its removal from the Cemetery grounds upon receipt of official notification from the Community Council.		
4.5 Responsibility for the removal of a memorial, from the Cemetery, to facilitate further interments lies solely with the owner of the grave deeds or person exercising title of such deeds and they are responsible for arranging its reinstatement on the grave space within 9 months of the date of such interments, or arranging with the Community Council for its removal from the Cemetery grounds.		
4.6 A temporary wooden cross may be erected until ground conditions permit the erection of a permanent memorial.. Note: Wooden crosses are considered temporary markers by the Burial Authority. They must not be concreted or fixed permanently into place. If a cross falls into		Additional info.

disrepair, or is obstructing grounds maintenance, it can be removed or repositioned without prior notice. Crosses must be placed at the head of the grave in in line with memorials within the row. Crosses must not exceed 36 inches in height.		
4.7 The Community Council may remove any memorial where work has not been authorised. This may be at the owner's expense.		No change
4.8 Memorial masons should satisfy themselves as to the stability of the soil or footings and its ability to support a memorial before the memorial is erected .		No change
4.9 All memorials placed in the Burial Ground are at the risk of the owner and the Council will not be responsible for any damage.		No change
4.10 Any contractor working in the Cemetery must maintain a policy of public liability insurance minimum of 5 million pounds against all claims and actions.		No change
4.11 All contractors must use the main paths in the Cemetery; any damage which is caused must be repaired at the Contractor's expense.		No change