



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

23 April 2025

Dear Councillor

I write to summon you to the **Meeting of Burial Authority Committee** to be held at the Guildhall on **Tuesday 29th April 2025 at 6.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

pp S Burrows  
Town Clerk

To:

R Bullock (Vice-Chairman) J Dent (Chairman) J Foster M Griffiths S Lennox-Boyd S Miller	All other Councillors for information
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## Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

4. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.  
Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the minutes from the Burial Authority meeting held on 29 October 2024 as a true and correct record. (Pages 4 - 10)
6. To receive the Burial Authority Committee budget statement and consider any actions and associated expenditure. (Page 11)
7. To consider Risk Management reports as may be received.
8. To consider Health and Safety reports as may be received.
9. To receive an update on the Churchtown Cemetery Board and consider any actions and associated expenditure. (Pages 12 - 14)
10. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Pages 15 - 20)
11. To receive a report on the Town Council's Exclusive Rights of Burial Process and consider any actions and associated expenditure. (Pages 21 - 42)
12. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary).

13. To consider any items referred from the main part of the agenda.
14. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
15. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 14 October 2025 at 6.30 pm

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 29th October 2024 at 6.30 pm**

**PRESENT:** Councillors: R Bullock, J Dent, S Lennox-Boyd and S Miller.

**ALSO PRESENT:** 3 Members of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and F Morris (Planning and General Administrator).

**APOLOGIES:** M Griffiths.

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#### **17/24/25 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Miller to nominate Councillor Dent.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Dent as Chairman.

Councillor Dent in the Chair.

#### **18/24/25 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd to nominate Councillor Miller.

Councillor Dent withdrew the nomination for Councillor Miller.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd to nominate Councillor Bullock.

Following a vote it was **RESOLVED** to elect Councillor Bullock as Vice Chairman.

#### **19/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

**20/24/25      DECLARATIONS OF INTEREST:**

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**21/24/25      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None.

**22/24/25      TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 25 APRIL 2024 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 25 April 2024 were confirmed as a true and correct record.

**23/24/25      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**24/24/25      TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to Report.

25/24/25

**TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR SHARED FACILITIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members of the report from the Town Clerk and Draft Heads of Terms from Antony Estate as contained within the circulated reports pack.

The Town Clerk briefed Members on the report and advised that they are being asked if they wish to move forward in partnership with Antony Estate based on the Draft Heads of Terms as received within the circulated reports pack, before moving this forward to Full Town Council to be held on 7 November 2024 for approval.

Members received and discussed the reports regarding shared facilities at Churchtown Cemetery.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to be held on 7 November 2024;

1. To approve Antony Estate's Draft Heads of Terms, as attached, for a Licence for shared use of the car park at Churchtown Cemetery together with the Town Clerk's report;
2. That Antony Estate cover Saltash Town Council's legal costs.

**26/24/25      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed the Service Delivery Department report as contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to delegate to the Service Delivery Manager to obtain costs regarding a timeless grave plan sign at Churchtown Cemetery working within budget and to liaise with the Town Clerk for final approval.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To note the report;
2. To approve the purchase of box hedging to be installed in the Children's Section of Churchtown Cemetery, to create an improved hedgerow, working within the 2025/26 budget and allocated to budget code 6004 BA General Site Maintenance;
3. To approve the purchase of a water heater for the public toilets (allotment holders and funerals) at Churchtown Cemetery at a maximum cost of £200 allocated to Budget Code 6000 Petrol.

**27/24/25      TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer briefed Members on the proposed amendments to the Fees and Charges for the year 2025/26.

Members discussed and debated the Burial Authority Fees and Charges for the year 2025/26.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** the Burial Authority Fees and Charges for the year 2025/26 as attached, to the Policy and Finance Committee meeting to be held on the 12 November 2024.

**28/24/25      TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

The Town Clerk informed the meeting that the Property Maintenance Sub Committee have not yet inputted their figures into budget code BA EMF 6070 Churchtown Cemetery Capital Works from the meeting held on 28 October 2024.

Members discussed and debated the budget setting for the year 2025/26.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** the Burial Authority Budget Statement for the year 2025/26, as attached, to the Policy and Finance Committee Meeting to be held on 12 November 2024 subject to the Property Maintenance Five-Year Plan figures and the following amendments;

**Burial Authority Operating Income**

1. To rename budget code 4614 BA Memorial Bench Income to 4614 BA Memorial Income due to Memorial Rose Bushes and Plaques also being available for purchase;
2. To create a new income code for Churchtown Car Park and to set the precept income at £1,000 based on the figures contained within the reports circulated within the reports pack and the potential start date for the natural burial site;

**Burial Authority Operating Expenditure**

3. To delete budget code 6003 BA Health and Safety as all Health and Safety items are purchased by Policy and Finance for all sites;
4. To vire any unspent funds from budget code 6003 BA Health and Safety to 6070 BA EMF Churchtown Cemetery Capital Works, subject to there being an unspent balance available at the end of the year;
5. To rename budget code 6012 BA Memorial Bench (Expenditure) to 6012 BA Memorial Income, due to the additional availability of Memorial Rose Bushes and Plaques.



Burial Authority - EMF Expenditure

6. Budget Code 6070 BA EMF Churchtown Cemetery Capital Works – considered at the Property Maintenance Sub Committee held on 28 October 2024 and agreed to increase the precept by £1,500. The figures are yet to be transferred.

**29/24/25      TO RECEIVE THE LAW COMMISSION BURIAL AND CREMATION CONSULTATION AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note.

