OLNEY TOWN COUNCIL

RULES AND REGULATIONS FOR THE MANAGEMENT AND CONTROL OF OLNEY CEMETERY

(1) In exercise of their powers under Article 3(1) of the Local Authorities Cemetery Order 1974, made under Section 214(3) of the Local Government Act 1972, and the Local Authorities Cemeteries Order 1977, the Olney Town Council hereby make the following Rules and Regulations for the management and control of the Olney Cemetery.

(2) These Rules and Regulations shall come into force on 1st March 2021 and shall replace previous Rules and Regulations made by the Council.

(3) Throughout these Rules and Regulations "The Council" means Olney Town Council, being the Council of the parish of Olney, in the county of Buckingham.

The Cemetery" means the Cemetery provided by the Council, and situated in Church Street, Olney.

“Grave" means a burial place formed in the ground by excavation and without any internal wall of brickwork or any other artificial lining.

“Superintendent" means the employee of the Council appointed to be in charge of the Cemetery.

Interments

(4) Notice of interment shall be given to the Clerk to the Council on the form provided for that purpose, and all details requested on the form must be given. The accuracy of the information shall be the responsibility of the person giving the notice.

(5) Notice is to be given on all weekdays, Monday to Friday, between the hours of 9am and 2pm at least two clear days before the date of the interment, in every case exclusive of any Bank Holiday, and no application can be received on Saturdays, Sundays and Bank Holidays.

(6) All fees and charges shall be paid on giving notice.

(7) The Registrar's Certificate of Burial or Cremation, or the coroner's order shall be given to the Council's employee supervising the burial on entering the Cemetery.

(8) No interment shall be permitted on Sunday, Christmas Day, Good Friday, Bank Holidays, or after 10.30am on Saturday, except in the case of extreme urgency, and where the consent of the Council has been given for the burial to take place.

(9) No interment shall be permitted after 3.30pm during the months of November, December, January, and February.

Graves

(10) The selection of any grave space in the Cemetery, whether for ordinary burial or for purchase, is in all cases to be subject to the consent and approval of the Council and consistent with the general plan. Interments must take place in every grave space consecutively if the soil will permit until the whole area devoted to interments shall have been buried in or appropriated.

(11) A person shall not, in the Cemetery, cause a body to be buried in a grave in such a manner that any part of the coffin is at a depth less than 3 feet (1 metre), below the level of the ground adjoining the grave.

(12) A person shall not, in the Cemetery, cause a body to be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by means of a layer of earth not less than six inches (15.2 centimetres) in thickness.

(13) Where, in the Cemetery, any grave is re-opened for the purpose of making another interment therein, a person shall not disturb any human remains interred therein, or remove therefrom any soil which is offensive.

(14) All graves are to be dug and excavated under the supervision of the Council's Superintendent, care being taken that the earth used in filling in the grave is closely rammed down.

(15) Coffins of bio-degradable materials only will be allowed in any grave.

(16) Cremated remains shall be interred in a suitable urn approved by the Council.

(17) Plans showing the whole of the graves and their respective classes are kept at the office of the Clerk to the Council, and may be inspected, at a charge as set on the Olney Town Council Cemetery fees.

(18) Every person who, in the Cemetery, buries a body in a grave shall, as soon as possible after the natural subsidence of the earth with which the grave has been filled in, cause the surface of the grave to be properly covered with fresh turf, or with any memorial approved by the Council, or shall cause the surface of the grave to be planted with flowers or other suitable vegetation as may be permitted by the Council. Ornaments or decorations must be subject to the approval of the Council. Pots, jars, tins, bottles and like articles for holding flowers will be permitted only if placed beneath the surface of the ground. Cut flowers, wreaths and mourning cards may be placed on graves, but must be removed when faded or decayed. No

bottles with mourning cards therein are allowed on any grave. The display on any wreath or tribute of the maker's name or address is prohibited.

(19) The Council reserve the right to remove anything placed on any grave space which, in their opinion, is unsightly or undesirable, or is in contravention of the Rules and Regulations.

Exclusive Right of Burial

(20) The Exclusive Right of Burial will be granted in respect of a grave or a vault on payment of the appropriate fee, and a deed of grant in respect of the grave or vault will be made, indicating the terms under which the grant is made.

(21) There will be no more than 2 owners of any one Exclusive Right of Burial. If a second person is to be buried in the grave, that second person must also be named on the grant.

(22) The consent in writing of the owner to any interment in a grave, the Exclusive Right of Burial of which has been granted, must be left with the notice of interment at the office of the Clerk to the Council.

(23) The Exclusive Right of Burial in any ground shall not be transferred otherwise than with the consent of the Council. Every such transfer shall be made through the Council to whom the ground surrendered for the purpose of being transferred to the permitted transferee.