**30/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary).

**31/24/25      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**32/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

33/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.02 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

Burial Authority Committee - Burial Authority Budget 2024-25  
Saltash Town Council  
For the year ended 31 March 2025

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
<b>Burial Authority Operating Income</b>					
4612 BA Cemetery Fees	17,505	12,104	21,390	(9,286)	15,000
4614 BA Memorial Bench Income	950	900	167	733	458
4615 BA National Grid Wayleave Income	0	15	0	15	15
4616 BA Churchtown Carpark Income	0	0	0	0	1,000
<b>Total Burial Authority Operating Income</b>	<b>18,455</b>	<b>13,019</b>	<b>21,557</b>	<b>(8,538)</b>	<b>16,473</b>
<b>Burial Authority Operating Expenditure</b>					
6000 BA Petrol	117	406	360	46	250
6001 BA Machinery Maintenance Costs	121	296	287	9	305
6003 BA Health & Safety	0	0	0	0	0
6004 BA General Site Maintenance	2,132	658	608	50	1,000
6005 BA Fire Extinguishers	0	97	0	97	100
6008 BA Tree Survey & Tree Maintenance	0	849	0	849	875
6009 BA Electricity Costs	396	394	345	49	406
6010 BA PWLB Loan Repayment & Interest	21,385	21,385	21,385	0	10,693
6011 BA Water	0	391	0	391	403
6012 BA Memorial Bench (Expenditure)	187	751	173	578	408
6013 BA Security Alarm Maintenance	164	186	186	0	241
6014 BA Cemetery Software Subscription	377	1,439	912	527	726
<b>Total Burial Authority Operating Expenditure</b>	<b>24,878</b>	<b>26,852</b>	<b>24,255</b>	<b>2,597</b>	<b>15,407</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(6,423)</b>	<b>(13,833)</b>	<b>(2,699)</b>	<b>(11,134)</b>	<b>1,066</b>
<b>Burial Authority EMF Expenditure</b>					
6070 BA EMF Churchtown Cemetery Capital Works	2,279	4,451	(20)	4,471	1,500
6071 BA EMF Replace Machinery & Equipment	0	13,942	0	13,942	0
6073 BA EMF Memorial Garden	476	3,724	154	3,570	0
<b>Total Burial Authority EMF Expenditure</b>	<b>2,755</b>	<b>22,117</b>	<b>133</b>	<b>21,984</b>	<b>1,500</b>
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>27,633</b>	<b>48,969</b>	<b>24,389</b>	<b>24,580</b>	<b>16,907</b>
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(9,178)</b>	<b>(35,950)</b>	<b>(2,832)</b>	<b>(33,118)</b>	<b>(434)</b>

**To/From Reserves & Budget Virements 2024/25**

1. Virement from 6070 BA EMF Churchtown Cemetery Capital Works to 6014 BA Cemetery Software Subscription - £1,034 - BA 12/24/25
2. Virement from 4512 SE National Grid Wayleave Income to 4615 BA National Grid Wayleave Income - £15 - SE 69/24/25
3. Virement from 6003 BA Health & Safety to 6070 BA EMF Churchtown Cemetery Capital Works - £60 - P&F 273/24/25

**Key**

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

**To receive an update on the Churchtown Cemetery Board and consider any actions and associated expenditure.**

**Report to:** Burial Authority Committee

**Date of Report:** 22.04.25

**Officer Writing the Report:** Service Delivery Manager

**Pursuant to:** BA held on 29.10.24 minute nr. 26/24/25

## **Officers Recommendations**

To note a timeless grave plan sign was not achievable due to key points raised and detailed in the report summary.

## **Report Summary**

Town Council officers held discussions regarding the proposed design and installation of the Cemetery site map as per the resolution made by the Burial Authority Committee.

The proposed plan (Appendix A) aimed to provide a clear and accessible reference for members of the public to help locate the grave/cremation plots of their loved ones. The map would have included all existing and some future plots across the cemetery to be displayed on a fixed weather resistant board.

While the concept was broadly supported in principle, several concerns were raised during the planning phase. The required size of the plan to fit any future plots makes the location of the plan difficult and would be in a detriment to its surroundings.

Key issues included:

- **Cost implications:** The initial setup, installation, design, and production of a durable and weather-resistant map were projected to be significant, with additional expenses expected for any potential future changes.
- **Ongoing maintenance:** Regular updates to reflect new interments, as well as repairs due to weathering or vandalism, would require dedicated resources and long-term financial commitment.
- **Future layout challenges:** As the cemetery continues to expand, the precise locations and configurations of future grave plots have yet to be finalized. Displaying an incomplete or frequently changing map could result in confusion or misinformation for visitors.

In light of these concerns, it was agreed that the implementation of the cemetery plot map not be pursued.

The proposal may be revisited at a later stage, once the overall layout of future grave sections has been determined and a more sustainable approach to ongoing maintenance has been identified.

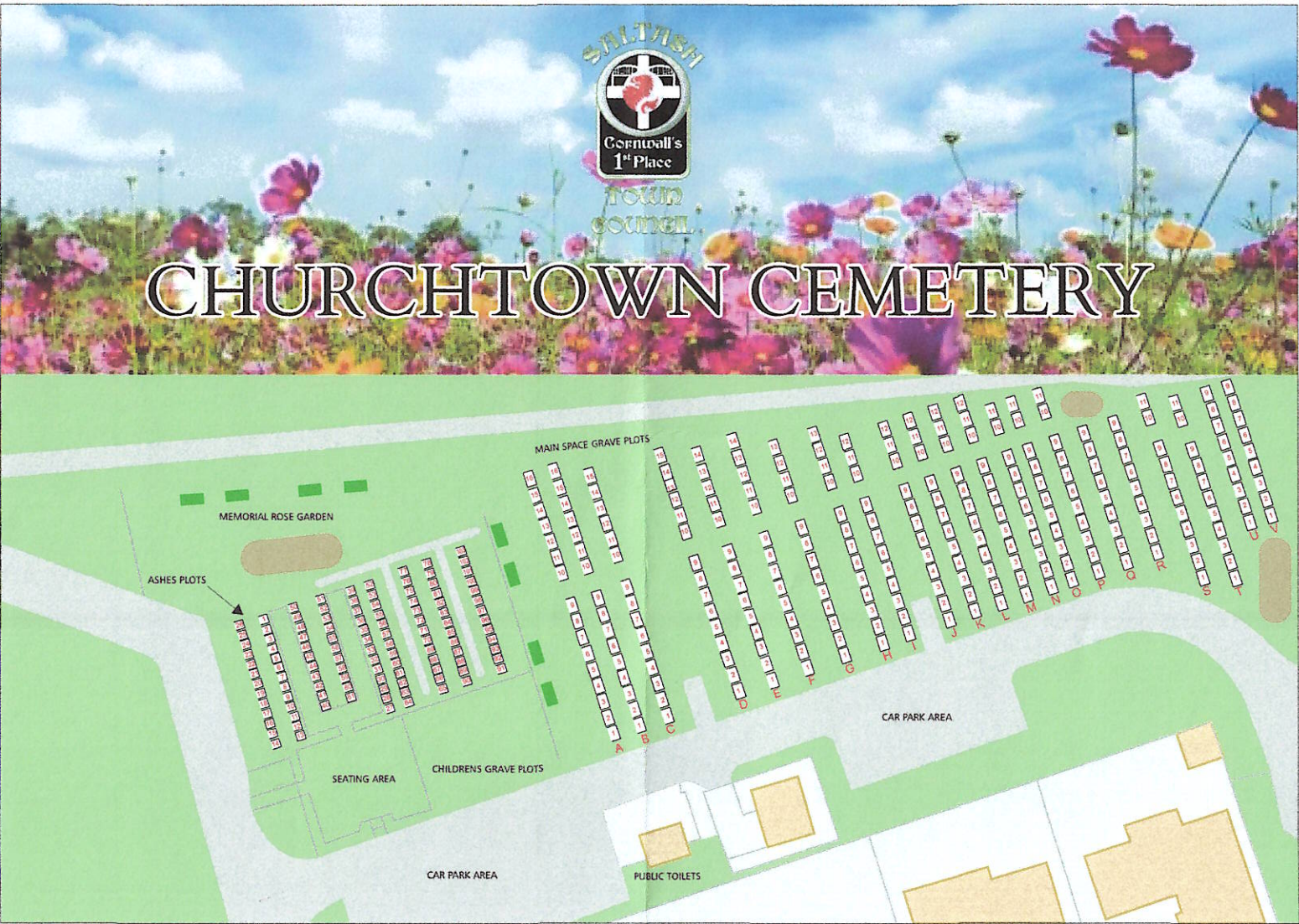
### **Report Images**

Please see attached Appendix A.

### **Signature of Officer:**

Service Delivery Manager





Client: Saltash Town Council		
File name: Cemetery plan drwg7		
Date: 07/02/25	Ref:	Scale:

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**To receive a report from the Service Delivery Department and consider any actions and associated expenditure.**

**1. Health and safety checks**

At this time, there are no major health and safety issues to report to the Council.

Members are asked to note the update.

**2. PAT Testing (Inservice Inspection And Testing Of Electrical Equipment**

The 12-18 month PAT Testing of portable equipment has been completed with all items passed. No issues to report.

Members are asked to note the update.

**3. Update to the box hedging**

As discussed, and approved at the previous committee meeting additional plants have now been planted to create a better hedge divide.

The initial planting of the box hedging was impacted by extreme heat and effected the plants growth and density.

The SD Department are to continue to monitor the hedge's development before committing any further costs /resources.

To support healthy growth, the hedging will be included in the summer watering schedule alongside the town and waterside hanging baskets and bedding plants.

This approach aims to encourage the hedge to establish and eventually match the surrounding sections.

Members are asked to note the update.





#### **4. The installation and commissioning of a new unvented hot water heater**

Following approval from the Burial Authority Committee, the SD Department installed an unvented hot water system at the Churchtown Cemetery toilet facilities in January 2025.

A 10-litre Ariston Lux electric water heater was installed to supply hot water to both hand basins, receiving positive feedback from staff and visitors alike.

To enhance safety and compliance with current building regulations and health and safety legislation, a Thermostatic Mixer Valve (TMV) was fitted to maintain water temperatures below 44°C, preventing the risk of scalding.

Additionally, a new main stop tap was installed, as one was previously absent in the toilet block.

All works were carried out internally by STC's Service Delivery Department.

(Please see pictures below)

[Members are asked to note the update.](#)