Memorials
Fixing of headstones must be in compliance with the National Association of Memorial Masons recommended Code of Working Practice

(24) No headstone, flat stone, tablet, or other memorial, except a vase not exceeding 18 inches (0.4 metres) in height shall be erected or placed on any grave, other than in the Garden of Remembrance, unless the exclusive right of burial in respect of that grave has been granted.

(25) No flat stone or headstone shall exceed the height of 27inches (68cm) above the level of the ground, and a width of 21inches (53cm).

(26) Historic monuments within the cemetery do not set a precedent for future monuments.

(27) All gravestones, monuments, memorials and inscriptions are to be subject to the approval of the Council, and a copy of every inscription and a drawing of every gravestone or monument or memorial relating to such gravestone, monument, or memorial must be submitted to the Clerk to the Council for the Council's approval.

(28) Approval will not be given for the erection of kerbs on any grave.

(29) Wherever any stone or other memorial which has been put down or any grave is enclosed without the exclusive right of burial in respect of the grave space having been purchased, the rights of such parties to such memorial or enclosure shall be limited to the time when the grave can be re-opened for another interment, after which time the Council reserve the right to remove such stone, memorial, or enclosure. **The Council may remove any memorial which in their opinion has fallen into decay.**

(30) The number of all graves must be cut at the foot of the stone in letters not less than 1 inch (25mm).

(31) All foundations, fixing, and removal of memorials shall be executed under the control of the Council and any damage done to the walls, fences or ground in the course of any works executed by persons other than servants of the Council, shall be repaired by such persons.

(32) No hewing or dressing of stone will be permitted within the Cemetery, and all materials, monuments and memorials shall be conveyed into the Cemetery by hand or in such a manner under the direction of the Council's employees as will avoid the cutting up of the roads or paths, and all mortar to be used in the Cemetery shall be brought to the ground ready for use. Mats, planks, boards, or canvas are to be used as directed to preserve the grass or roads from injury by such works.

(33) No person shall, within the Cemetery solicit orders, exhibit designs, distribute business cards, or attempt to obtain from any employee information as to grave owners, nor to take measurements of, or photographs or copy any memorial unless the written permission of the owner thereof has been obtained, and is produced.

(34) No person shall, on any memorial exhibit the maker's name, or any advertisement.

(35) The Council will not be in any way responsible for the care of monuments, stones, or memorials, or for any damage thereto.

Conduct in the Cemetery and Opening Hours

(36) The Cemetery will be open to the public each day as follows:

Month	**Opening Hours**
January and February	From 8am to 4.30pm
March and April	From 8am to 6.00pm
May to August	From 8am to 7.30pm
September and October	From 8am to 6.00pm
November and December	From 8am to 4.30pm

(37) Children under the age of 12 will not be permitted to enter the Cemetery except under the care of an adult. All visitors will be expected to keep on the paths except when visiting a grave, and to refrain from touching trees, shrubs, plants and flowers.

(38) A person other than an officer of the Council or a person or a servant of a person employed by the Council in or about any work in connection with the Cemetery, shall not on any day enter the Cemetery before the time appointed for opening thereof, or enter the Cemetery or remain therein after the time appointed for the closing thereof.

(39) A person shall not enter or leave the Cemetery otherwise than through one of the gates.

(40) No wheeled vehicles, except perambulators and invalid carriages, shall be allowed to enter the Cemetery.

(41) No animals shall be brought into the Cemetery.

(42) A person shall not, in the Cemetery, be guilty of any riotous or indecent conduct, or stand or sit on any grave or monument.

(43) No person shall willfully destroy or injure any building, wall, or fence belonging to the Cemetery, or destroy or injure any tree or plant therein, or shall disfigure any wall thereof, or put up any bills thereon, or deface any monument, gravestone or memorial, or do any other willful damage, play at any game of sport, or discharge firearms (except at a military funeral) in the Cemetery, or willfully or unlawfully disturb any persons assembled therein for the purpose of burying a body therein, or commit any nuisance within the Cemetery.

(44) A Register of burials in the Cemetery is kept at the office of the Clerk to the Council. Searches may be made, and a certified copy of an entry of burial may be issued, in each case on payment of the appropriate fee.

(45) The Council reserves the right to make any alterations from time to time to the Rules and Regulations, and to the scale of fees. All grants of the exclusive right of burial are made on the condition that the Rules and Regulations in force from time to time are observed, and that the fees in force from time to time are paid.

The above Rules and Regulations were approved by the Olney Town Council at a meeting held on Monday, 1st March 2021

Mayor, Chairman of the Recreation & Services Committee, Clerk to the Council.