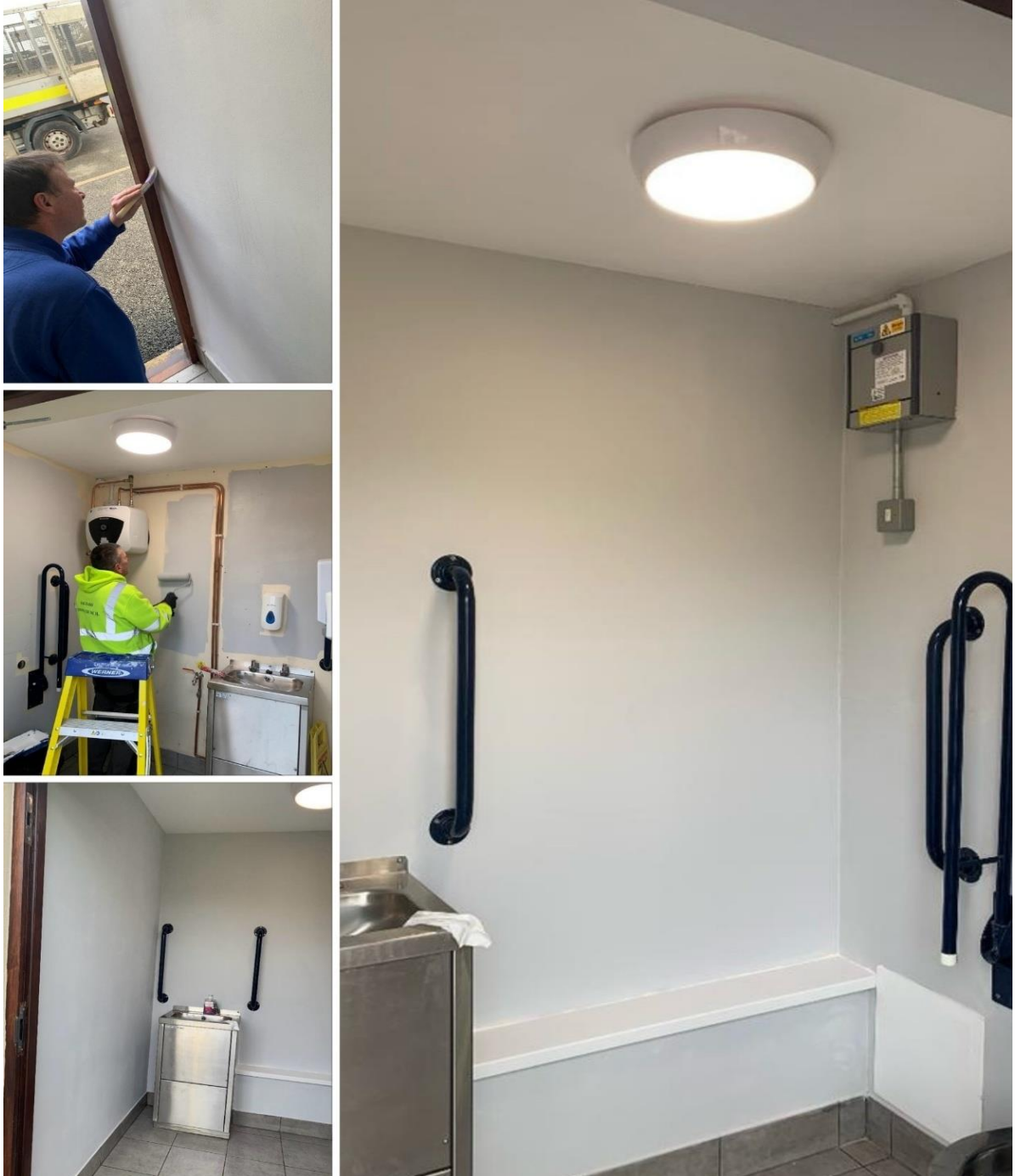




## **5. Cemetery Staff And Public Toilet Refurbishment Works**

The SD Department have completed internal redecorations of the Churchtown Cemetery toilet block, including the installation of new plastic boxing to replace sections damaged by age-related wear and tear.

The improvements have significantly enhanced the overall cleanliness and appearance of the facilities, and the work has been positively received by users.



Members are asked to note the update.

## **6. Churchtown Cemetery Ground Maintenance Works**

As the grass-cutting season gets into full swing, we're pleased to share that all areas of Churchtown Cemetery and St Stephens Churchyard are currently well maintained and up to date.

With warmer weather on the rise and grass growing quickly, our team is now visiting every couple of weeks to keep everything looking neat, tidy, and respectful for visitors.

SD Department have also tended to Churchtown Cemetery's main entrance shrub garden, Cornish walls, memorial rose garden, private road, and parking areas. These areas have all been thoroughly weeded, pruned, and edged.

[Members are asked to note the update.](#)





## **7. Churchtown Cemetery – repair to the pedestrian side entrance gate**

Following recent high winds and general wear and tear, the wooden side entrance gate sustained damage, with panels from the front section being completely blown off.

The Service Delivery Department were able to action the necessary repairs using spare materials available in the yard.

This approach meant the repair was completed without any additional cost to the department and the gate was swiftly reinstalled.



Members are asked to note the update.

## **8. Churchtown Cemetery – Letters to Heaven**

A little over a year has passed since the installation of the "Letters To Heaven" post box in mid-January 2024.

The box continues to be well-utilized, with collections made regularly on Wednesdays and Sundays, consistently nearing full on each collection. This is a positive indication that the service is appreciated by visitors to the cemetery and provides a valuable option for those wishing to leave messages.

Looking ahead, the post box will require a repaint due to fading from sun exposure



Members are asked to consider painting an alternative colour such as white to avoid confusion and further sun deterioration.

**End of report**

**Assistant Service Delivery Manager**

**To receive a report on the Town Council's Exclusive Rights of Burial Renewal Process and consider any actions or associated expenditure.**

**Report to:** Burial Authority Committee – 29 April 2025

**Date of Report:** 21 March 2025

**Officer Writing the Report:** Planning and General Administrator

**Officers Recommendations:**

Members are asked:

- To note the report;
- Approve and recommend to Full Council the updates to the Churchtown Cemetery Management Policy and Regulations, the Rules and Regulations for the erection of memorials and the Churchtown Cemetery Application Forms.

**Report Summary**

When a grave is purchased an Exclusive Right of Burial (EROB) Deed is issued giving the EROB to the grave owners named on it.

When requesting permission to erect a memorial a permit is granted and is back dated to the date the EROB was granted.

The EROB Deeds and Memorial Permits last for 10 years.

EROB / Memorial Permit renewals are due for processing at Churchtown Cemetery with the first EROB deed and Memorial Permit due to expire on 17 September 2025.

The Administration Department has created a renewal process as follows:

**ACTION ONE Initial Contact:** An email is sent to the EROB holder six months before the expiration date.

**ACTION TWO Follow-Up:** If no response is received within three months, a follow-up phone call will be made. If the holder remains unresponsive, a second email will be sent.

**ACTION THREE Final Attempt:** If no contact is made by the EROB expiration date, a postal letter will be sent to the address on record, followed by an email.

If the EROB holder fails to respond, details of the plot will be recorded and presented at the next Burial Authority Committee meeting.

The above process is to be included and referenced in the following documents:

- Appendix A - Churchtown Cemetery Management Policy & Regulations
- Appendix B - Rules and Regulations relating to the erection of Memorials

#### Churchtown Cemetery Policy, Regulations and application forms

Due to the commencement of the above process, a full review of the Churchtown Cemetery Management Policy and Regulations, the Rules and Regulations relating to the erection of Memorials and interment and memorial application forms has been undertaken.

For amendments please see – Appendices A, B and C.

#### **Signature of Officer:**

Planning and General Administrator

## Appendix A

# Saltash Town Council

## CHURCHTOWN CEMETERY

## MANAGEMENT POLICY & REGULATIONS

### 1. PURPOSE

- 1.1. To provide a management strategy for the safe and respectful management of the cemetery.
- 1.2. To provide clear information to elected members of the responsibilities of the Town Council and the implications thereof.
- 1.3. To provide clear information to cemetery users, be they the bereaved, visitors or attendees at a funeral, detailing their rights, responsibilities and what they may expect from the Town Council. This to take the form of Rules and Regulations and information presented in the form of leaflets and upon the Council website.
- 1.4. To provide clear information to those working in the cemetery, be they Memorial Masons, Funeral Directors, Grave Diggers or any other external contractor.

### 2. GUIDANCE AND STATUTORY OBLIGATIONS

- 2.1. The cemetery will be managed to comply with all Parliamentary Acts and Statutory Instruments and accepted guidance that may apply.
- 2.2. The main legislation is contained within the Local Authorities Cemetery Order 1977, as amended in the Local Authorities Cemeteries (Amendment) Order 1986. This is a Statutory Instrument made under the Local Government Act 1972, section 214(1).
- 2.3. Other legislation where compliance is Statutory includes the Health and Safety at Work Act 1974, enforced by the Health and Safety Regulations 1989.

2.4. Guidance issued by the Health and Safety Executive and the Institute of Cemetery and Crematorium Management includes:

- 2.4.1. The Guide for Burial Ground Managers (HSE)
- 2.4.2. Baby and Infant funerals (ICCM)
- 2.4.3. Shallow graves policy (ICCM)
- 2.4.4. Managing the safety of burial ground memorials (HSE)
- 2.4.5. Management of Memorials policy (ICCM)
- 2.4.6. Code of safe working practice (ICCM)

### 3. DEFINITIONS

- 3.1. For the purposes of legislation and registration of burials, the person identified by the Council shall be the Town Clerk.
- 3.2. The cemetery shall be deemed to be open during the hours of daylight – it is illegal to enter a cemetery when it is closed without the specific permission of the identified person.
- 3.3. As land owner, the Council is responsible for the health and safety of all who enter the cemetery.
- 3.4. No vehicles may enter the cemetery without the express permission of the Council.

### 4. ELEMENTS OF MANAGEMENT

~~4.1.~~ **Burials – Undertakers to Note:** Please only book and pay for the Saltash Town Council's approved gravedigger ~~contact details attached.~~

**Commented [FM1]:** This has never been attached.

4.1.1. No interment may take place nor any ashes scattered without the written permission of the Council. In or on a grave where the Exclusive Rights of Burial (EROB) have been purchased, the Council will require the written permission of the owner of the Rights before they in turn may grant permission.

4.1.2. ~~In a case where no owner of the rights is available it is the responsibility of the funeral organisers to locate them or transfer rights as necessary.~~

**Commented [FM2]:** ? We have never expected the Funeral Director to do so.

4.1.3. An Application for Interment must be made on the specified form and received by the Council three working days before the time of burial. It must be accompanied by a Certificate of Disposal issued either by the Registrar (green



form) or by the Coroner (white form). In exceptional circumstances should this form be lost or unattainable, it may be possible to proceed with the burial if a Form 18 is supplied instead. The application should also be accompanied by payment in full.

- 4.1.4. 'American Style' Caskets will not be permitted at Churchtown Cemetery. The maximum dimensions permitted for Wood and Wicker Coffins at Churchtown Cemetery are as follows: Maximum Length 7' 2", Maximum Width 32", Maximum Height 18". The exact dimensions, width, length and height, of the coffin which will be used for an interment must be given accurately on the application form.
- 4.1.5. All first burials in a grave will take place in a grave identified by the Town Clerk.
- 4.1.6. Burials may take place in an EROB purchased or non EROB plot; in the latter case the applicant will be informed that no memorial may be placed on the grave and that other, unrelated persons may also be buried in the grave. Prior to a second interment in an unpurchased grave the Council will attempt to contact the applicant to offer a last chance to purchase.
- 4.1.7. All graves will be excavated and backfilled by the Council or its contractors in accordance with the ICCM Code of Safe Working Practice. Adequate grave shoring will always be used. Graves left open overnight will be securely covered. Should mourners wish to backfill some or all of the grave they must do so with the express, advanced permission of the Council and such an operation is at the sole risk of the Funeral Director or organizer. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.  
  
The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB. Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.
- 4.1.8. Burials may take place without a Funeral Director but organizers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.

- 4.1.9. Funeral Directors, Memorial Masons, the Council appointed Grave Digger and other contractors at Churchtown Cemetery, must register with the Council showing evidence of public liability insurance. A risk assessment, the content of which must be approved by the Council's Service Delivery Manager, will also be required. Additionally, Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.
- 4.1.10. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.
- 4.1.11. Each grave has the capacity for two ashes caskets to be buried in the memorial strip on either side of the headstone, provided the headstone foundation is no wider than one metre ~~(see diagram)~~.

**Commented [FM3]:** This has never been a practice at Churchtown. Suggest to remove.

**Commented [FM4]:** The diagram is not available.

## **4.2. Exclusive Rights of Burial**

- 4.2.1. In accordance with LACO (1977) the Council may issue Exclusive Rights of Burial (EROB) to the applicant for burial at the time of the first burial in a grave. The current term is a period of ten years, which may be renewed on expiry by payment of a further fee, for a period of ten years.
- 4.2.2. EROB does not confer ownership of the land but grants the purchaser the right to determine future burials and to apply to place a memorial. The owner of the rights may themselves be buried in the grave with no other permission needed.
- 4.2.3. At the end of the period of rights the Council will attempt to contact the owner (See Appendix A for EROB Renewal Process) but should they not be found or not wish to renew the rights, the Council may either sell the rights to another person or bury an unrelated person in the grave.
- 4.2.4. EROB may be assigned by the owner during their lifetime, or by their executor upon their death. The Council can advise how this must be done and will supply such forms as are needed for a small fee.
- 4.2.5. Under no circumstances may the EROB be exercised without the permission of the owner.

## **4.3. Memorials**

- 4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences,

grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.

- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.
- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial which would normally take place within 12 months.
- 4.3.6. If there are no family members remaining, the person arranging the interment may also organize for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.
- 4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM) [is required.](#)
- 4.3.10. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.

**Commented [FM5]:** Additional text necessary.

4.3.11. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:

Headstone Height (including all plinths and concrete foundations) 3'3"  
(991mm)

Width of memorial 2'8" (813mm)

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm.

It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.

4.3.12. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.

4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.

4.3.14. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.

4.3.15. The stone mason must give three working days' notice of their intention to fix a memorial, to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.

4.3.16. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.

4.3.17. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.

- 4.3.18. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.19. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.

#### **4.4. Fees and Charges**

- 4.4.1. The Council will publish a table of fees and charges for its services which will be available at the cemetery, on the website and in paper form from the Council offices. Fees for any service must be paid in advance.
- 4.4.2. From time to time the Council will review the fees and charges.
- 4.4.3. Double standard fees apply to non-Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Town Clerk and in the absence the ~~Assistant Town Clerk~~ Office Manager/Assistant to the Town Clerk).
- 4.4.4. The Administration Department to obtain available evidence with regard to Saltash Residency two years prior to the date of death. This being unavailable, to request that the Funeral Director gives written confirmation of residency

Commented [FM6]: Change of personnel.

#### **4.5. Rules and Regulations**

- 4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.
- 4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

#### **4.6. General provisions**

- 4.6.1. The Council will provide a water supply subject to weather conditions.
- 4.6.2. The Council will maintain the cemetery to provide a suitable and presentable appearance.
- 4.6.3. The Council will conduct regular inspections of the cemetery and will inspect memorials as recommended by the Health and Safety Executive. Any memorial found to be in an unsafe condition will be made safe by the Council in a manner they see fit. Responsibility for repair remains that of the owner. Repairs not carried out in a timely manner may result in the withdrawal of memorial rights.
- 4.6.4. Statutory registers of interments, ownership and exhumations will be kept by the Council and may be viewed by reasonable request. Extended searches by Council staff may incur a fee.
- 4.6.5. Interments shall normally take place between 9:00am and 4:00pm, Monday to Friday excluding Bank Holidays. It may be possible to accommodate funerals outside of these times and at short notice but the Council reserves the right to charge an extra fee for this service.
- 4.6.6. New graves will be dug to accommodate 3 burials unless ground conditions do not allow. In consultation with the Council appointed Grave Digger, should any interment indicate that subsequently no further interments can take place in a specific grave, then the Council will not permit any further interments in that grave. The relevant Funeral Director to be informed.
- 4.6.7. Initially three rows of graves will be marked out to provide sufficient space should more than one grave be required at any one time. No fewer than three rows will exist at any time.
- 4.6.8. Burials will start at the gate end of the cemetery at the end of the row nearest to the driveway.

#### **4.7. Future expansion**

- 4.7.1 Land adjacent to the cemetery, temporarily used to provide allotments, will be used to extend the cemetery as required. Notice will be given to allotment tenants.

## **Action One – Send an email six months before the EROB expiration**

**Subject: Renewal of Exclusive Right of Burial (EROB) – [Plot Reference]**

Dear [EROB Holder's Name]

We are writing to inform you that the Exclusive Right of Burial (EROB) and Permit to Erect a Memorial relating to plot [Plot Reference] is due for renewal at Churchtown Cemetery, Saltash.

In accordance with the Churchtown Cemetery Management Policy and Regulations and the Rules and Regulations for the Erection of Memorials (as attached), renewal is required every 10 years to maintain the rights to the plot. The ten-year tenure of your EROB is due to expire on [Insert Date of EROB Expiry].

The renewal fee is £[X]. We kindly ask that you contact Saltash Town Council at your earliest convenience to confirm your intention to renew and arrange payment.

If you wish to proceed, please contact us by [Deadline Date] to ensure continuity of the rights associated with the plot.

Should you have any questions or require further information, please do not hesitate to contact the Burials and Memorials department on 01752 844846 option 4 or email [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

We appreciate your prompt attention to this matter.

Yours sincerely,

Burials and Memorials

## **Action Two – Call followed by an email three months before the EROB expiration**

**Subject: Renewal of Exclusive Right of Burial (EROB) – [Plot Reference]**

Dear [EROB Holder's Name]

We are writing to inform you that the Exclusive Right of Burial (EROB) and Permit to Erect a Memorial relating to plot [Plot Reference] is due for renewal at Churchtown Cemetery, Saltash.

In accordance with the Churchtown Cemetery Management Policy and Regulations the Rules and Regulations for the Erection of Memorials (as attached), renewal is required every 10 years to maintain the rights to the plot. The ten-year tenure of your EROB is due to expire on [Insert Date of EROB Expiry].

We attempted to contact you by phone today regarding this matter but were unable to reach you.

The renewal fee is £[X]. We kindly ask that you contact the Saltash Town Council at your earliest convenience to confirm your intention to renew and arrange payment.

If you wish to proceed, please contact us by [Deadline Date] to ensure continuity of the rights associated with the plot.

Should you have any questions or require further information, please do not hesitate to contact the Burials and Memorials department on 01752 844846 option 4 or email [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

We appreciate your prompt attention to this matter.

Yours sincerely,

Burials and Memorials



**Action 3 – Letter sent via post and followed up via email.**

**Subject: Renewal of Exclusive Right of Burial (EROB) – [Plot Reference]**

Dear [EROB Holder's Name]

We recently tried contacting you regarding your ownership of the Exclusive Right of Burial (EROB) and Permit to Erect a Memorial relating to [Plot Number] at Churchtown Cemetery, Saltash.

In accordance with Churchtown Cemetery Management Policy and Regulations the Rules and Regulations for the Erection of Memorials (as attached), renewal is required every 10 years to maintain the rights to the plot. The ten-year tenure of your EROB is due to expire on [Insert Date of EROB Expiry].

The renewal fee is £[X]. We kindly ask that you contact Saltash Town Council at your earliest convenience to confirm your intention to renew and arrange payment.

If you wish to proceed, please contact Saltash Town Council by [Deadline Date] to ensure continuity of the rights associated with the plot.

Should you have any questions or require further information, please do not hesitate to contact the Burials and Memorials department on 01752 844846 option 4 or email [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

We appreciate your prompt attention to this matter as we have now passed the expiration date for renewal. If you choose not to renew the EROB for [Plot Number], the ownership will revert to Saltash Town Council, and you will no longer have any rights associated with it.

This includes, but is not limited to, arranging future interments, installation of a headstone or cremation tablet (if not already in place), adding inscriptions to an existing memorial, or maintaining a headstone or tablet.

For full details, please refer to Churchtown Cemetery Management Policy and Regulations as attached.

Yours sincerely,

Burials and Memorials

## APPENDIX B

# Saltash Town Council

## Rules and Regulations relating to the erection of Memorials

1. Only the Council's approved gravedigger may be contracted by the Funeral Directors or clients to work in the cemetery.
2. No memorial may be fixed within 6 months of a burial to allow ground settlement.
3. A memorial tablet may be fixed immediately after the burial of cremated remains.
4. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
5. Under no circumstances will the Council permit a glass or any breakable receptacle to be placed on the grave,
6. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave at the head of the grave upon which the memorial must entirely be situated.
7. No permanent planting may take place anywhere in the cemetery.
8. Applications to place a memorial must bear the signature of the owner of the Exclusive Right of Burial.
9. All memorials must be installed in compliance with BS8415 by competent, trained stonemasons. Stonemasons may demonstrate competency by being a member of either BRAMM or NAMM's RQMF schemes or may complete an individual application to work form.
10. An approved application will indicate the dimensions and compositions of the memorial: details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
11. Saltash Town Council as the burial authority will retain the application and a permit will be issued to the Monumental Mason. The permit **MUST** be available for inspection at the time the memorial is being fitted.

**If the mason is found without a permit, permission to continue with the work will be denied. Any memorial fixed without approval will be removed.**

## 12. Size of Memorials

All new memorials to be erected in the Cemetery must not exceed the following maximum sizes:

### Headstone

Height (including all plinths and concrete foundations) 3'3" (991mm).

Width of memorial 2'8" (813mm).

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm

Only headstones may be fixed to burial plots.

**It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as considered necessary.**

### Tablets

Only foundation slabs 24" x 24" (600mm x 600mm) and tablets 18" x 18" (450 x 450) may be fixed flat to cremation plots. To be supplied by the ERB owner. Should a vase be required it must be installed in and be integral to the tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.

Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.

All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.

13. The stone mason must give three working days of their intention to fix a memorial to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
14. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be re-fixed in the proper position.
15. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.
16. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.

17. A certificate of compliance to BS8415 must be issued to the owner of the Exclusive Right of Burial and Saltash Town Council Burial Authority.

18. ~~All new memorials should either be guaranteed for a period of not less than 10 years.~~  
All new memorials should either be guaranteed for a period of not less than 10 years  
and/or a certificate of compliance to BS8415 must be issued.

**Commented [FM1]:** Replace original sentence to match the information contained within the Management Policy and Regulations.

19. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.

20. **Bench and Rose Bush Memorial Garden**

A memorial bench and plaque service is available to members of the public who may wish to purchase a Memorial Plaque with inscription for a lease period of 10 years. Renewable upon request. For full details please refer to the application form for a memorial bench.

21. A memorial rose bush and plaque service is available to members of the public for a lease period of 10 years. Renewable upon request. For full details please refer to the application form for a rose bush memorial.

**Memorial Insurance**

It is highly recommended that a memorial is insured against accidental damage, vandalism and theft and to make sure that cover takes effect immediately the stone is fixed in the cemetery. Cost can be very reasonable and usually insignificant when compared with the possible cost of repairs. Any BRAMM registered memorial mason should have details of the schemes available.

## APPENDIX C

### Application for Interment

Churchtown Cemetery  
Saltash Town Council  
The Guildhall  
12 Lower Fore Street, Saltash  
PL12 6JX

Tel: 01752 844846  
Email: [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

This application must be delivered to the Saltash Town Council offices **no later than noon three working days before the burial.**

<b>Print in black ink</b>		
<b>Funeral Director:</b>		
<b>Day, date and time of burial:</b>		
<b>Full name of deceased</b>		
<b>Address:</b>		
<b>Post code:</b>		
<b>Place where death occurred:</b>		
<b>Date of death:</b>	<b>Age:</b>	
<b>Dimensions of coffin or casket <u>in inches</u></b>		
<b>Length:</b>	<b>Width:</b>	<b>Height:</b>
Size to be outside lid measurement with allowance for handles		
<b>Coffin type:</b>		
<b>Officiating minister:</b>		
<b>Was deceased a resident of Saltash:</b> Yes/No		
<b>Number of grave</b>		

cont'd...

Doc ref: CC005

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 10 years. ~~I have been given and have read Saltash Town Council's Exclusive Rights of Burial leaflet.~~ (A guide to the Exclusive Rights of Burial is contained within the Churchtown Cemetery Management Policy and Regulations on the Town Council website.)

**Commented [FM1]:** There is no leaflet, this information is contained within the Management Policy and Regulations.

#### Previously purchased grave to be reopened

☐

I would like the burial to take place in grave number \_\_\_\_\_ at Churchtown Cemetery.

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 \_\_\_\_\_

If the current EROB owner is the deceased, please state any addresses prior to the one included on page one of the Application for Interment.

**Commented [FM2]:** Addition due to EROB owner's address sometimes not matching the address given on the Application for Interment.

#### Children's Area

☐

I would like the burial to take place in a new grave in the Childrens' Area at Churchtown Cemetery. (A guide to the Exclusive Rights of Burial is contained within the Churchtown Cemetery Management Policy and Regulations on the Town Council website.)

**Commented [FM3]:** Addition to accommodate the newly created Childrens' Area.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Full name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_ Tel: \_\_\_\_\_

Relationship to deceased \_\_\_\_\_

Please keep the Town Council advised of your up-to-date contact details.

**Commented [FM4]:** Addition due to the difficulty in contacting EROB owners who have changed their contact details without informing the Town Council.

N.B. Saltash Town 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 to establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter before booking.

## Exclusive Right of Burial Application to purchase a new grave

**Saltash Town Council**  
The Guildhall, 12 Lower Fore Street  
Saltash. PL12 6JX  
Tel: 01752 844846  
Email:  
[burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

I wish to purchase the Right of Burial to the grave in which the deceased person named on the Application for Interment, is to be interred and understand that my Rights will exist for a period of **10 years**.

### Applicant's details

**Mr**                **Mrs**                **Ms**                **Miss**                **Other**

Full name of applicant: please print

Full address: please print

Postcode:

Tel No.

Email:

~~I confirm that I have received a summary of the Rules and Regulations about this Section and I will comply with them.~~ I have read a copy of the Churchtown Cemetery Management Policy and Regulations available on the Town Council Website and I will comply with them.

Signed:

Date:

Please keep the Town Council advised of your up-to-date contact details.

**Commented [FM5]:** The Policy is not emailed to EROB owners but is available on the website.

**Commented [FM6]:** Addition due to the difficulty in contacting EROB owners who have changed their contact details without informing the Town Council.

**Lawn Graves** I would like the burial to take place in a new grave in the Childrens' Area at

1. The size of the Churchtown Cemetery. I have been given and have read Saltash Town Council's all size of the plin Exclusive Rights of Burial leaflet.

2. Subject to the written consent of the Council, and to payment of the prescribed fee, a memorial may be placed on the grave in the position required by the Council. The memorial shall become the property of the Council at the expiry date of the period of the Grant of the Exclusive Right of Burial in the grave.

3. The memorial must sit in the position required by Saltash Town Council.

4. The Council must approve all inscriptions on the memorial beforehand.

5. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.

6. no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.

7. Under no circumstances will we permit a glass or any breakable receptacle to be placed on the grave/memorial. A plaque or stone vase so fitted shall become the property of the Council at the expiry date of the period of Grant of Exclusive Right of Burial.

8. All monuments must be kept in good repair at the expense of the owner of the Exclusive Right of Burial. The Council reserves the right to remove any monument which, in its opinion, has become unsafe, dilapidated or unsightly, or is not kept in good repair.

9. Memorials may only be fixed by BRAMM registered Monumental Masons.

10. The Council reserves the right to remove any item placed on or near a grave that does not conform to these Regulations. **Without prior notice or right to appeal.**

## Exclusive Right of Burial

### Application to purchase a cremated remains grave

**Saltash Town Council**  
The Guildhall, 12 Lower Fore Street  
Saltash. PL12 6JX  
Tel: 01752 844846  
Email:  
[burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

I wish to purchase the Right of Burial to the grave in which the deceased person named on the Application for Interment, is to be interred and understand that my Rights will exist for a period of **10 years**.

#### Applicant's details

**Mr Mrs Ms Miss Other**

Full name of applicant: please print

Full address: please print

Postcode:

Tel No.

Email:

~~I confirm that I have received a summary of the Rules and Regulations about this Section and I will comply with them.~~ I have read a copy of the Churchtown Cemetery Management Policy and Regulations available on the Town Council Website and I will comply with them.

Signed:

Date:

Please keep the Town Council advised of your up-to-date contact details.

**Commented [FM7]:** The Policy is not emailed to EROB owners but is available on the website.

**Commented [FM8]:** Addition due to the difficulty in contacting EROB owners who have changed their contact details without informing the Town Council.

#### Lawn Graves

1. The size of the memorial shall not exceed 18" x 18" (450 x 450)
2. Subject to the written consent of the Council, and to payment of the prescribed fee, a memorial may be placed on the grave in the position required by the Council. The memorial shall become the property of the Council at the expiry date of the period of the Grant of the Exclusive Right of Burial in the grave.
3. The memorial must sit in the position required by Saltash Town Council.
4. The Council must approve all inscriptions on the memorial beforehand.
5. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
6. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.
7. A plaque or stone vase so fitted shall become the property of the Council at the expiry date of the period of Grant of Exclusive Right of Burial.
8. All monuments must be kept in good repair at the expense of the owner of the Exclusive Right of Burial. The Council reserves the right to remove any monument which, in its opinion, has become unsafe, dilapidated or unsightly, or is not kept in good repair.
9. **Memorials may only be fixed by BRAMM registered Monumental Masons.**



10. The Council reserves the right to remove any item placed on or near a grave that does not conform to these Regulations. **Without prior notice or right to appeal.**

Memorial application form

To fix a memorial or inscribe an additional inscription on an existing memorial or the removal of a headstone or cremation tablet other than for an additional inscription.

Churchtown Cemetery  
Saltash Town Council  
The Guildhall,  
12 Lower Fore Street, Saltash  
PL12 6JX

Tel: 01752 844846  
Email: enquiries@saltash.gov.uk  
burialsandmemorials@saltash.gov.uk

Cemetery:	Section:	Grave No:
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This form must be delivered to Saltash Town Council offices.

Monumental mason name/company name:

Address:

Material and colour of memorial (tick one of the following)  
Granite   Marble   Slate   Stone   Other   Colour  
Removal of headstone & cremation tablet other than for an additional inscription. State reason:

Design of memorial including inscription and dimensions:

For office use only:

Fee Payable-£	Date: —	Permit No:
Issued:	Receipt No:	

To be completed by monumental mason

I, (we) agree to be responsible and to pay for any damage which may be occasioned to the property of the Authority or to any adjacent vault, grave, tomb, monument or memorial by reason of any negligence on the part of my (our) workmen, or the workmen of any sub-contractor employed by me (us), in connection with the work referred to in this application.

Commented [FM9]: To reflect the update to the fees & charges.

Commented [FM10]: To direct documentation to the updated email address.

Commented [FM11]: Requirement not previously on the form

Commented [FM12]: Addition to match entry on the fees list.

Commented [FM13]: Section not required

I, (we) agree to install the memorial (new or replacement) in compliance with BS8415 by competent, trained stonemasons. Stonemasons may demonstrate competency by being a member of either BRAMM or NAMM's RQMF schemes, or may complete an individual application to work form, including a signed declaration stating a commitment to work to BS8415, a statement that the mason holds £5m public liability insurance, issues at least a ten year guarantee to cover workmanship and materials and that they have not been banned from any cemetery or graveyard during the last two years.

Signed:

Date:

#### Notes to monumental masons

(a) Saltash Town Council as the Burial Authority will retain this application and a permit will be issued to the Monumental Mason.

(b) The Permit **MUST** be available for inspection at the time the memorial is being fitted. **If the mason is found without a permit, permission to continue with the work will be denied. Any memorial fixed without approval will be removed.**

(c) On completion, a certificate of compliance to BS8415 must be issued to the owner of the Exclusive Right of Burial and Saltash Town Council Burial Authority.

(d) The mason fixing the memorial shall ensure that the grave number is inscribed on the side of the memorial.

#### To be completed by the owner of the Exclusive Right of Burial

I hereby apply for the right to erect/place/inscribe a memorial subject to Saltash Town Council policy. The right for which I now apply confers on me the right to erect a memorial or inscribe an additional inscription on a memorial for which I have previously been granted rights upon payment of the prescribed fee.

#### Applicant's details

Mr Mrs Ms Miss Other

Full name of applicant: please print

Full address: please print

Postcode:

Tel No:

Email:

Name of previous interments

Date of previous  
Death

Date of previous  
internments

I agree to comply with the Cemeteries Regulations applicable to the type of grave I have purchased as received and signed for at time of purchase.

Signed:

Date:

Please keep the Town Council advised of your up-to-date contact [details](#).

Commented [FM14]: To enable future communication.